

POLICY



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Policy title: **TEMPORARY USE OF CITY ADMINISTRATION CENTRE PRECINCT**

Directorate: ORGANISATIONAL SERVICES

Branch: ADMINISTRATION

Policy objective: To ensure appropriate conditions are applied when approvals or refusals are granted for applications to use parklands and car parks surrounding the City Administration Centre to stage temporary events or functions run by individuals or organisations other than the Council.

Policy scope:

This policy applies to applications for approval for events or functions in grounds and car parks within the City Administration Centre precinct.

Definitions:

Not Applicable

Policy statement:

The following procedure is to be undertaken for this policy:

Applications for the temporary use of the City Administration precinct parklands and car parks by individuals or organisations shall be made in writing. The Administration Manager may refuse such applications or approve them subject to the following conditions as a minimum:

1. The Council is to be indemnified against any responsibility for any circumstance that may occur in relation to, or as a result of, the event or function. A copy of a certificate of currency for Public Liability Insurance to a minimum of \$20 million, indemnifying the Council, is required to be forwarded to the Council **at least fourteen 14 days prior to the event.**
2. The provision of extra rubbish bins, and the servicing of same is the responsibility of the applicant. All refuse generated as a result of the event is to be gathered up and disposed of to the satisfaction of the Administration Manager. Any refuse which exceeds the capacity of the bins in the car park is to be taken away at the applicant's cost.
3. The provision of extra toilets, if required, and the servicing of the units is the responsibility of the applicant. Such toilet facilities are to be to the satisfaction of the Council.
4. Noise emitted from the activities of the temporary event must not constitute a noise nuisance pursuant to the Logan City Council's Local Laws and the Environmental Protection (Noise) Policy 2008.
5. If food is to be prepared or sold at the function, an Application for Permit for a Temporary Event is required to be lodged and approved prior to the event.

6. The applicant is to ensure total compliance with the *Work Health and Safety Act 2011*.
7. Fireworks are not permitted anywhere within the City Administration precinct including the parklands and car parks. Heavy fines apply for a person or persons found not abiding by this condition.
8. The parklands and car park are to remain accessible to the general public with no person to be denied access (with the exception of circumstances specifically approved by the Administration Manager). If the event or function is likely to interfere with normal traffic flow, it is necessary that permission be obtained from the local Traffic Branch of the Queensland Police. This is the responsibility of the applicant.
9. If there are large numbers attending the event or function, it is the applicant’s responsibility to arrange Police supervision for the control of people attending.
10. If it is intended that any amusement equipment is to be used at the event or function then the applicant, or the operators, are required to obtain a permit from the Queensland Government for its operation.
11. The sale, service and/or consumption of alcohol is not permitted unless specifically approved by the Administration Manager.
12. Applicants are to be requested to undertake a letter box drop advising neighbours in the immediate vicinity of possible disruptions that may be caused by an event or function. This should include a contact mobile phone number and be done **at least 48 hours prior to the event**.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
	Legislation	<i>Work Health and Safety Act 2011</i>
	Legislation	<i>Environmental Protection (Noise) Policy 2008</i>