

## Guideline for the Hiring of the Kuranda Community Precinct

Policy Type:	Guideline	Version:	2.0
Responsible Group:	Customer and Community Services	Date Approved:	27 June 2022
Review Officer:	Manager Customer and Community Services	Review Due:	1 June 2026
		Commencement:	27 June 2022

### 1. PURPOSE

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To clarify Council's requirements regarding the hire of areas within the Kuranda Community Precinct (Precinct), and to provide a fair, transparent and consistent approach to managing requests for usage of the facilities.

### 2. SCOPE

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Council manages the hiring of Precinct facilities and the guidelines developed inform the assessment of requests for use of Precinct facilities by community and commercial users.

### 3. POLICY STATEMENT

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These guidelines support the use of Precinct facilities, whilst ensuring that the Precinct does not unfairly compete with other community facilities for hire, or take revenue from voluntary management committees operating community workshop venues and other similar facilities on a 'not-for-profit' basis.

The guidelines reflect the vision for the Precinct to be available as a multi-use and shared community space for the use and enjoyment by all Kuranda residents for recreational, sporting, cultural and educational experiences and activities.

These guidelines apply to the following Precinct facilities:

- Level 1 Workshop Spaces: Two (2) large rooms above the Library and Customer Service Centre.
- Tuckshop Undercover Area and Kitchen.
- Storage Shed: Six (6) lockable cages.

### 4. IMPLEMENTATION

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The details pertaining to the hire of each of these facilities are specified below:

#### 4.1 LEVEL 1 WORKSHOP SPACE: TWO (2) ROOMS ABOVE THE KURANDA LIBRARY AND CUSTOMER SERVICE CENTRE

##### 4.1.1 *Conditions of Hire:*

- The workshop areas are available first and foremost for Council use.
- The workshop areas will be hired out for complementary community use ie. the use must complement existing and future uses.

Exclusive use of the Workshop areas by user groups is not supported.

**4.1.2 Hiring Process:**

- All enquiries for the hiring of Precinct workshop facilities for community use are referred to a Council Facilities Officer.
- Facilities Officer advises Enquirer of other community workshop venues for enquirer to make contact with in the first instance.
- If Enquirer maintains they want to hire the Precinct workshop space, the Facilities Officer advises that it is only available for hire as a "venue of last resort" and advises enquirer that they are required to check the availability of other venues.
- If the other community venues are not available, then the Precinct workshop facilities are hired out to the Enquirer at the rates provided for within Councils Fees and Charges schedule.

**4.2 TUCKSHOP UNDERCOVER AREA AND KITCHEN**

**4.2.1 Conditions of Hire:**

The hire of the tuckshop undercover area and kitchen will not compete with existing facilities managed by not for profit organisations as long as it is a multi-use and shared use facility. For example, the tuckshop will not be hired out as a commercial kitchen on a long term basis.

Exclusive use of the tuckshop and adjacent undercover area by a user group is not supported.

**4.2.2 Hiring Process:**

All enquiries for the hiring of the Tuckshop Undercover Area and Kitchen for community use are referred to a Council Facilities Officer for actioning.

The areas are able to be hired out at rates provided for within Councils Fees and Charges schedule, with consideration to Councils standard Conditions of Hire.

**4.3 STORAGE SHED: SIX (6) LOCKABLE CAGES**

**4.3.1 Conditions of Hire:**

Hiring of this facility is not intended to compete with existing facilities managed by not for profit organisations.

**4.3.2 Hiring Process:**

All enquiries for the hiring of the Storage Shed for community use area referred to a Council Facilities Officer for actioning.

Lockable cages are able to be hired out at rates provided for within Councils Fees and Charges schedule, with consideration to Councils standard Conditions of Hire.

**5. REVIEW**

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It is the responsibility of the Manager Technical Services to monitor the adequacy of these guidelines and recommend appropriate changes. These guidelines will be reviewed as every four (4) years.