

Temporary Furniture/Structures Guideline

1.0 PURPOSE

Bundaberg Regional Council has identified significant risks resulting from stand-alone, moveable or unfixed temporary furniture/structures.

Reasonable judgment is required in the selection and use/installation of any temporary furniture/structures. All persons/businesses should ensure they inform themselves as to the best practice regarding temporary furniture/structures and act in compliance with any applicable Australian Standards and legislation to ensure public health and safety.

This guideline has been developed to provide information in relation to the use/installation of temporary furniture/structures. The aim of this guideline is to assist in effectively addressing risk management issues and to ensure a pleasant and safe environment for members of the public without compromising the safety or amenity of the public domain/spaces.

This guideline can apply to a range of businesses including cafes, restaurants, sandwich shops, kiosks, pools, whether owned or operated by Council, Council contractors or by private individuals and/or Council or public/private run events.

2.0 DEFINITIONS

Below is a list of definitions for wording used throughout this document:

Australian Standards	Published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.
Temporary Furniture/Structure	Temporary Furniture/Structures include but are not limited to stand-alone, moveable or unfixed perimeter barricades, umbrellas or shade sails/structures, flags, banners and/or outdoor furniture. This list is not exhaustive.

3.0 FURNITURE REQUIREMENTS

The following is considered best practice with regard to use/installation of temporary furniture/structures:

1. All temporary furniture/structures must be designed and selected to ensure minimal impact on the use, enjoyment and safety of members of the public.
2. All temporary furniture/structures should be strong, durable and robust to withstand commercial wear and tear and designed for outdoor commercial usage.
3. All temporary furniture/structures must be designed and constructed by a suitably qualified person and be compliant with Australian Standards (if applicable) to maintain public safety and good amenity.
4. All temporary furniture/structures must not cause any hazards to members of the public (i.e. patrons, shopkeepers or pedestrians). The design must not contain sharp edges, hinges or other moving parts that could present a potential hazard to members of the public.

5. All temporary furniture/structures shall be firmly secured and/or suitably weighted to avoid risk of moving and falling over in windy conditions or other circumstances. If sandbags or weight bags are used, they should be heavy duty PVC and cover the majority of the base surface of the temporary furniture/structure for even weight distribution and secured in a way to prevent movement/removal when in use.
6. All temporary furniture/structures must be secured against high winds and removed if:
 - a. The business is not open.
 - b. Wind speed or weather conditions are anticipated or encountered that a reasonable person would expect could lead to the structure moving.
7. All temporary furniture/structures should not encroach upon, obstruct or adversely impact on:
 - a. Designated Fire Exits and Fire Hydrants.
 - b. Emergency Access Areas/routes.
 - c. Public Utility Infrastructure.
 - d. Pedestrian thoroughfares.
 - e. Pedestrian/vehicular movements.

Any temporary umbrellas and other shade structures must have not less than 2.10 metres clearance above the footpath/ground level from the lowest point of the extended arms (spokes).

4.0 EFFECTIVE FROM

The Temporary Furniture/Structures Guideline was approved by the Bundaberg Regional Council.