

## 1 Purpose

Toowoomba Regional Council offers the local community an opportunity to promote events or awareness campaigns utilising certain Council assets.

## 2 Scope and applications

Specific Council assets are available to be illuminated to promote significant city, regional, state, national or international events or awareness campaigns for not-for-profit organisations.

An illuminated advertising sign projected onto a surface as a static or moving image will be the subject of an application under the Toowoomba Regional Planning Scheme.

### 2.1 Exclusions

This policy does not include social media promotion through TRC's social media platforms.

## 3 Principles

This procedure aligns with Council's 2024 - 2029 Corporate Plan focus areas of people/place/prosperity/performance and is guided by the key priority defined within the Toowoomba Regional Council's Corporate Plan (2024 - 2029):

- 1.7 Encourage connection, resilience, equality and inclusion in the community

In addition to upholding the Corporate Plan principles, Council is committed to upholding the obligations within the *Human Rights Act 2019* by giving proper consideration to the provisions of the Act when making decisions relevant to this procedure.

## 4 Content

### 4.1 Assets available for illumination

The two Council assets which can be illuminated are:

1. Victoria Street Bridge (Russell Street to Ruthven Street), Toowoomba; and
2. The Annex, 541 Ruthven Street, Toowoomba excluding the month of December.

### 4.2 Fees and Charges

Council may set a fee(s) for lighting of Council assets in its Schedule of Fees and Charges.

### 4.3 Applications

1. Applications can be made by completing the application form which can be located on Council's website.
2. Applications must be submitted at least four (4) weeks prior to the event and bookings can be taken up to twelve (12) months in advance.
3. Applications will be processed in the order that they are received and will be assessed based on the following criteria:
  - a. support of a local, regional, state, national or international event or campaign; and
  - b. acknowledgement and/or welcome to dignitary hosted by our region.
4. Approvals will be prioritised in the following order:

- a. Council;
  - b. Community (not-for-profit) organisations.
5. Applications from Toowoomba Regional Councillors must be made through the Mayor in the first instance.
  6. Council reserves the right to amend/alter or reject any application, or cancel any booking without notice, at its discretion, including any campaigns that may cause distress or offence or do not align with Council policies.
  7. Generally, a booking will be limited to one week in duration. Extended periods of time will be considered on a case-by-case basis and if approved may be subject to change as per the point above.

#### 4.4 Lighting

Council will endeavour to provide the lighting scheme, colour and timeframe as requested in an application; however, a request may be modified if:

- it conflicts with a prior booking;
- the asset offers limited themed lighting infrastructure;
- a major local, national or international situation occurs that Council considers is a priority; or
- it is considered that the lighting scheme and/or colour requested is unsuitable or may contribute to a lack of safety.

### 5 Responsibilities/accountabilities

**Manager Property Services** - responsible for the review, application and implementation of this policy.

**Property Services staff** - responsible for the assessment of applications and the illumination of the specific Council Assets.

**Mayor** - responsible for considering applications made from Councillors in collaboration with the Manager Property Services (or delegate).

### 6 Relevant laws

*Local Government Act 2009*

*Local Law No. 1 (Administration) 2020*

*Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011*

*Subordinate Local Law Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2020*

### 7 Related policies/documents

Members of the public can access Council policies on Council's website. If a policy listed below but does not appear on the website please contact 131 872 or email [info@tr.qld.gov.au](mailto:info@tr.qld.gov.au) to request a copy. Staff may access policies via the [Policy Register and Review Schedule](#).

#### Council policies

Nil

#### Other documents

*Toowoomba Regional Planning Scheme*

[Corporate Plan 2024 - 2029](#)

## 8 Related forms

Application for Illumination of a Council Asset (DM#[6669190](#))

## 9 Definitions

Term	Definition
Not-for-profit organisation	<p>Is an organisation:</p> <ul style="list-style-type: none"> <li>that does not earn profit for its owners and uses money earned or donated in pursuing the organisation's objectives – typically an association, charity, co-operative, voluntary or public service organisation.</li> <li>of tax exempt status to which donations are tax deductible.</li> </ul>

## 10 Policy details

Policy category:	Branch Procedure	Policy version number <sup>1</sup> :	3.00
Date adopted/approved:	1 August 2025	Effective date:	1 August 2025
Approval authority:	Manager		
Policy Owner:	Property Services Branch		
Contact officer:	Manager Property Services		
Review date:	August 2028		

## 11 Revision history

Policy version	Approval date	DM Reference
1.00	18 July 2016	6667528v5
2.00	30 June 2017	7492472v2
3.00	1 August 2025	7844445v3

<sup>1</sup> Printed copies are uncontrolled. It is the user's responsibility to ensure that any copies of policy documents are the current issue. Any delegations should be verified via the relevant Delegation Register as it takes precedence if there is a conflict. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict