



**City of Busselton**  
*Geographe Bay*

## **Policy and Legislation Committee Agenda**

***18 August 2016***

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

**CITY OF BUSSELTON**

**MEETING NOTICE AND AGENDA – 18 AUGUST 2016**

---

**TO: THE MAYOR AND COUNCILLORS**

**NOTICE** is given that a meeting of the Policy and Legislation Committee will be held in the Meeting Room A, City Administration Site, Harris Road, Busselton on Thursday, 18 August 2016, commencing at 10.00am.

The attendance of Committee Members is respectfully requested.



---

**MIKE ARCHER**

**CHIEF EXECUTIVE OFFICER**

12 August 2016

CITY OF BUSSELTON

AGENDA FOR THE POLICY AND LEGISLATION COMMITTEE MEETING TO BE HELD ON 18 AUGUST 2016

TABLE OF CONTENTS

<b>ITEM NO.</b>	<b>SUBJECT</b>	<b>PAGE NO.</b>
<b>1.</b>	<b>DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS.....</b>	<b>4</b>
<b>2.</b>	<b>ATTENDANCE .....</b>	<b>4</b>
	Apologies .....	4
	Approved Leave of Absence .....	4
<b>3.</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>4</b>
<b>4.</b>	<b>DISCLOSURE OF INTERESTS .....</b>	<b>4</b>
<b>5.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>4</b>
	5.1 Minutes of the Policy and Legislation Committee Meeting held on 21 July 2016 .....	4
<b>6.</b>	<b>REPORTS .....</b>	<b>5</b>
	6.1 REVISED EVENTS POLICY FOR THE CITY OF BUSSELTON.....	5
	6.2 REVISED ASSET MANAGEMENT POLICY.....	36
	6.3 REVIEW OF BUILDING INSURANCE POLICY.....	48
<b>7.</b>	<b>GENERAL DISCUSSION ITEMS .....</b>	<b>59</b>
	7.1 GEOGRAPHE LEISURE CENTRE BENCHMARKS .....	59
<b>8.</b>	<b>NEXT MEETING DATE .....</b>	<b>60</b>
<b>9.</b>	<b>CLOSURE .....</b>	<b>60</b>

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

2. **ATTENDANCE**

**Apologies**

Nil

**Approved Leave of Absence**

Nil

3. **PUBLIC QUESTION TIME**

4. **DISCLOSURE OF INTERESTS**

5. **CONFIRMATION OF MINUTES**

5.1 **Minutes of the Policy and Legislation Committee Meeting held on 21 July 2016**

**RECOMMENDATION**

That the Minutes of the Policy and Legislation Committee Meeting held 21 July 2016 be confirmed as a true and correct record.

## 6. REPORTS

### 6.1 REVISED EVENTS POLICY FOR THE CITY OF BUSSELTON

<b>SUBJECT INDEX:</b>	Events Policy
<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 Current Event Policy with changes tracked

#### PRÉCIS

The City of Busselton's Events Policy has been reviewed and updated as part of the ongoing organisational review of policies. The revised policy incorporates Events Policy, Surfing Events and Competitions Policy, and the Meelup Regional Park Specific Event Conditions into one consolidated Policy. This report presents the revised Events Policy for Council's consideration prior to being made available to event organisers with information on the event application and approval processes for events held within the City of Busselton, and guidelines for the sponsorship of events through the City of Busselton.

#### BACKGROUND

The existing Events Policy was adopted by Council on 12 April 2006 (C0604/105) to manage the application and approval process for all types of events.

The original policy came about following an increase in the statutory approvals required for events, often involving various directorates within the City which caused a level of confusion for applicants, as well as exposing the City to risk if an approval of an event was not assessed. Hence, it became apparent that a comprehensive event application package was required to inform applicants of the various approvals required for events and assist the City in meeting its legislative responsibilities.

The preparation of the events application package was a collaborate effort between Local Government Insurance Services and representatives from the then Shires of Busselton, Capel, Dardanup, Donnybrook - Balingup, Harvey and Manjimup. This working group developed the Event Application Package to form a comprehensive document that could be used throughout the six Councils, providing the event industry with a consistent framework for event applications within the South West region. The Event Application Package was then trialled by the various Shires for seven months. During and following the successful trial periods individual Shires implemented the event application package and their specific Event Policies.

Since 2006, the City of Busselton has seen a significant increase in the number and types of events held within the City. The City has a dedicated events team and through the implementation of a differential rate has developed a successful and substantial event sponsorship programme and made funds available for marketing initiatives. Given the increased number of events held within the City since the implementation of the existing Events Policy, it has been necessary to assess the policy to ensure that the information contained was current and relevant to the current regulatory requirements as well as the City's objectives for events and utilisation of public open spaces and community facilities.

The Events Policy has been updated to include the objectives and goals from the Events Strategy prepared in April 2012, improvements implemented in the event application process and fees and bonds involved in event approvals.

The policy has been revised to include the Surfing Events and Competition Policy (SECP) and the Meelup Regional Park Special Event Conditions to ensure that there is a consistent approach in the way the City assesses and approves event applications as well as ensuring that even organisers meet all City and State legislative requirements.

The existing SECP (policy number 021) was adopted by Council on 22 September 2010 (C1009/319) to manage and administer the number and types of competitive surfing events utilising City of Busselton managed reserves. The intention is to rescind the SECP and incorporate the objectives and requirements associated with running surfing events within the City of Busselton's coastal reserves into the one Events Policy.

Further, City Officers have been working with the Meelup Regional Park Management Committee since 2010 to establish a set of conditions that could be applied to events held within Meelup Regional Park to ensure that the environmental values of the Park continue to be protected. Consideration was given to creating a separate policy to deal with events held within the Park, however Officers believe that it is more efficient to have all event conditions included in the one policy. The Meelup Regional Park Special Event Conditions has been prepared in conjunction with the City's Meelup Environmental Management Officer and the Meelup Regional Management Park Committee ensuring that the environmental sensitivity of the Park as an A Class Reserve has been considered. These conditions will guide event organisers with planning and implementing events to be held within the Park, as well as promoting greater interaction with the City's Meelup Environmental Management Officer resulting in better outcomes for events and the Park.

## STATUTORY ENVIRONMENT

The following legislation allows Council to approve or assess the following items as outlined in the Event Application Package;

Legislation	Item
Health Act 1911 and Regulations	<ul style="list-style-type: none"> <li>• Temporary structures</li> <li>• Public Buildings (event location)</li> <li>• Temporary food stalls</li> <li>• Toilets</li> <li>• First Aid</li> <li>• Crowd Control</li> <li>• Risk Management Plans</li> <li>• Water supply</li> </ul>
Food Act 2008	<ul style="list-style-type: none"> <li>• Temporary Food Stalls</li> </ul>
Environmental Protection Act 1986 and Regulations	<ul style="list-style-type: none"> <li>• Noise</li> </ul>
Caravan Parks and Camping Grounds Act 1995 and Regulations	<ul style="list-style-type: none"> <li>• Temporary onsite camping associated with an event</li> </ul>
Liquor Licensing Act 1988 and Regulations	<ul style="list-style-type: none"> <li>• Authorising the service of alcohol associated with an event on Council reserve</li> </ul>
Local Government Act 1960 and related legislation	<ul style="list-style-type: none"> <li>• Trading in Public Places</li> <li>• Banner signs or similar types of advertising devices</li> <li>• Car parking</li> </ul>

	<ul style="list-style-type: none"> <li>• Hire City owned land and facilities</li> <li>• Rubbish</li> <li>• Set fees and charges relating to events</li> </ul>
Road Traffic Act 1974 and Regulations	<ul style="list-style-type: none"> <li>• Temporary road closures</li> <li>• Traffic Management Plans</li> </ul>
Explosives and Dangerous Goods Act 1961	<ul style="list-style-type: none"> <li>• Fireworks display</li> </ul>

### RELEVANT PLANS AND POLICIES

The following policies and plans are relevant to this report;

- Surfing Events and Competitions Policy – Reference No. 021
- Events Policy – Reference No. 231

### FINANCIAL IMPLICATIONS

There are no budgetary considerations required as a result of this report. Fees and charges associated with the event application and legislative approvals are included in the annual Adopted Schedule of Fees and Charges.

#### Long-term Financial Plan Implications

There are no implications for the Long Term Financial Plan as a result of this report.

### 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.

### RISK ASSESSMENT

The recommendations contained within this report are considered low risk and as such a formal risk assessment is not provided.

### CONSULTATION

The City's Events Team have reviewed the information within the Events Policy in consultation with all relevant City departments and made changes to ensure that current legislations and procedures are contained within the document. Consultation with the City's Environmental Team has resulted in the Policy being updated to include reference to relevant Environmental Management Plans when planning events held in City of Busselton reserves.

Extensive consultation has taken place with the Meelup Regional Park Management Committee regarding the Specific Event Conditions relating to events held in the Meelup Regional Park. Through this consultation a set of conditions that apply to a variety of event types has been developed that will form part of the event application that event organisers must adhere to in the planning and implementation of their events. The Specific Event Conditions also include a maximum number of trails and site based events that can be held in the Park each year, these limits have been included to

ensure that the Park's environmental areas are not threatened through high or frequent usage of the Park. The Meelup Regional Park Special Event Conditions were presented to the Meelup Regional Park Management Committee at its meeting on 26 July 2016 and will be presented to the Council on 10 August 2016.

#### **OFFICER COMMENT**

Since the endorsement of the current Events Policy in April 2006, the City of Busselton has been increasingly recognised as a desirable location for the staging of a variety of events in the areas of sport, culture and lifestyle. There are currently in excess of 130 events staged within the City of Busselton's boundaries each year.

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 policy provides event organisers with information on the event application processes including detailing the Event Criteria which require approval, the event application procedure and the information that will be considered by the City of Busselton in the assessment and approval process of event applications.

The policy also applies to events held at private premises, when the activities being held there are outside of the current approval of use for that property.

The policy has been updated to include several areas within the City that may require specific event conditions, to ensure the amenity of the location and the mitigation of any potential adverse impacts. These areas are as follows:

- Meelup Regional Park
- Busselton Jetty
- Yallingup Main Break and Smiths Beach
- Busselton and Dunsborough Foreshores
- Cultural Precinct on Queen Street
- City of Busselton reserves that have an existing Environmental Management Plan.

The inclusion of the Meelup Regional Park Specific Event Conditions, which have been developed through considerable consultation with the Meelup Environmental Management Officer and the Meelup Regional Park Management Committee to ensure that events are consistent with the Management Plan; protect the natural environment and enhance visitor satisfaction providing event organisers with a comprehensive guide for before, during and after the event process.

The Surfing Events and Competitions Policy has been incorporated into the Events Policy to manage the use of Yallingup Main Break and Smiths Beach for events. The objective of these specific conditions is to achieve consistency for the staging of surf events; to ensure equitable use of surf locations for recreational and competition surfers; and to minimise damage to and promote recovery of coastal systems.

Incorporating the Meelup Regional Park Specific Event Conditions and the Surfing Events and Competitions Policy into the Events Policy allows Officers to administer the policy in one comprehensive package.

The Policy details information on the fees and charges (as per the Schedule of Fees and Charges) that are applicable to events held within the City of Busselton; further it details that some events may be required to pay a refundable bond if using City of Busselton facilities. The amount charged for these bonds varies according to the facility used, or the activities being undertaken and are listed in the Schedule of Fees and Charges.

The Policy also covers Event Sponsorship with grant funding available to event organisers through the City's Event Sponsorship Programme. This programme is overseen by the Marketing and Events Reference Group, which makes recommendations to Council regarding the level of sponsorship.

With the huge growth in the number and variety of events held within the City, this updated Policy ensures that event organisers receive the most up to date guidelines on staging an event in the City of Busselton, whilst reflecting the values and priority areas of the Council and community.

## **CONCLUSION**

Council is provided with an updated Events Policy which combines the revised 'Events Policy', the 'Surfing Events and Competition Policy' and the 'Meelup Regional Park Special Event Conditions'. This Policy is presented to Council for adoption.

## **OPTIONS**

Council may choose not to accept the Officers recommendation or to make amendments to the Events Policy.

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

The policy will be effective immediately following Council's endorsement.

## **OFFICER RECOMMENDATION**

That the Council:

1. Revokes the Surfing Events and Competition Policy – Reference No. 021.
2. Endorses the updated Events Policy:



## 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; and
- g. 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 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 Form** 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 Applicant** 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 Oval, 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 25m<sup>2</sup>, 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
- 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 participation 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 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; and
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;
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 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**

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.

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
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
		Version 2 Update to the Events Policy including the incorporation of the Surfing Events Policy and the inclusion of

		specific requirements for Meelup Regional Park and other locations
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 1<sup>st</sup> 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 1<sup>st</sup> 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

<b>INTERNATIONAL SITES</b>	<b>ADDITIONAL INFRASTRUCTURE REQUIRED</b>
Yallingup Mainbreak	Additional Infrastructure to be provided as directed by the City of Busselton
<b>MAJOR EVENT SITES (70 – 100 COMPETITORS)</b>	<b>ADDITIONAL INFRASTRUCTURE REQUIRED</b>
Yallingup / Smiths Beach	Rubbish Bins, Taping off dunes / sensitive areas Environmental Control
<b>LARGE EVENT SITES (50-70 COMPETITORS)</b>	<b>ADDITIONAL INFRASTRUCTURE REQUIRED</b>
Yallingup / Smiths Beach	Rubbish Bins, Taping off dunes / sensitive areas Environmental Control
<b>MINOR EVENT SITES (0-50 COMPETITORS)</b>	<b>ADDITIONAL INFRASTRUCTURE REQUIRED</b>
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 1<sup>st</sup> to December the 31<sup>st</sup> 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 be referred to the Council for consideration

### Approval Procedures

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.



## EVENTS POLICY

### POLICY FOR THE ASSESSMENT OF EVENTS IN THE CITY OF BUSSELTON ~~POLICY FOR THE ASSESSMENT OF EVENTS IN THE SHIRE OF BUSSELTON~~

#### PURPOSE

#### PREAMBLE / POLICY STATEMENT

~~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.~~

~~will be used to manage the application and approval process of all types of events conducted in the Shire of Busselton.~~

~~The Shire of Busselton will assess applications for the conduct of events in accordance with legislative requirements.~~

#### OBJECTIVE

~~The specific objectives of this policy are to:~~

~~The purpose of this Policy is to:~~

- ~~a. Promote and encourage events that enhance a wide variety of opportunities to residents and visitors to the Shire-City of Busselton;~~
- ~~b. Protect-Ensure that the health and safety of persons attending events in the Shire-City of Busselton is considered in all Planning;~~
- ~~c. Provide an efficient and timely approval process and response in accordance with the Shire-City of Busselton's Customer Service Charter;~~
- ~~d. Ensure compliance with Regulatory-regulatory requirements and standards; and~~
- ~~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; and~~
- ~~g. 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:-~~

## **DEFINITIONS**

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

**Event:** An occurrence proposed to be held within the Shire-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 or community purposes, ~~and shall~~This includes but is not limited to:

- a. Concerts and music festivals
- b. Vehicle Rally's-Motorsport events, motor vehicle rallies and displays
- c. One off sporting events – Ironman, Half Ironman, Exhibition events (eg Eagles v's Dockers), Jetty Swim, Cycling Criteriums, Marathons, Sporting events
- e.d. Cultural and community events  
Shows and fairs ~~–Busselton Show, Air Show, Ciruses~~
- d.e. Festivals –Busselton Beach festival, Festival of Busselton, Carols by candlelight Exhibitions, wine and food festivals
- e.f. Exhibitions – Caravan and Camping Show Surfing events

**Event Application Form** (~~Attachment 1~~) ~~for major events, minor events and markets is~~are required to be completed for any proposed event. ~~Event application Form forms~~ requests details of size, nature, date, time, purpose, activities and facilities in relation to the event.

**Event Applicant** means the person, ~~Company-company~~ or ~~Organisationorganisation~~, excluding the Shire City of Busselton managed events, who is responsible for organising an event and who makes application to the Shire-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.

**Shire-City of Busselton Facility or Reserve** means any property owned or managed (via Management Order) by the Shire-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 shire-City utilised for recreational or community purposes only ie. Mitchell Park ~~(markets/art displays)~~, Rotary Park ~~(Festivals/Motor Vehicle displays)~~, Shire beaches (water events) etc. 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 shire-City that is utilised by sporting bodies, community groups etc for the purpose of conducting sporting fixtures, carnivals etc. ie. Sir Stewart Bovell Oval, Lou Weston Oval, Churchill Park Oval—, Barnard Park and Dunsborough Playing Fields (trotting/cricket) etc.

## **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.

## **ASSESSMENT CRITERIA**

### **EVENT APPLICATION PROCESS**

6.1 Attachment A Current Event Policy with changes tracked

If ~~a public gathering requires~~ one (1) or more approvals ~~are required~~ 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~~ requires formal Shire of Busselton approvalCity:

**Lifestyle Development: Event Criteria which requires approval**

Preparation or sale of food to the public;

- Erection of tents, ~~and~~ marquees larger than 25m<sup>2</sup>, 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; if the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place in accordance with the Health Act and associated Regulations and the current Shire of Busselton Town Planning Scheme;~~
- ~~Any Potential~~ noise ~~being created~~ including music, use of amplified equipment, extraordinary vehicle noise;
- ~~Supply 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 process plan; for events identified as having possible associated risks; for events attracting more than 5000 people;~~

Changes or interruptions to traffic flow (ie traffic management plans);

- ~~Signage Proposed signage~~ for the event ~~is proposed~~ to be erected;
- Sale or consumption of alcohol;
- Additional parking ~~areas will be required~~ requirements;
- Additional toilet facilities ~~will be required~~;
- Crowd control or security ~~may be an issue~~ measures;
- First aid ~~may need to be considered~~ requirements; and
- ~~Amusement structures will be used;~~
- Water safety plans for water based events;
- Fire management plans; and
- Appropriate level of public liability insurance coverage.

**Community Infrastructure:**

- ~~Event involves use of a road for any purpose including temporary road closure or suspension of Road Traffic Act / Regulations;~~
- ~~Event affects the flow of traffic on any road for any reason;~~
- ~~Hire of the Shire of Busselton refuse receptacles; and~~
- ~~Fireworks are proposed.~~

**Formal Where formal event approval is not required if the application is only a request for:**

~~Hire of Shire of Busselton~~ 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. ~~This h~~ However, ~~would require the~~ completion of a Facility Hire Form is required for each occasion.

**POLICY DOES NOT COVER**

1. ~~Events to be held at:~~

6.1 Attachment A Current Event Policy with changes tracked

- ~~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 Shire 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 application procedure

**EVENT APPLICATION PROCESS**

~~1. Annual events, organised by local community groups, will be required to submit a formal request for Council financial assistance in February each year in time for budget consideration.~~

~~2.1. All new events, new and annual, must submit a formal request for Council financial assistance a minimum of (8)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;~~

~~3.2. Applicants are required to submit a completed the Event Application Package to the City of Busselton, (attachment 1) which consistsconsisting of the following:~~

- a. Event Application Form;
- b. Event Checklist ~~which is~~(to be read in conjunction with the 'Event Information ~~to for~~ Applicants')~~to identify approvals and forms as required for the event;~~
- c. Event Site Plan; and
- d. Complete all relevant Forms included in the Event Application Package and obtain any other approvals as required.

~~1. The completed Event Application Form, Event Checklist, Site plan and any additional Forms or details of other approvals must be submitted to the Shire of Busselton a minimum of (8) weeks prior to the proposed date of the event.~~

~~4.3. 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-Risk management-Management plan-Plan that complies with the requirements of AS-4360 if the event participation is for greater than 5000 people. The Shire may request a Risk Management plan for any event if the risks are deemed to be significantrequire 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;~~

~~2.;~~

~~5-7. The Shire-City of Busselton may request any additional information to be supplied by applicants in order to ensure comprehensive assessment of the application.~~

6.1 Attachment A Current Event Policy with changes tracked

~~3.—The applicant must ensure any appropriate forms are completed and submitted with the event application.~~

Assessment of event applications

**ASSESSMENT OF APPLICATIONS**

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

~~1.—~~The nature, size and suitability of the event in relation to the venue requested (including the presence of alcohol) and the likely impact of the event on the facility;

~~2-1.~~

~~1.—~~The amenity of the event (including the presence of alcohol);

~~3-2.~~

~~2.—~~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);

~~4-3.~~

~~5.—~~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);

~~6.—~~

~~7.—~~ The availability of the venue at the required time(s) and on the required day(s);

~~8-4.~~

~~3.—~~The period of time for which the event will operate and the proposed times of operation;

~~9-5.~~

~~4.—~~Conflict or potential conflict with other events or community use in that location or a surrounding location;

~~10-6.~~

~~1.—~~ The estimated number of participants associated with the special event in relation to the carrying capacity of the facility;

~~5.—~~The benefits to the City of Busselton community;

~~11-7.~~

~~8.—~~ Reputation of the operator; and

~~6.—~~ Risk to natural, heritage and cultural values of the event area or surrounding area; and

~~12-9.~~

~~13-10.~~ Any other factors that may be considered necessary in relation to a particular event.

Fees for Event Approval

**FEES FOR EVENT APPROVAL**

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

~~2-1.~~

~~1.—~~ Event Applications received less than 8 weeks prior to the event may attract a late fee in accordance with the Shire of Busselton Schedule of Fees and Charges.

~~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;

~~3-2.~~

~~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; Shire of Busselton 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

#### **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;~~in accordance with the Shire of Busselton Schedule of Fees and Charges.~~
- ~~2.1.~~
- ~~1.~~ The Bond money will be refunded in full following the successful completion of the conditions of approval outlined in the ~~Shires approval~~City's acknowledgement letter.;
- ~~3.2.~~
- ~~2.~~ Failure to comply with any of the conditions specified in Councils ~~approval~~acknowledgement letter may result in all or part of the bond money not being refunded to the applicant.
- ~~4.3.~~
- ~~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**

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.

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
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**

<u>Council Resolution</u>	<u>Date</u>	<u>Information</u>
<u>C0604/105</u>	<u>12 April, 2006</u>	<u>Version 1</u> <u>Note: This policy incorporates concerts and therefore the concerts policy (073/2) was revoked as part of the adoption of the Events policy.</u>

**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 1<sup>st</sup> 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 1<sup>st</sup> 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

6.1 Attachment A Current Event Policy with changes tracked

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

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

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 1<sup>st</sup> to December the 31<sup>st</sup> 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:

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

\* 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**

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.

## 6.2 REVISED ASSET MANAGEMENT POLICY

<b>SUBJECT INDEX:</b>	Asset Renewal and Replacement
<b>STRATEGIC OBJECTIVE:</b>	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
<b>BUSINESS UNIT:</b>	Engineering and Facilities Services
<b>ACTIVITY UNIT:</b>	Asset Management
<b>REPORTING OFFICER:</b>	Asset Coordinator - Dan Hall
<b>AUTHORISING OFFICER:</b>	Director, Engineering and Works Services - Oliver Darby
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Asset Management Policy

### **PRÉCIS**

The purpose of this report is to present for adoption an updated City of Busselton Asset Management Policy. The policy provides an overview of the Council's commitment to the long-term sustainability of its infrastructure assets. This is through the recognition of the need to undertake asset management planning to ensure that adequate levels of maintenance and renewal are undertaken, whilst also ensuring that demand for new and upgraded infrastructure assets is being catered for.

### **BACKGROUND**

The asset management policy was first adopted by the Council on 8 October 2008 (C0810/303). Whilst this policy adequately captured the City's asset management philosophies at the time, it is required to be updated in order to better reflect the present day requirements.

The original policy (as shown in attachment A) defined asset management for the City of Busselton and provided some guidance on issues such as donated assets and asset management plans.

The City's asset management maturity and expectations of asset management are now much more defined than they were in 2008. The updated policy aims to capture this through the provision of more specific information capturing the present day requirements and providing guidance on future areas for improvement.

To this end, a major review of the policy has been undertaken to ensure adherence to present day requirements and capture of areas for improvement.

### **STATUTORY ENVIRONMENT**

In accordance with Section 2.7(2)(b) of the *Local Government Act 1995* it is the role of the Council to determine the local government's policies. The Council does this on the recommendation of a Committee it has established in accordance with Section 5.8 of that Act.

### **RELEVANT PLANS AND POLICIES**

The data from Asset Management Plans is incorporated into the Long-term Financial Plan and in this way informs the Corporate Business Plan and Annual Budget.

This policy also has some linkage with other asset management related policies of the Council, namely Road Renewal Funding Policy, Footpaths and Cycleways Funding Policy, Asbestos Management Policy and Building Insurance Policy.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications with the adoption of this policy. However, the policy does provide guidance on the assessment of lifecycle costs for infrastructure assets, prioritisation of renewal works and fair value – all of which have some financial aspects.

They are defined as follows within the policy:

### **Lifecycle Costs**

The total cost of an asset throughout its life, including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs will be considered prior to construction / implementation of an asset.

### **Prioritisation of Renewal Works**

Consideration for budgetary priority will be given to existing assets for their operation, maintenance and renewal where required before the provision of new assets. This is to ensure that expenditure on new and upgraded assets is not at the detriment of required renewal expenditure on existing assets. This approach will assist in the long-term sustainability of the City's infrastructure assets.

Where appropriate, separate policies should be developed outlining minimum levels of renewal to be applied to individual asset sub class i.e. (roads, buildings, paths and cycleways).

### **Fair Value According to AASB**

Australian Accounting Standards Board AASB13 – Defines Fair Value as “the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date”.

Three valuation techniques recommended by AASB13:

- **Market approach:** A valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable (i.e. similar) assets, liabilities or a group of assets and liabilities, such as a business.
- **Cost approach:** A valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset (often referred to as current replacement cost).
- **Income approach:** Valuation techniques that convert future amounts (e.g. cash flows or income and expenses) to a single current (i.e. discounted) amount.

### **Fair Value at the City of Busselton**

Infrastructure assets are “specialised” in nature (i.e. roads, drainage, footpaths, carparks etc.), therefore market evidence is not always available to guide fair value measurement. AASB116 recognises the specialised nature of some assets and provides for an income or current replacement cost approach to be used to determine fair value. The City will predominately use the current replacement cost approach to value all infrastructure assets. AASB13 defines replacement cost as “a valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset (often referred to as current replacement cost)”.

The City will use two methods under the current replacement cost approach for calculating fair value depending on the data that is available / able to be sourced for that particular asset.

The City will determine Fair Value by an assessment of the current replacement cost of the asset, measured against its existing condition to determine the percentage of its life consumed and in turn; the life remaining. This technique reflects the amount that would be required currently to replace the service capacity of an asset.

Where detailed condition data is either unable to be obtained within the required timeframes, unreliable or incomplete; an assessment will be made based on construction date, useful life and replacement cost. This differs from the condition based method as it uses an assumed remaining life based on how old the asset is, rather than a detailed inspection of its current condition.

For each infrastructure asset sub class, a determination will be made to use either condition **or** age as the determining factors, not a mix of both within the one infrastructure class. This will be done to avoid any inconsistencies when comparing values within a particular class.

### **Long-term Financial Plan Implications**

Under the guidance of the philosophies set by the policy, asset management plans are required to be formulated. These plans are to outline relevant information about each asset class such as location, size, value, condition and timing and cost of replacements/renewals of existing infrastructure. The outcomes of the adopted asset management plans then inform the Long-term Financial Plan.

### **STRATEGIC COMMUNITY OBJECTIVES**

This matter principally aligns with Key Goal Area 2 – ‘Well Planned, Vibrant and Active Place’ and more specifically Community Objective 2.3 - ‘Infrastructure assets that are well maintained and responsibly managed to provide for future generations’.

### **RISK ASSESSMENT**

An assessment of the potential implications has been undertaken using the City’s risk assessment framework. There were no risks identified that required either a formal assessment or noting within this report.

### **CONSULTATION**

Not required.

### **OFFICER COMMENT**

Since 2008 when the original policy was adopted, there has been significant growth in the City’s asset management knowledge base. This increase in knowledge has led to an increase in asset management output and associated expectations of continued improvement of asset management.

This developing asset management ‘maturity’ provides the City with ever-improving asset management data and processes. It also provides a clearer sense of what still needs to be done to ensure that asset management continues to improve. The updated policy aims to capture this current asset management maturity as well as outlining some areas for improvement.

The current maturity is captured through the inclusion of sections relating to continuous improvement of asset management, improvement planning, integrated planning framework compliance, prioritisation of renewal works, core and advanced asset management planning and fair value. All of these aspects are recognised requirements which are embedded in the current day to day functions of asset management and where necessary are backed by separate policies.

The areas for improvement within the policy are sections relating to donated assets, as-constructed data, life-cycle costs, and asset management information systems. Whilst these areas are still providing effective outputs to a point, they represent the areas with the greatest need for improvement.

Planning for improvements will be enabled by the implementation of an Asset Management Improvement Plan. The purpose of this document is to provide a summary of which activities have been undertaken up until the present day and those which are required into the future. This summary will be provided at an asset type level (Roads, Buildings etc.) in order to provide detail on each area's progress and current status.

The Policy can be reviewed at any time, should these priorities for improvement change over time.

## **CONCLUSION**

The updated policy reflects the present day asset management requirements for the City of Busselton and also provides guidance on how to further improve asset management at the City of Busselton.

Adoption of the policy will reaffirm the Council's commitment to the long-term sustainability of its infrastructure assets. It will also provide recognition of the need to undertake asset management planning to ensure that adequate levels of maintenance and renewal are undertaken allowing the Council to better plan for new and upgraded infrastructure.

## **OPTIONS**

The Council could resolve to not adopt the updated asset management policy, however in doing so, may not be recognising the current asset management requirements for the City of Busselton.

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

The implementation of the Asset Management Policy would be effective immediately upon adoption of the officer's recommendation.

## **OFFICER RECOMMENDATION**

That the Council adopts the following updated Asset Management Policy:

002	Asset Management	V2 Draft
-----	------------------	----------

### **1. PURPOSE**

The intention of this policy is to outline the City of Busselton's commitment to continuous improvement of asset management through a structured, well-planned and integrated approach. This will ensure that the City's infrastructure assets are well maintained for their current purpose and are able to adapt to the changing expectations of future generations.

### **2. STATEMENT**

#### **Scope**

The Policy applies to existing infrastructure assets as well as assets that are to be purchased or donated to the City. It covers infrastructure assets, including but not limited to roads, bridges,

footpaths and cycleways, stormwater drains, parks and open spaces, buildings, facilities and leisure centres that are *owned and directly managed* by the City of Busselton.

The definition of an infrastructure asset applicable to this policy is as follows:

“Stationary systems forming a network and serving whole communities, where the system as a whole is intended to be maintained indefinitely, at a particular level of service potential by the continuing replacement and refurbishment of its components. The network may include normally recognised ordinary assets as components.” (International Infrastructure Management Manual – 2011)

This includes constructed or improved physical assets. Hence, in the example of a reserve area under Management Order with the City of Busselton, the reserve is not included in the asset register, however the physical components such as footpaths, furniture, roads, seawalls, jettys, boatramps, drains and any buildings would be included as assets.

### **3. POLICY CONTENT**

The Council is committed to the long-term sustainability of its infrastructure assets, and recognises the need to undertake asset management planning to ensure that adequate levels of maintenance and renewal are undertaken; whilst also ensuring that demand for new and upgraded infrastructure assets is being catered for.

This will be done by the Council adopting the following asset management principles:

#### **Continuous Improvement of Asset Management**

Through the commitment to continuous improvement of asset management, the City will ensure that asset management plans are reviewed and updated at least every three years. This regular review will ensure that the plans are an accurate reflection of the current status and required funding for the various assets at any given time.

Development, review and update of the asset management plans will be done in a cyclic manner to ensure that some form of asset management development, update and review is being undertaken in any given year.

#### **Improvement Planning**

Effective Asset Management Planning will be enabled by the implementation of an Asset Management Improvement Plan. The purpose of this document is to provide a summary of which activities have been undertaken up until the present day and those which are required into the future. This summary will be provided at an asset type level (Roads, Buildings etc.) in order to provide detail on each areas progress and current status.

The Improvement Plan should give a task breakdown for each asset type and a basic timeline to assist with future planning of the City’s asset management tasks. The improvement plan should cover activities ranging from initial data collection up to asset management plan adoption and review.

#### **Integrated Planning Framework Compliance**

The Council utilises a suite of corporate planning documents in order to comply with the State Government’s Integrated Planning Framework. These documents are: a Strategic Community Plan and a Corporate Business Plan, supported and informed by key resourcing and informing plans, namely Asset Management Plans, a Long-term Financial Plan and a Workforce Plan. Falling out of such planning each year will be the local government’s Annual Budget. This framework is commonly

referred to as Integrated Planning.

Under the guidance of the framework, asset management plans are required to be formulated outlining relevant information about each asset class such as location, size, value, condition and timing and cost of replacements/renewals of existing infrastructure.

### **Donated Assets**

When considering the provision or receipt of a new asset, the following practices are taken into account:

A business case (considering elements such as (but not limited to) condition, age, asset type, location) has been completed to ensure that any new asset will deliver direct and tangible benefits to the community and stakeholders.

- (A) This includes assets that are proposed to be transferred to the City of Busselton (e.g. where the City of Busselton is obliged to accept assets or applies under a Management Order) or where assets are donated (e.g. the City of Busselton is not legally obliged to take ownership). This could show some assets should not be accepted by the City.
  - (ii) That the “life-cycle” costs and cost effectiveness of the asset have been considered over the life of the asset;
  - (iii) Any financial implications to the City of Busselton have been taken into account and can be incorporated into the City’s corporate and financial plans. This should include operational costs as well as maintenance, renewal or replacement of the asset.

### **As-constructed Data**

The City recognises the importance that provision of detailed as-constructed data plays in the effective lifecycle management of an infrastructure asset. As-constructed data will be required from all contractors / consultants before final close out of construction projects.

Detailed as-constructed data will also be provided for infrastructure asset construction undertaken by the Council’s internal construction teams.

### **Lifecycle Costs**

The total cost of an asset throughout its life, including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs will be considered prior to construction / implementation of an asset.

### **Prioritisation of Renewal Works**

Consideration for budgetary priority will be given to existing assets for their operation, maintenance and renewal where required before the provision of new assets. This is to ensure that expenditure on new and upgraded assets is not at the detriment of required renewal expenditure on existing assets. This approach will assist in the long term sustainability of the City’s infrastructure assets.

Where appropriate, separate policies should be developed outlining minimum levels of renewal to be applied to individual asset sub class i.e. (roads, buildings, paths and cycle ways).

### **Core and Advanced Asset Management Plans**

Initial asset management plans will be prepared in the context of core asset management working towards advanced asset management planning. The initial plans will be undertaken to meet minimum organisational and legislative requirements for financial planning and reporting. This is referred to as the “core” approach and provides basic technical management outputs such as statements on current levels of service, forward replacement programmes and associated cash flow projections based on historical performance.

Advanced asset management involves engaging with the community to discuss and agree on alternative levels of service, applying analysis to individual assets and implementation of improvements identified in core planning.

The City of Busselton will progress towards advanced asset management through ongoing review and update of asset management data and practices – continuous improvement.

### **Fair Value According to AASB**

Australian Accounting Standards Board AASB13 – Defines Fair Value as “the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date”.

Three Valuation Techniques recommended by AASB13:

- Market approach: A valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable (i.e. similar) assets, liabilities or a group of assets and liabilities, such as a business.
- Cost approach: A valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset (often referred to as current replacement cost).
- Income approach: Valuation techniques that convert future amounts (e.g. cash flows or income and expenses) to a single current (i.e. discounted) amount.

### **Fair Value at the City of Busselton**

Infrastructure assets are “specialised” in nature (i.e. roads, drainage, footpaths, carparks etc.), therefore market evidence is not always available to guide fair value measurement. AASB 116 recognises the specialised nature of some assets and, provides for an income or current replacement cost approach to be used to determine fair value. The City will predominately use the current replacement cost approach, to value all infrastructure assets. AASB13 defines replacement cost as “a valuation technique that reflects the amount that would be required currently to replace the service capacity of an asset (often referred to as current replacement cost)”.

The City will use two methods under the current replacement cost approach for calculating fair value depending on the data that is available / able to be sourced for that particular asset.

The City will determine Fair Value by an assessment of the current replacement cost of the asset, measured against its existing condition to determine to percentage of its life consumed and in turn, the life remaining. This technique reflects the amount that would be required currently to replace the service capacity of an asset.

Where detailed condition data is either unable to be obtained within the required timeframes, unreliable or incomplete, an assessment will be made based on construction date, useful life and replacement cost. This differs from the condition based method as it uses an assumed remaining life based on how old the asset is, rather than a detailed inspection of its current condition.

For each infrastructure asset sub class, a determination will be made to use either condition **or** age as the determining factors, not a mix of both within the one infrastructure class. This will be done to avoid any inconsistencies when comparing values within a particular class.

### **Asset Management Information systems**

The City will ensure that appropriate Asset Management Information Systems (AMIS) are in place to effectively manage asset management data. This will entail a combination of processes, data, software and hardware; which are used to provide the essential outputs for effective asset management.

### **Review of Policy**

This policy will be reviewed as required to ensure the Policy properly reflects the current asset management requirements of the City.

### **Definitions**

**Renewal Work** is defined as works to replace existing assets or facilities with assets or facilities of equivalent capacity or performance capability.

**New works** are assets acquired for a new (never before provided) service to the community.

**Upgrade works** result in a higher (improved) level of service than previously offered. As distinct from new assets, the service currently exists.

**Asset** – an item that has potential value to an organisation (International Infrastructure Management Manual – 2011).

**Asset Management Plan (AM Plan)** Long-Term plans (usually 10-20 years or more for infrastructure assets) that outline the asset activities and programmes for each service area and resources applied to provide a defined level of service in the most cost effective way (International Infrastructure Management Manual – 2011).

**Lifecycle Cost** – The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.

**Advanced Asset Management** – Asset Management which employs predictive modelling, risk management and optimised decision-making techniques to establish lifecycle treatment options and related long-term cash flow predictions (International Infrastructure Management Manual – 2011).

**Core Asset Management** (Also called basic AM) – Asset Management which relies primarily on the use of an asset register, maintenance management systems, top down condition assessments, simple risk assessment and defined levels of service, in order to establish a long term cash flow prediction (International Infrastructure Management Manual – 2011).

**Levels of Service** – Defines standards for the construction, maintenance and operation of types of assets (i.e. roads, footpaths).

#### 4. APPLICATION OF THE POLICY

##### **Policy Background**

Policy Reference No. - 002

Owner Unit – Engineering and Facilities Services

Originator – Asset Management Coordinator

Policy approved by – Council

Date Approved – 8 October, 2008

Review Frequency – as required

Related Documents – Roads Asset Renewal Policy, Footpaths and Cycleways Renewal Policy, Building Insurance Policy, Asbestos Management Policy.

Background/History –

<b>Council Resolution</b>	<b>Date</b>	<b>Information</b>
		Version 2 The City's asset management maturity and expectations of asset management are now much more defined. The updated policy aims to capture this through the provision of more specific information regarding the present day requirements and providing guidance on future areas for improvement.
C0810/303	8 October, 2008	Date of implementation Version 1

Last updated 08/10/2008 (implementation)

002	Asset Management	V1 Current
-----	------------------	------------

## ASSET MANAGEMENT POLICY

### Purpose

The purpose of the policy is to set out the broad framework and direction to ensure the provision and management of the Shire of Busselton's assets in an optimal cost-effective manner for the present and future stakeholders.

### Scope

The Policy applies to existing assets as well as assets that are to be purchased or donated. It covers infrastructure assets, including but not limited to roads, bridges, footpaths, stormwater drains, parks and open spaces, buildings, facilities and leisure centres that are *owned and directly managed* by the Shire of Busselton.

The definition of asset applicable to this policy is as follows:

"A physical component of a facility that has value, enables services to be provided and has an economic life greater than twelve (12) months." (International Infrastructure Asset Manual, 2006)

This includes constructed or improved physical assets. Hence, in the example of a reserve area under Management Order with the Shire of Busselton, the reserve is not included in the asset register, however the physical components such as footpaths, furniture, roads, drains and any buildings would be included as assets.

This policy does not apply to coastal reserves and waterways. A separate policy will cater for the specific management of these areas.

### Policy Statements

The Shire of Busselton will manage the assets it is responsible for in an economically sustainable manner at the levels of service cognizant of the asset's "whole of life" costs. This will be done by the Council adopting the following asset management principles:

- (a) The Shire of Busselton's Strategic Plan, Corporate Plan, OSH & Risk Management Plans, Five Year Financial Plan, Five Year Capital Works Plans and related budgets will take into account Asset Management requirements.
- (b) Allocation of appropriate resources to ensure that Asset Management practices can be performed and maintained in a timely and efficient manner for the upgrade, renewal and maintenance of the Shire's assets.
- (c) When considering the provision or receipt of a new asset, the following practices are taken into account:

6.2 Attachment A Asset Management Policy

Last updated 08/10/2008 (implementation)

- (i) A business case has been completed to ensure that any new asset will deliver direct and tangible benefits to the community and stakeholders
  - (A) This includes assets that are proposed to be transferred to the Shire of Busselton (eg where the Shire of Busselton is obliged to accept assets or applies under a Management Order) or where assets are donated (eg the Shire of Busselton is not legally obliged to take ownership). This could show some assets should not be accepted by the Shire.
- (ii) That the “whole of life” costs and cost effectiveness of the asset have been considered over the life of the asset
- (iii) Any financial implications to the Shire of Busselton have been taken into account and can be incorporated into the Shire’s corporate and financial plans. This should include operational costs as well as maintenance, renewal or replacement of the asset.
- (d) Consideration for budgetary priority will be given to existing assets for their operation, maintenance and renewal where required before the provision of new assets.
- (e) Asset Management Plans (AMP) will be developed and maintained on all of the Shire’s nominated asset types;
  - (i) AMPs will document the levels of service, financial planning, future demand and utilisation, and life cycle management of each asset type
  - (ii) AMPs will be maintained and updated on a regular basis
- (f) Ensure that technology systems are in place for the storage of all asset management registers and that this information is maintained in an accurate and timely manner.
- (g) Ensure that the appropriate procedures are in place for the evaluation and prioritisation of assets so that informed decision making can be carried out with respect to maintenance, renewal and replacement of asset
- (h) To ensure that asset management productivity gains are achieved through the following:
  - (i) Reducing future life cycle costs by applying an optimised level of maintenance and renewal
  - (ii) Reducing future asset loss by predicting optimal intervention phases.

**Exemptions**

None identified.

6.2 Attachment A Asset Management Policy

Last updated 08/10/2008 (implementation)

**Review of Policy**

This policy will be reviewed each time the Shire’s Council Plan is updated to ensure the Policy properly supports the vision, goals and objectives of the current Plan.

**Definitions**

Asset – A physical component of a facility that has value, enables services to be provided and has an economic life greater than twelve (12) months. (International Infrastructure Asset Manual)

Asset Management Plans – A plan developed for the management of Infrastructure assets that combines multi-disciplinary management techniques (technical & financial) over the lifecycle of the asset in the most cost effective manner to provide a specified level of service. (IPWEA, 2006)

Asset Management Practices – The practices and processes that ensure that assets are efficiently planned, delivered, managed, reviewed and renewed in a cost effective, sustainable manner.

Asset Register – A record of asset information including inventory, historical, financial, technical, construction and condition.

Levels of Service – Defines standards for the construction, maintenance and operation of types of assets (i.e roads, footpaths)

Whole of Life Costs – The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, renewal and disposal costs.

**Policy Background**

- Policy Reference No. - 002
- Owner Unit – Infrastructure Planning
- Originator – Asset Management Officer
- Policy approved by – Council
- Date Approved – 8 October, 2008
- Review Frequency – In conjunction with the Strategic Plan
- Related Documents –
- Background/History –

**History**

<b>Council Resolution</b>	<b>Date</b>	<b>Information</b>
C0810/303	8 October, 2008	Date of implementation Version 1

### 6.3 REVIEW OF BUILDING INSURANCE POLICY

<b>SUBJECT INDEX:</b>	Insurance - Policies
<b>STRATEGIC OBJECTIVE:</b>	Infrastructure assets are well maintained and responsibly managed to provide for future generations.
<b>BUSINESS UNIT:</b>	Engineering and Facilities Services
<b>ACTIVITY UNIT:</b>	Asset Management
<b>REPORTING OFFICER:</b>	Asset Coordinator - Dan Hall
<b>AUTHORISING OFFICER:</b>	Director, Engineering and Works Services - Oliver Darby
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Current Building Insurance Policy with changes tracked

#### **PRÉCIS**

The Building Insurance Policy is presented for review and update as part of the ongoing policy review process. The policy has been reviewed and assessed as requiring only minor changes as outlined in this report. While no substantial changes are recommended, the operation of the policy has been examined in detail to ensure no other changes are required.

#### **BACKGROUND**

In 2011, the Council resolved (C1103/091) to adopt an approach of taking out different levels of insurance for City owned building assets based on a Service Level Hierarchy (SLH). The SLH defines an appropriate hierarchy, subject to the building's use, condition and service needs.

Further to this, a policy to adopt a philosophy and approach in relation to insurance of City owned buildings and improvements was presented to the Council on 24 July, 2013. The Council resolved (C1307/192) to adopt the Building Insurance Policy. The purpose was to outline the rationale for allocating different levels of insurance for City owned buildings and/or improvements. It also formalised the requirement for Lessees of City owned or managed buildings to reimburse the City for the cost of insurance.

The adopted policy is to be reviewed every three years to coincide with the review of the Asset Management Plan and the revaluation of City buildings.

#### **STATUTORY ENVIRONMENT**

In accordance with Section 2.7(2)(b) of the Local Government Act 1995 it is the role of the Council to determine the local government's policies. The Council does this on the recommendation of a Committee it has established in accordance with Section 5.8 of that Act.

#### **RELEVANT PLANS AND POLICIES**

This report proposes the minor update of the Building Insurance Policy of the Council.

#### **FINANCIAL IMPLICATIONS**

There are no financial implications arising from the review of this policy.

**Long-term Financial Plan Implications**

Not applicable.

**STRATEGIC COMMUNITY OBJECTIVES**

Consideration of this matter is consistent with Key Goal 2 – Well planned, vibrant and active places, Community Objective 2.3 - Infrastructure assets are well maintained and responsibly managed to provide for future generations – of the City of Busselton Strategic Community Plan 2013.

**RISK ASSESSMENT**

An assessment of the potential implications has been undertaken using the City's risk assessment framework.

<i>Risk</i>	<i>Controls</i>	<i>Consequence</i>	<i>Likelihood</i>	<i>Risk Level</i>
A financial implication if a higher level of SLH is to be applied to a building and the change to the level of insurance has not been implemented resulting in underinsurance.	Regular reviews of SLH to identify changes to the building condition and/or the community needs.	Moderate	Possible	Medium
Damage occurs to a number of buildings valued at under \$50,000 which are not insured.	Insurance needs for these buildings to be covered through the existing building reserves fund when and if required.	Minor	Rare	Low

**CONSULTATION**

Not required.

**OFFICER COMMENT**

This report presents the Building Insurance Policy. The policy has provided consistent guidance to the City in allocating an insurance level appropriate to each building. This guidance is based on the SLH, current condition and planned future use.

The Building Insurance Policy has been reviewed and assessed as requiring only a minor change. Where referred to in the report, the words 'reinstatement /reinstatement' should be replaced with the words 'replacement/reinstatement'. These changes are shown as track changes on Attachment A.

**CONCLUSION**

While no substantial changes are recommended, the operation of the policy has been examined in detail to ensure no other changes are required. It is the considered view of officers that the policy included in this report has been operating efficiently and effectively since it was adopted by the Policy and Legislation Committee and the Council.

## **OPTIONS**

The Council could choose not to adopt the updated Building Insurance Policy in favor of an alternative building insurance policy. This would require further investigation and presentation of an alternative policy to the Policy and Legislation Committee.

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

The implementation of the Building Insurance Policy would be effective immediately upon adoption of the officer's recommendation.

## **OFFICER RECOMMENDATION**

That the Council adopts the following updated Building Insurance Policy:

<b>029</b>	<b>Building Insurance Policy</b>	<b>V2 Draft</b>
------------	----------------------------------	-----------------

### **1. PURPOSE**

The purpose of this policy is to outline the rationale for allocating different levels of insurance for City owned buildings and/or improvements and to formalise the requirement for Lessees of City buildings to reimburse the City of Busselton for the cost of insurance.

### **2. SCOPE**

This policy applies to all City owned buildings and / or improvements located in the City of Busselton that are covered by the City insurance policy. It also applies to all community and sporting groups and commercial lease holders of City owned buildings.

### **3. POLICY CONTENT**

The Council has determined that a strategic approach is required with regards to levels of building insurance to ensure that the best value for money is obtained for each and every building covered. When determining the appropriate level of insurance to be applied to a particular building, certain information pertaining to this building needs to be obtained so that an informed decision can be made. This will also ensure that all buildings are assessed on an individual basis as well as within the context of the entire asset portfolio.

Buildings, where practicable, should be assessed on the basis of their Service Level Hierarchy (SLH) explained in more detail below, current overall condition which is based on an asset management assessment and whether there is an alternative should the building be no longer in operation.

#### **Service Level Hierarchy**

A Service Level Hierarchy (SLH) for buildings has been developed as part of the Building Asset Management Plan adopted by Council in December 2010 and has been used as the basis for determining insurance levels for buildings. The SLH defines an appropriate hierarchy for all City owned and managed buildings, which includes leased buildings and further defined below.

The buildings are to be assessed under the following three criteria;

*Importance to the community*

A rating based on perceptions of community expectations of services provided the scores are allocated between:

- 1 Very important
- 2 Important
- 3 Fair importance
- 4 Low importance
- 5 Not important

*Criticality to the operations of Council*

How critical a building is to the day to day operations of the City the scores are allocated as follows:

- 1 Very critical
- 2 Critical
- 3 Fair criticality
- 4 Low criticality
- 5 Not critical

*Usage Factor*

An assessment of the usage level of each building including workforce and public use, the scores are allocated between:

- 1 High usage
- 2 Moderate usage
- 3 Low usage
- 4 Some degree of usage
- 5 Little or no use

Each Criteria is given an equal weighting and points are allocated according to the score i.e. score 1 = 1 point, 2 = 2 points, 3 = 3 points, 4 = 4 points and 5 = 5 points. Points are allocated up to a maximum of fifteen across the three criteria. The scores can then be broken down into five (5) service level hierarchies for buildings as a guide for determining the Service Level Hierarchy.

Additional to this, leased buildings (both community and commercial) can be allocated into a hierarchy six (a, b or c) dependant on the City's level of obligation towards these buildings.

This will assist further in the allocation of insurance levels.

Service Level Hierarchy One (1)

A building that scores between a 1 and 3 is identified as core service, high usage and high public profile asset to be in very good condition operationally and aesthetically. A building that falls into this category would be insured for replacement/reinstatement value.

Service Level Hierarchy Two (2)

A building that scores between a 4 and 5 is identified as core service, moderate usage and /or moderate public profile asset to be in good / very good condition operationally and aesthetically. A building that falls into this category would be insured for replacement/reinstatement value.

Service Level Hierarchy Three (3)

A building that scores between a 6 and 7 is identified as core service, low usage and/or public profile asset to be in serviceable / good condition operationally and aesthetically. A building that falls into this category would generally be insured for replacement/reinstatement value and in some instances indemnity value.

#### Service Level Hierarchy Four (4)

A building that scores between an 8 and 10 is of non-core service, some degree of usage and / or profile, condition only needs to meet minimal operational and statutory requirements. A building that falls into this category would generally be insured for replacement /reinstatement value and in some instances indemnity value.

#### Service Level Hierarchy Five (5)

A building that scores 11 plus is of non-core service, little or no usage and / or profile, it is unoccupied or surplus to requirements. A building that falls into this category would generally be insured for demolition value.

#### Service Level Hierarchy Six (a)

Commercial and community leased buildings for which the City is responsible to maintain and renew either directly or through coordination of funding programs. Due to the lease obligations a building that falls into this category would be insured for replacement /reinstatement value.

#### Service Level Hierarchy Six (b)

Commercial and community leased buildings for which the City is responsible for the structural integrity only (tenant or lessee responsible for day to day maintenance and minor renewal). Due to the lease obligations a building that falls into this category would be insured for replacement /reinstatement value.

#### Service Level Hierarchy Six (c)

Commercial and community leased buildings for which the City has no obligation with respect to the ongoing maintenance and renewal of the building i.e. not required to have a yearly budget allocation for these buildings. Due to the lease obligations a building that falls into this category would be insured for replacement /reinstatement value.

#### Insurance Levels

Each building, once assessed as per the requirements of this policy will be allocated an insurance level appropriate to its SLH, current condition and planned future use.

These insurance levels are as follows;

*Replacement / Reinstatement:* cost for full replacement of a building to current day standards including provisions for contingencies such as architects and engineers fees, removal of debris, extra cost of reinstatement, extinguishment costs and miscellaneous structures and equipment.

*Indemnity Only:* The “market value” of the building only. In the event of a total loss then that amount would be the maximum amount payable, there will be no consideration of replacing or rebuilding the asset in the processing of the claim.

This cover would be valid when it is deemed that a certain building would not be rebuilt in its current form and/or location, therefore doesn't require full replacement / reinstatement insurance cover.

*Demolition Only:* This value can be set by the Council, nominating a value to a certain building based on previous quotations, actual costs or an estimation of the probable costs to demolish it after a significant damage event.

*No Insurance:* Council may elect in some instances not to insure a building where other insurance cover already exists or the situation dictates that insurance cover is not necessary. This option would not be utilised in many instances.

*Buildings Valued at under \$50,000 (excluding leased buildings):* With the exception of Leased Buildings, the City will not insure buildings valued at under \$50,000, unless the CEO considers it

necessary due to special circumstances to take out a separate policy of insurance in respect to a particular building. The City believes the City's existing Building Reserve sufficiently provides for the insurance needs of such buildings.

#### Valuation of Assets

To ensure that all building values are consistent with current replacement costs and / or market values, the City will undertake a revaluation carried out by a Certified Practising Valuer every three (3) years. This value will then form the basis of each building's insurance cover and will be indexed each financial year by the Perth Consumer Price Index (CPI) until such time as an updated valuation is undertaken.

#### Leased Building

All leased buildings and improvements are to be insured for replacement/reinstatement value. Lessees are required to reimburse the City to the full extent of the cost of insurance for Leased Buildings. An exemption is applied to not for profit community and sporting groups leasing City owned or managed buildings that are listed with the Heritage Council of WA with conservation plans. A concession of 50% of the insurance premium is to be applied. No concession will be granted for commercial tenants.

#### Review

The policy is to be reviewed every three (3) years to coincide with the review of the Building Asset Management Plan and the re-valuation of City Buildings.

#### Policy Background

Policy Reference No: 029

Owner Unit – Asset Management

Originator – Coordinator, Asset Management, Engineering and Works Services

Policy approved by – Council

Date Approved – 24 July, 2013

Review frequency – Every 3 years

#### History

<b>Council Resolution</b>	<b>Date</b>	<b>Information</b>
		Version 2 Policy update generally to replace the words 'reinstatement/ reinstatement' with 'replacement/ reinstatement' to more accurately reflect the insurance type being referred to.
C1307/192	24 July 2013	Version 1

Ref No 029	Building Insurance Policy	V1 Current
------------	---------------------------	------------

1. PURPOSE

The purpose of this policy is to outline the rationale for allocating different levels of insurance for City owned buildings and/or improvements and to formalise the requirement for Lessees of City buildings to reimburse the City of Busselton for the cost of insurance.

2. SCOPE

This policy applies to all City owned buildings and / or improvements located in the City of Busselton that are covered by the City insurance policy.

It also applies to all community and sporting groups and commercial lease holders of City owned buildings.

3. POLICY CONTENT

The Council has determined that a strategic approach is required with regards to levels of building insurance to ensure that the best value for money is obtained for each and every building covered.

When determining the appropriate level of insurance to be applied to a particular building, certain information pertaining to this building needs to be obtained so that an informed decision can be made. This will also ensure that all buildings are assessed on an individual basis as well as within the context of the entire asset portfolio.

Buildings where practicable, should be assessed on the basis of their Service Level Hierarchy (SLH) explained in more detail below, current overall condition which is based on an asset management assessment and whether there is an alternative should the building be no longer in operation.

Service Level Hierarchy

A Service Level Hierarchy (SLH) for buildings has been developed as part of the Building Asset Management Plan adopted by Council in December 2010 and has been used as the basis for determining insurance levels for buildings.

The SLH defines an appropriate hierarchy for all Cities owned and managed buildings, which includes leased buildings and further defined below.

The buildings are to be assessed under the following three criteria;

*Importance to the community*

A rating based on perceptions of community expectations of services provided the scores are allocated between:

- 1 Very important
- 2 Important
- 3 Fair importance
- 4 Low importance

6.3 Attachment A Current Building Insurance Policy with changes tracked

5 Not important

*Criticality to the operations of Council*

How critical a building is to the day to day operations of the City the scores are allocated as follows:

- 1 Very critical
- 2 Critical
- 3 Fair criticality
- 4 Low criticality
- 5 Not critical

*Usage Factor*

An assessment of the usage level of each building including workforce and public use, the scores are allocated between:

- 1 High usage
- 2 Moderate usage
- 3 Low usage
- 4 Some degree of usage
- 5 Little or no use

Each Criteria is given an equal weighting and points are allocated according to the score i.e. score 1 = 1 point, 2 = 2 points, 3 = 3 points, 4 = 4 points and 5 = 5 points.

Points are allocated up to a maximum of fifteen across the three criteria. The scores can then be broken down into five (5) service level hierarchies for buildings as a guide for determining the Service Level Hierarchy.

Additional to this, leased buildings (both community and commercial) can be allocated into a hierarchy six (a, b or c) dependant on the City's level of obligation towards these buildings.

This will assist further in the allocation of insurance levels.

Service Level Hierarchy One (1)

A building that scores between a 1 and 3 is identified as core service, high usage and high public profile asset to be in very good condition operationally and aesthetically. A building that falls into this category would be insured for ~~replacement~~ reinstatement value.

Service Level Hierarchy Two (2)

A building that scores between a 4 and 5 is identified as core service, moderate usage and /or moderate public profile asset to be in good / very good condition operationally and aesthetically. A building that falls into this category would be insured for ~~replacement~~ reinstatement value.

Service Level Hierarchy Three (3)

A building that scores between a 6 and 7 is identified as core service, low usage and/or public profile asset to be in serviceable / good condition operationally and aesthetically. A building that falls into this category would generally be insured for ~~replacement~~[instatement](#)/reinstatement value and in some instances indemnity value.

Service Level Hierarchy Four (4)

A building that scores between an 8 and 10 is of non-core service, some degree of usage and / or profile, condition only needs to meet minimal operational and statutory requirements. A building that falls into this category would generally be insured for ~~replacement~~[instatement](#)/reinstatement value and in some instances indemnity value.

Service Level Hierarchy Five (5)

A building that scores 11 plus is of non-core service, little or no usage and / or profile, it is unoccupied or surplus to requirements. A building that falls into this category would generally be insured for demolition value.

Service Level Hierarchy Six (a)

Commercial and community leased buildings for which the City is responsible to maintain and renew either directly or through coordination of funding programs. Due to the lease obligations a building that falls into this category would be insured for ~~replacement~~[instatement](#)/reinstatement value.

Service Level Hierarchy Six (b)

Commercial and community leased buildings for which the City is responsible for the structural integrity only (tenant or lessee responsible for day to day maintenance and minor renewal). Due to the lease obligations a building that falls into this category would be insured for ~~replacement~~[instatement](#)/reinstatement value.

Service Level Hierarchy Six (c)

Commercial and community leased buildings for which the City has no obligation with respect to the ongoing maintenance and renewal of the building i.e. not required to have a yearly budget allocation for these buildings. Due to the lease obligations a building that falls into this category would be insured for ~~replacement~~[instatement](#)/reinstatement value.

Insurance Levels

Each building, once assessed as per the requirements of this policy will be allocated an insurance level appropriate to its SLH, current condition and planned future use.

These insurance levels are as follows;

*Replacement / Reinstatement:* cost for full replacement of a building to current day standards including provisions for contingencies such as architects and engineers fees, removal of debris, extra cost of reinstatement, extinguishment costs and miscellaneous structures and equipment.

*Indemnity Only:* The “market value” of the building only. In the event of a total loss then that amount would be the maximum amount payable, there will be no consideration of replacing or rebuilding the asset in the processing of the claim.

This cover would be valid when it is deemed that a certain building would not be rebuilt in its current form and/or location, therefore doesn't require full replacement / reinstatement insurance cover.

*Demolition Only:* This value can be set by the Council, nominating a value to a certain building based on previous quotations, actual costs or an estimation of the probable costs to demolish it after a significant damage event.

*No Insurance:* Council may elect in some instances not to insure a building where other insurance cover already exists or the situation dictates that insurance cover is not necessary. This option would not be utilised in many instances.

*Buildings Valued at under \$50,000 (excluding leased buildings):* With the exception of Leased Buildings, the City will not insure buildings valued at under \$50,000, unless the CEO considers it necessary due to special circumstances to take out a separate policy of insurance in respect to a particular building. The City believes the City's existing Building Reserve sufficiently provides for the insurance needs of such buildings.

#### Valuation of Assets

To ensure that all building values are consistent with current replacement costs and / or market values, the City will undertake a revaluation carried out by a Certified Practising Valuer every three (3) years. This value will then form the basis of each building's insurance cover and will be indexed each financial year by the Perth Consumer Price Index (CPI) until such time as an updated valuation is undertaken.

#### Leased Building

All leased buildings and improvements are to be insured for replacement/reinstatement value. Lessees are required to reimburse the City to the full extent of the cost of insurance for Leased Buildings.

An exemption is applied to not for profit community and sporting groups leasing City owned or managed buildings that are listed with the Heritage Council of WA with conservation plans. A concession of 50% of the insurance premium is to be applied. No concession will be granted for commercial tenants.

#### Review

The policy is to be reviewed every three (3) years to coincide with the review of the Building Asset Management Plan and the re-valuation of City Buildings.

Policy Background

Policy Reference No: 029

Owner Unit – Asset Management

Originator – Coordinator, Asset Management, Engineering and Works Services

Policy approved by – Council

Date Approved – 24 July, 2013

Review frequency – Every 3 years

History

<b>Council Resolution</b>	<b>Date</b>	<b>Information</b>
C1307/192	24 July 2013	Version 1

**7. GENERAL DISCUSSION ITEMS****7.1 GEOGRAPHE LEISURE CENTRE BENCHMARKS**

<b>SUBJECT INDEX:</b>	Geographe Leisure Centre
<b>STRATEGIC OBJECTIVE:</b>	A City where the community has access to quality cultural, recreation, leisure facilities and services.
<b>BUSINESS UNIT:</b>	Community Services
<b>ACTIVITY UNIT:</b>	Recreation Services
<b>REPORTING OFFICER:</b>	Manager, Community Services - Maxine Palmer
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Nil

A presentation will be made relating to GLC Benchmarking.

**8. NEXT MEETING DATE**

15 September, 2016.

**9. CLOSURE**