

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) 2011*, specifically *Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011*. Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.



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 reserve (excludes cemetery/road reserves and leased sites). Prescribed activities must be approved by Council prior to any activity taking place.

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Applicant Details (please note the Applicant must be the same as shown on the Public Liability Insurance)

Business/Organisation name:

ABN:

Residential address:

Postal address (if different):

Preferred contact number:

Email:

Primary contact name:

Alternate contact name:

Public Liability Insurance (please note a copy of your Public Liability Insurance with a minimum cover of \$20 million must be provided)

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Proposed Activity Location

Park/public area name:

Park/public area location:

Proposed 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:

OFFICE USE ONLY

Approved by:

Date:

Commencement date:

Cessation date:

Please outline the need or intent of this activity:

Please detail if motor vehicle access will be necessary to undertake the activity on areas that are **not** physically defined and constructed as a road/carpark:

Commencement date:

Frequency and/or duration:

Estimated cost/value:

Please outline any contribution and/or support requested of Council: *(e.g. 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 with Rockhampton Regional Council noted as an interested party on the Certificate of Currency and with a minimum cover of \$20 million;
- Certificate of Incorporation;
- A map clearly describing intended activity area and site/s *(for non-park activities)*; and
- The impact, if any, of the prescribed activity on pedestrian or vehicular traffic.

Declaration and Indemnity

In consideration of Council granting the approval of this Application, the Applicant;

1. shall, at all times, hold harmless and keep indemnified the Rockhampton Regional Council and its officers, employees, members, agents and contractors ("Indemnified parties") from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses ("Claim") arising out of or in any way connected to or resulting from Rockhampton Regional Council granting the approval of this Application, any activity carried out or purported to be carried out under any approval of this Application, or the undertaking of the activity (in all circumstances whether directly or indirectly), including:
 - a. any personal injury, illness, death to any person or damage to any property;
 - b. any breach, non-observance or non-fulfilment of any condition of the approval;
 - c. any act, matter, negligence or thing done or omitted to be done by the Applicant or its employees, agents or contractors.
2. accepts that by proceeding with the activity, they will be taken to have agreed to the Standard and Non-Standard Conditions of Approval, if applicable.
3. accepts that Council may impose additional non-standard conditions of approval which will be noted on the information notice issued at the time approval of the Application is granted.

The Applicant submits this form with the relevant supporting documentation as required and agrees to be responsible for ensuring that any requirements in respect of COVID-19 as required by law or under any Public Health Direction issued by the Chief Health Officer for Queensland or at the request of Council are complied with at all times.

The Applicant declares that the details in this Application are correct at the time of submission and will ensure all documentation and updates are provided to Council two weeks prior to the activity. Failure to do so might result in the approval of the activity being declined.

Name:

Signature:

Date:

Standard Conditions of Approval

1. The conditions of an approval may:
 - a. require compliance with specified safety requirements; and
 - b. regulate the time within which the alteration or approval must be carried out; and
 - c. specify standards with which the alteration or improvement must comply; and
 - d. require the approval holder to:
 - i. carry out specified additional work such as earthwork and drainage work; and
 - ii. take out and maintain public liability insurance as specified by the local government and produce documentary evidence of the insurance to the local government before commencement of the alteration or improvement; and
 - iii. give the local government specified indemnities; and
 - iv. maintain structures erected or installed, or vegetation planted, under the approval, in good condition including, for example, a requirement that the approval holder destroy noxious plants and weeds in a specified area; and
 - v. remove a structure erected or installed, under the approval, at the end of a stated period; and
 - vi. exhibit specified signage warning about the conduct of the prescribed activity; and
 - vii. if the approval authorises the approval holder to use a specified part of a road for the undertaking of the prescribed activity – pay a licence fee to the local government at specified intervals.
2. The conditions of an approval may require the approval holder to take specified measures to:
 - a. prevent harm to human health or safety of persons involved in, or affected by, the undertaking of the prescribed activity; and
 - b. prevent loss of amenity or nuisance resulting from the undertaking of the prescribed activity; and
 - c. ensure that the undertaking of the prescribed activity does not cause unsafe movement or obstruction of vehicular or pedestrian traffic; and
 - d. if the undertaking of the prescribed activity includes the installation or erection of a structure – ensure that the structure does not prejudice the proper maintenance of a road.

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.