




Policy Title: USE OF BARBECUE POLICY

Policy Type: ADMINISTRATIVE
 (Statutory, Financial, Administrative, Human Resources)

Policy Number: A013

| Approved by Council | Last Review | Current Review | Next Review |
|---------------------------|----------------------------|--|--------------|
| | 19 May 2020 | 18 May 2021 | 18 May 2022 |
| | Resolution # | Resolution # | Resolution # |
| | 20.6632 | 21.6948 | |
| Approved by CEO/Director: | Bernie McCarthy – CEO |  Signature | |
| Effective Date | 19 May 2021 | | |
| Implementation Department | | Officer Position | |
| Community Services | | Director of Community Services | |
| Revision # | Document Management File # | | |
| 1.0 | 01-03-A013 | | |

POLICY BACKGROUND/SCOPE

The procedures outlined in this Policy aim to achieve consistent treatment in the use of Council owned mobile barbeque unit/s stored at the Council Administration Office, primarily for use at Aurukun Shire Council functions.

1.1 APPLICATION OF THE POLICY

This Policy applies to the approved use of the Community Events Council BBQ and utensils.

1.2 POLICY PROVISIONS:

Council property defined under this Policy

This policy refers to the mobile barbeque unit/s, gas bottle and utensils located at the Council Administration Office. The storage of the barbeque unit in a central location is to ensure the property can be easily accessed for approved Community Events in the Aurukun Town Square.

PROCEDURE FOR USE

All requests for use of items included in the Policy, will be made in writing to the Chief Executive Officer. Requests must be made at least 48hrs prior to the event.

1.3 ACCESS TO PROPERTY

Following approval from the Chief Executive Officer, access to the property will be managed by the Director of Community Services. The approved person/s for collection of the property will undertake a joint inspection of all items to assess condition and cleanliness.

The content status of the gas bottle is to be noted for each use. The Director of Community Services will be responsible for ensuring the gas bottle contents are sufficient for the approved Community Event or other approved activity by the Chief Executive Officer.

All users will be provided Queensland Health fact sheets on food handling and hygiene.

1.4 **RETURN OF PROPERTY**

The items will be returned to the same location at the Council Administration Office, as soon as possible following conclusion of the event. The Director of Community Services will inspect all items are returned and in a clean condition.

Misuse or Breach

The Director of Community Services will report any misuse of property to the Chief Executive Officer with recommendation.