

# Temporary Closure of a Park, Estate or Reserve

## Procedure

Our Values:



Collaboration



Communication



Integrity



Efficiency



Leadership

TOGETHER WE PROUDLY ENHANCE THE QUALITY OF LIFE FOR OUR COMMUNITY

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Name of parent Policy / Directive	<a href="#">Conservation Estates and Reserves Management Policy – A4208485</a>	
Procedure Owner	Manager, Environment and Sustainability.	
Approved by GM on	16 April 2020	
Date of Review	16 April 2024	

### 1. Purpose

This procedure outlines the process for the temporary closure and subsequent re-opening of a Park, Estate or Reserve, or part thereof, to public access:

- (a) to carry out construction, maintenance, repair or restoration work;
- (b) to protect the health and safety of a person or the security of a person's property;
- (c) because of a fire or significant weather event;
- (d) to conserve or protect the cultural or natural resources of the area or native wildlife; or
- (e) to secure exclusive access for the purposes of a permit granted under section 11 (Use of a park, reserve or facility for ceremony, celebration, recreational or other activity) or under this local law.

### 2. Regulatory Authority

*Local Government Act 2009*

*Local Law 7 (Local Government Controlled Areas and Roads) 2013*

### 3. Roles and Responsibilities

This is a list indicating the internal roles and responsibilities relevant to the implementation of the procedure.

- General Manager (Infrastructure and Environment) – Delegation Local Law No. 7
- Manager (Environment and Sustainability) - Delegation Local Law No. 7

- Manager (Works and Field Services) - Delegation Local Law No. 7
- Manager (City Maintenance) - Delegation Local Law No. 7
- Manager (Natural Environment and Land Management)
- Manager (Business Services and Support)
- Principal Officer (Natural Areas and Urban Forest)
- Co-ordinator (Natural Areas)
- Planning Officer (Natural Environment)
- Conservation Visitor Management Officer

#### 4. Key Stakeholders

The following will be consulted during the review process:

- Manager (Environment & Sustainability)
- Manager (Natural Environment and Land)
- Manager (Works and Field Services)
- Principal Officer (Sport and Recreation Programs)
- Principal Officer (Natural Areas & Urban Forest)
- Coordinator (Natural Areas)
- Supervisor (Natural Area)
- Conservation Visitor Management Officer
- Planning Officer (Natural Environment)
- Nature-Based Recreation Officer
- Security Services Officer
- Contracted Security Company

#### 5. Education and Training Requirements

N/A

#### 6. Procedure

Part A - ROUTINE NON-URGENT CLOSURE	
<b>Step 1.0</b>	1.1 The General Manager (Infrastructure and Environment), Manager (Environment and Sustainability), Manager (Works and Field Services), Manager (Natural Environment and Land Management) or Manager (City Maintenance) will determine when it is considered necessary and appropriate to temporarily close a park, estate or reserve or part thereof.
<b>Step 2.0</b>	2.1 Prior to any action being taken to further implement this procedure the Pathway Booking Module must be checked to ascertain if any bookings or permits for use of the park, estate or reserve in the period proposed to be temporarily closed,

	<p>have been issued. An appropriate entry should be made in the Pathway Booking Module relevant to the proposed period the park, estate or reserve will be closed.</p> <p>2.2 If a booking or permit is in place, then the party who has the booking should be advised the park, estate or reserve, or part thereof is to be closed and alternative arrangements discussed.</p>
<b>Step 3.0</b>	<p>3.1 The General Manager (Infrastructure and Environment), Manager (Environment and Sustainability), Manager (Works and Field Services), Manager (Natural Environment and Land Management) or Manager (City Maintenance) will advise, at least two (2) weeks prior to any closure being implemented, any specific site users, lessee and community groups of the intention to temporarily close the park, estate or reserve, or part thereof.</p>
<b>Step 4.0</b>	<p>4.1 Prior to or at the time of closing the park, estate or reserve in whole or in part a Marketing Request form is to be completed through 'My Council' internal services allowing for an advertisement to be placed in the local newspaper, or any other paper as considered relevant to the park, estate or reserve catchment. This advertisement must include the following information as a minimum:</p> <ul style="list-style-type: none"> <li>• Park, estate or reserve to be closed</li> <li>• section of park, estate or reserve if not the whole</li> <li>• date of closure</li> <li>• expected duration of closure</li> <li>• reasons/requirements for closing the site</li> </ul>
<b>Step 5.0</b>	<p>5.1 An e-mail must be forwarded to the Business Services and Support Requests with a CC: to the Business Services and Support Manager detailing the information as outlined in Step 4 above for the customer call centre's information.</p>
<b>Step 6.0</b>	<p>6.1 The General Manager (Infrastructure and Environment), Manager (Environment and Sustainability), Manager (Works and Field Services), Manager (Natural Environment and Land Management) or Manager (City Maintenance) will determine that the park, estate or reserve can be subsequently re-opened and as soon as possible advise any specific site users, lessee and any community group, of the date the park, estate or reserve is to be re-opened.</p>
<b>Step 7.0</b>	<p>7.1 Marketing Requests are to be notified to allow relevant advertising of the re-opening of the park, estate or reserve through appropriate media forums.</p>
<b>Part B – Urgent Closure</b>	
<b>Step 1.0</b>	<p>1.1 The General Manager (Infrastructure and Environment), Manager (Environment and Sustainability), Manager (Works and Field Services), Manager (Natural Environment and Land Management) or Manager (City Maintenance) will determine when it is considered necessary and appropriate to temporarily close a park, estate or reserve or part thereof in genuine urgent circumstances.</p>

<b>Step 2.0</b>	2.1 In any situation that is of genuine urgent nature the powers may be exercised immediately. In this situation General Manager (Infrastructure and Environment), Business Services and Requests Manager and the Manager, Media and Stakeholder Relations must be notified via email at the time the urgent temporary closure is enacted. Where required the lessee is to be notified via telephone of the urgent closure.
<b>Step 3.0</b>	3.1 The Manager, Media and Stakeholder Relations and Marketing Requests (CC: Online Marketing Advisor) are to be notified via email and through 'My Council' internal services to allow relevant advertising and notification of the urgent closure of the park, estate or reserve through appropriate media forums: <ul style="list-style-type: none"> <li>• Park, estate or reserve to be closed</li> <li>• section of park, estate or reserve if not the whole</li> <li>• date of closure</li> <li>• expected duration of closure</li> <li>• reasons/requirements for closing the site</li> </ul>
<b>Step 4.0</b>	4.1 Following any action being taken implementing this procedure the Pathway Booking Module must be checked to ascertain if any bookings or permits for use of the park, estate or reserve, in the period the park, estate or reserve is proposed to be urgently closed, have been issued. An appropriate entry should be made in the Pathway Booking Module relevant to the proposed period the park, estate or reserve will be closed. 4.2 If a booking or permit is in place then the party who has the booking will be contacted and advised the park, estate or reserve, or part thereof is to be closed and alternative arrangements will be discussed.
<b>Step 5.0</b>	5.1 Following completion of the urgent closure the General Manager (Infrastructure and Environment), Manager (Environment and Sustainability), Manager (Works and Field Services), Manager (Natural Environment and Land Management) or Manager (City Maintenance) will determine that the park, estate or reserve can be subsequently reopened and as soon as possible advise the Chief Executive Officer, any specific site users, lessee and community groups of the date the park, estate or reserve is to be reopened.
<b>Step 6.0</b>	6.1 The Manager, Media and Stakeholder Relations and Marketing Requests through 'My Council' internal services are to be notified via email to allow relevant advertising and notification of the urgent closure of the park, estate or reserve through appropriate media forums.

## 1. Monitoring and review

Following each temporary closure of a Park, Estate or Reserve, an assessment of the procedural steps and their effectiveness will be undertaken, with corrective actions taken as required.

A two yearly review of the procedure will be undertaken to ensure it remains fit for purpose.

## 2. Definitions

**Park, Estate or Reserve:** refers to the Ipswich City Council managed natural area/s affected by the closure.