

Works in Parks and Public Areas Application Form



Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Rockhampton Regional Council Local Law No. 1 (Administration)*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when an individual or organisation wishes to conduct an activity to contribute to a Rockhampton Regional Council park or public area. Prescribed activities under *Rockhampton Regional Council's Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011* must be approved by Council prior to any activity taking place.

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Applicant Details	
Organisation name:	ABN:
Residential address:	
Postal address (if different):	
Preferred contact number:	Email:
Primary contact name:	
Alternate contact name:	
Public Liability Insurance <small>(level of cover must be \$20 million. A copy of your public liability insurance and indemnity statement must be provided)</small>	
Name of insurer:	Policy number:
Policy limit:	Expiry date:
Declaration	
<p>I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.</p> <p><i>(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the project or event.)</i></p>	
Name:	Name:
Position in organisation:	Position in organisation:
Signature:	Signature:
Date:	Date:
Activity Location	
Park/public area name:	
Park/public area location:	

OFFICE USE ONLY	Approved by:	Date:
	Commencement date:	Cessation date:

Activity Details *(please complete for each activity)*

Activity type:

 Litter collection Hand weeding Mulching Other:

Activity name:

Please provide a detailed description of the activity:

Please outline the need or intent of this activity:

Commencement date:

Frequency and/or duration:

Estimated cost/value:

Please outline any contribution and/or support requested of Council *(eg naming, signage, materials, reduction in normal maintenance services)***Supporting Documentation**

Please remember to provide the following supporting documentation when submitting this form:

 Public liability insurance Certificate of incorporation Map clearly describing intended activity area and site/s *(for non-park activities)*

Office Use Only**Conditions of Approval**Standard conditions: Yes NoSpecial conditions *(please attach)*: Yes No**Authorisation**Request to be approved by: Manager Parks Council decision *(report to be prepared)*Requested approved: Yes NoCouncil adoption date *(if applicable)*:

Name:

Signature:

Date:

Works in Parks and Public Areas

- Weed control is limited to hand removal only. No chemical controls will be used.
- Persons under 16 years of age will be supervised at all times by a responsible adult.
- Record of attendance will be kept for all participants recording the date, name, time of attendance, time of departure and description of activities undertaken.
- All equipment or unexpended supplies provided under the approved agreement will be returned to Council upon expiration of the agreement or earlier termination.
- Reimbursement of approved disbursements will be made in accordance with Council's usual trading terms.
- Schedules for maintenance to structures/assets must be approved by the Manager Parks to ensure that other users/activities are not adversely affected.
- An Annual summary of activities will be provided to the Manager Parks.
- All agreements and approvals will only be for the stated activity/ies submitted and approved by Council.
- The approved applicant will:
 - Hold and maintain public liability coverage for a minimum of \$20 million;
 - Provide an appropriate site induction for all volunteers;
 - Ensure use and/or supply of relevant personal protective clothing and personal protective equipment where required;
 - Employ and promote sun smart practises;
 - Supply all tools, materials and consumables (unless otherwise provided in the approved agreement);
 - Conduct maintenance activities within daylight hours only and cease activities during inclement weather;
 - Ensure that all approved works are carried out to a tradesman-like standard and that all materials used are of merchantable quality and suited to use for that purpose;
 - Report promptly to Council any problems/issues observed and not able to be addressed within the scope of the approved agreement;
 - Report promptly to Council any accident/incident and/or damage to Council property arising from or related to volunteer activities.