

USE OF COUNCIL CIVIC AREAS

- Intent** The intent of this policy is to clarify the criteria for the use of the Civic areas within the Cairns Regional Council Administration building at 119-145 Spence Street, Cairns.
- Scope** This policy refers to areas that can be used for civic purposes within the Spence Street Administration building.

PROVISIONS

Designated Civic areas

The Civic Reception Rooms, Civic Reception Courtyard, Civic Reception Foyer area and Council Chambers are to be reserved primarily for use by Council for civic, ceremonial and administrative purposes.

The Civic Reception Rooms and Civic Reception Courtyard can be booked for use by bona fide not-for-profit and community groups, provided such activities are not prohibited and do not conflict with Council's civic, ceremonial and administrative requirements.

The Civic Reception Foyer area provides limited and temporary space for visual images and information relating to community organisations, which do not exhibit at other venues. It is not a gallery space and is not to be used for the sale or promotion of creative works. Use of the foyer must not impede public access to any part of the Administration building or disrupt Council operations. The foyer also provides space for Council's community engagement activities when required.

Use of the Council Chambers by third parties is reserved primarily for official Australian and Queensland Government purposes such as formal inquiries and investigations, public hearings and parliamentary functions. Requests for use of the Chambers will be considered on a case-by-case basis and are subject to approval from Council executive management.

Prohibited uses

The following uses are not permitted in any Council civic areas:

- Fundraising events
- Functions that are primarily for the advancement of political or religious causes or campaigns
- Functions relating to or held by any group that conflicts with Council's corporate mission/vision, are potentially contentious or involve significant reputation risks for Council
- Functions which have no compelling links to Council or the city specifically and which could instead use local private sector facilities
- Functions which involve the sale of goods and/or services, or which aim to generate commercial gain for the organisers
- Gambling activities of any kind

Council has the right to refuse or cancel bookings believed to be unsuitable or inappropriate to the Civic areas.

Conditions of use and management of Civic areas

The Marketing and Communications branch is responsible for the administration of bookings and equipment for the Civic areas in line with this policy. All booking requests are subject to venue availability and confirmation.

The branch will coordinate access, lighting, air conditioning, audio-visual and sound equipment, basic IT (maximum of two laptops per booking) and furnishings. Event organisers are responsible for any additional requirements including but not limited to extra IT devices, equipment requirements, catering and security. External organisations booking any of the Civic areas do so under the proviso that Council's requirements take precedence and Council has the right to cancel the booking with a minimum of four (4) weeks' notice.

Third-party use of the Civic areas for non-Council purposes is generally restricted to normal working hours (8.30 am to 5.00 pm) Monday to Friday. After-hours use is only permitted where a Council officer or Councillor is in attendance for the duration of the booking.

Civic Reception Foyer exhibitors are responsible for the "bump-in/bump-out" of their exhibitions.

Event organisers who use the Civic areas are responsible for complying with Council's terms and conditions of use, and any other government directions or advice. These are subject to change without notice. Failure to comply may result in Council excluding the event organiser from future use of the Civic areas.

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

Director for Review:

People & Organisational Performance

ORIGINALLY ADOPTED: 18/12/2002
CURRENT ADOPTION: 23/02/2022
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REVOKED/SUPERSEDED:



Mica Martin
Chief Executive Officer