**PROJECT BRIEF**

**Contract supervisor**

Department of Local Government, Sport and Cultural Industries (Sport and Recreation)

**Client**

Rogaining WA

**Project Title**

Rogaining 5-year Event Plan (with streamlined planning process)

**Brief Description of Project**

Develop an event master plan and event planning process for Rogaining WA for the next 5 years.

The master plan to include a framework for establishing suitable locations for rogaining events; process/approval timelines; approved and provable locations; lawful authority, approvals or approvals in principle from relevant landowners to conduct events; and is pursuant to all current legislation and policy.

The process to compile the master plan must investigate;

* current sites/events, and whether it is beneficial for these to continue OR continue with modifications, and
* potential sites/events (to include the area’s surrounding Perth City and the South West of Western Australia)

**Context**

Land access has been an increasing challenge to many sport and recreation pursuits over the past decade.

There has been a substantial increase in the requirement for bushland access for day use visitors, sport and recreation pursuits, business and government.

Management of these bushland environments has had to evolve to cater for these increasing demands.

Along with many other recreation pursuits, Rogaining needs to evolve with these management changes.

Approval processes can be overwhelming to many voluntary run organisations, particularly to those that are required to make some changes to how things “have always been done”.

This project will provide a conduit between Rogaining WA and the many agencies responsible for managing lands and produce a 5-year event master plan and streamlined event planning process to assist Rogaining volunteers now and into the future.

**Deliverables**

* Identify at least 5 areas where rogaining courses could be prepared without requiring detailed assessment by approving agencies,
* 5-year event master plan for Rogaining WA,
* Streamlined event approval process (documented). Needs to be aimed at volunteers.,
* Event checklist,

**Project Timeline**

| **Stage** | **Stage Description** | **Start** | **Finish** |
| --- | --- | --- | --- |
|  | **Project initiation** |  |  |
|  | **Assign project coordinator from Rogaining WA/Employ Consultant** |  |  |
|  | **Consultation – key stakeholders** |  |  |
|  | **Draft master plan and event approval process** |  |  |
|  | **Progress report** |  |  |
|  |  |  |  |
|  | **Finalise master plan and event approval process** |  |  |

**Stakeholders**

The following is a list of stakeholders to be consulted throughout the project – additional stakeholders to be determined as required.

1. Sport and Recreation (Department of Local Government, Sport and Cultural Industries)
2. Rogaining WA (require board sign-off)
3. Water (Department of Water and Environmental Regulation)
4. Water Corporation
5. Department of Health
6. Parks and Wildlife (Department of Biodiversity, Conservation and Attractions)
7. Local Government (relevant to event area)
8. Landgate

**Support for the Contractor**

WARA will;

* contact each stakeholder representative at least three months before each event. Some events will be cancelled. They will contact each stakeholder representative -- whether or not the event is still planned as part of our annual schedule.
* provide any relevant event feedback forms
* provide initial WARA names & contact details for the event. This may change as planning progresses.
* provide a map of the general area of interest, perhaps up to ten times the required event area -- with an indication of actual area required.
* indicate possible hash house (camping) areas that we may have already identified, with a general sketch of the competition area which would suit the central area, or a map of the broad area of interest for competition with several potential hash house areas that we have so far identified. If a stakeholder has an idea of a possible hash house area within the WARA requested event area -- we will be pleased to check its suitability.
* provide a list of previous rogaines which have been held in the same or nearby area.
* help develop a generic “event impact statement” for each stakeholder. This will include expected number of campers, expected number of competitors, our use of our own equipment, rented portable toilets, our policy on removing every sign that we have used the area, minimum impact on the competition area (marker signs strapped to trees).and any specific information required by each stakeholder.
* help develop, with each stakeholder, an “event feedback form”. This would allow WARA to suggest simplifications to the access request process. More importantly, an event feedback form would allow each stakeholder to record any difficulties or negative impacts on the area caused by the event. The form would be input to future access requests in the same or similar areas. It would also allow WARA to improve our own event processes.
* provide a rolling five-year plan for preferred event dates & locations.

WARA would;

* appreciate positive outcomes within three to six months. The results will help with event planning, which must begin many months before each event
* appreciate getting contact details for a stakeholder representative for WARA to contact between three & six months (or more) before each event, when we begin planning for an event.