



# GUIDELINES

## HIRING OF THE KURANDA COMMUNITY PRECINCT

Draft ☐ Final ☒

Version: 1.0

Identifier:

Policy Section: Community Wellbeing

Date Adopted: 16/11/2016

Review Date: 16/11/2019

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## CONTENTS

|    |   |   |
|----|---|---|
| 1. | GUIDELINES INTENT .....                 | 3 |
| 2. | CORPORATE PLAN LINKAGE .....            | 3 |
| 3. | BACKGROUND/SUPPORTING INFORMATION ..... | 3 |
| 4. | POLICY STATEMENT.....                   | 3 |
| 5. | IMPLEMENTATION .....                    | 4 |
| 6. | REVIEW .....                            | 5 |
| 7. | DISTRIBUTION REGISTER .....             | 6 |

## 1. GUIDELINES INTENT

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

Council is committed to managing and developing the Precinct with community input and to considering the community's aspirations for the site and facilities. The guidelines are consistent with community feedback and were recommended by the Kuranda Community Precinct Advisory Committee.

## 2. CORPORATE PLAN LINKAGE

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These guidelines align with Council's 2014-2019 Corporate Plan via Key Strategic Priority - Community.

The goal of this priority area is:

*Communities across the area share a sense of common identity whilst retaining local diversity, and enjoy equitable access to services and facilities based on effective partnerships.*

This is further articulated under Strategy COM 2 and COM 3 which state:

**COM 2:** Conduct an analysis of current community facilities and develop a Shire wide community facilities plan to guide the assessment of maintenance programmes, possible capital upgrades of existing facilities and community requests for new facilities and ensure equity of access.

**COM 3:** Encourage the building of strong partnerships with community, private sector and government so as to build community capacity and develop strategies to encourage and support leadership and self-responsibility in the community.

## 3. BACKGROUND/SUPPORTING INFORMATION

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The Kuranda Community Precinct Advisory Committee was established by Council to provide information and advice for the use and development of the Precinct.

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

## 4. 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 community's aspirations and long term 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 Space: Two Rooms above the Kuranda Library and Customer Service Centre
- Tuckshop Undercover Area and Kitchen
- Storage Shed

## 5. IMPLEMENTATION

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

### 5.1 Level 1 Workshop Space: Two Rooms above the Kuranda Library and Customer Service Centre

#### 5.1.1 Conditions of Hire:

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

#### 5.1.2 Cost to Hire:

The Precinct workshop venue hire fees for each workshop room are:

- \$40/hour
- \$75/half day
- \$170/full day including evening

#### 5.1.3 Discretion to Reduce or Waive Fees:

If the Precinct workshop venue is available as a "venue of last resort" and the booking is by an unfunded community group, the booking is referred to the KCP Advisory Committee Chair for recommendation.

The Chair will consult with key stakeholders before making a recommendation to the Council Officer regarding the hire fee as the fee may be reduced or waived in extenuating circumstances for unfunded groups.

Requests for ongoing occupancy at no cost by unfunded community groups are to be referred to the KCP Advisory Committee for consideration and recommendation to Council.

If the Precinct workshop rooms are developed into a high-tech centre in the future, then these guidelines will be reviewed by the KCP Advisory Committee and Council.

#### 5.1.4 Hiring Process:

1. All enquiries for the hiring of Kuranda Community Precinct workshop facilities for community use are referred to a Council Facilities Officer.
2. Facilities Officer advises Enquirer of other community workshop venues and the respective features/facilities available at each and the fees.
3. 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 offers to check the availability of other venues.
4. Facilities Officer rings the contact people for the Kuranda Recreation Centre, Amphitheatre and CWA Hall to check availability.
5. If another community venue is available, the Enquirer is advised of this and that the Precinct workshop space is therefore not available as it is hired out as a "venue of last resort", only when

other community workshop venues are not available. The Enquirer is given the contact details for the other community venue/s.

6. If the other community venues are not available, then the Precinct workshop facilities are hired out to the Enquirer at the new rates which are higher than the rates for the community venues.

## **5.2 Tuckshop Undercover Area and Kitchen**

### *5.2.1 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.

### *5.2.2 Cost to Hire:*

Council gives consideration to the hiring of this facility by community groups at no cost to increase community participation at the Precinct, especially to those groups hiring the sports field as an incentive to use the field on a shared and multi-use basis.

### *5.2.3 Hiring Process:*

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

## **5.3 Storage Shed**

### *5.3.1 Conditions of Hire:*

Hiring of this facility does not compete with existing facilities managed by not for profit organisations.

### *5.3.2 Cost to Hire:*

Groups seeking to hire a "cell" in the Storage Shed with revenue streams will be charged an ongoing fee of \$10/month.

### *5.3.3 Discretion to Reduce or Waive Fees:*

Council considers requests for hiring a "cell" in the Storage Shed by un-funded community groups at no cost to the group.

### *5.3.4 Hiring Process:*

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

## **6. REVIEW**

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It is the responsibility of the Manager Community Wellbeing to monitor the adequacy of this guideline and recommend appropriate changes. This guideline will be formally reviewed every three years or as required by Council.

**7. DISTRIBUTION REGISTER**

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**This guideline is to remain in force until otherwise determined by Council.**