

1. PURPOSE

The purpose of this policy is to provide guidance as to the use of the Oatlands Commissariat and shop/cottage at 79 High Street (the *place*), Oatlands as a 'community heritage/craft/trade skills co-operative'.

2. OBJECTIVE

This policy seeks to further the following program objectives:

- To encourage the vibrant use of the place (including maximum community/public access).
- To foster heritage/craft/art/trade skills in Oatlands and the wider Southern Midlands.
- To fulfil the obligations arising from the *National Stronger Regions Fund* grant for the refurbishment of the place.
- To define the rights, roles and responsibilities of user groups.
- To work collaboratively with the Centre for Heritage at Oatlands to achieve mutual objectives.

3. BACKGROUND

Further to the *Oatlands Commissariat Master Plan 2013*, in 2016, Council obtained funding through the *National Stronger Regions Fund* for the restoration and refurbishment of the Oatlands Commissariat and shop/cottage at 79 High Street Oatlands as the *Southern Midlands Integrated Heritage Skills Hub* (name may be subject to change). Essentially this project was to prepare the building and site for an economic development use, but with the themes of heritage/arts/crafts/trades as the main impetus. The SMHSH project master plan formed part of the application which set broad parameters for use, further to which this policy formalises.

The project plan identified the Centre for Heritage at Oatlands as the 'lead tenant' but with involvement by community groups as 'co-tenants'. The economic development of the Centre for Heritage was a key component in sourcing the funding for the project therefore a commitment exists for that lead tenancy.

4. POLICY

4.1 Nature of use

The place is to be used for initiatives relating to heritage/craft/art/trades with a skill development or demonstration component that have demonstrable community benefit.

Public access and interpretation of heritage values is a key component of the use of the place.

It is desired that the historic baker's oven be used for bakery purposes with a focus on traditional methods/ingredients.

4.2 Management and staffing

The management responsibility of the place is to be within the Heritage Projects and Community Development Programs with monthly reporting to Council. Staffing for management/administration is to be sourced from both/either of those programs.

Council will not necessarily provide day-to-day/on-site staffing although will provide administrative support to the user groups to do so.

4.3 Return to Council

Council has budgeted \$10,000 p.a. to cover baseline outgoings for the place (excluding staffing). Provided the objectives of this policy are being demonstrably met, Council does not seek a financial return for use of the property however a break-even bottom line is desirable.

Whilst preference is to be given to local not-for-profit community groups, groups from other regions and/or for-profit initiatives may be accommodated, however Council reserves the right to seek a return from such users.

Should a profit be made by Council, this is to be reinvested into the place (e.g. infrastructure) and/or associated objectives (e.g. promotion or staffing).

Council's General Manager may determine any user fees applicable.

4.4 User guidelines and user group agreements

User guidelines and user group agreements are to be in-place which adhere users to meeting the objectives of this policy. The user guidelines must:

- Ensure that use of the place is consistent with the objectives of this policy and any appropriate quality control processes.
- Define Council's role as a landlord.
- Give preference to not-for-profit community groups.
- Allow the discretion for use by 'for profit' individuals/groups if a benefit to the place, return to Council, or substantial benefit to the objectives of this policy can be demonstrated (note that the funding sourced for the project was reliant on the Centre for Heritage economic development activities).

- Define the rights for each user/user group (e.g. spatial, time-share etc.).
- Define the responsibilities for each user/user group (e.g. individual financial management, times of attendance/opening, outgoings, cleaning, security etc.).
- Define use duration and reversionary processes.

4.5 Complimentary use of other Council owned heritage buildings

Use of the Oatlands Gaoler's Residence and Supreme Court House may be an adjunct of initiatives arising from the place, subject to the provisions of this policy and the Oatlands Gaoler's Residence and Court House User Policy.

5. RELATED DOCUMENTS

- Oatlands Commissariat Project Master Plan 2013 (SMC)
- Southern Midlands Integrated Heritage Skills Hub Project Plan 2015 (SMC/HESC)
- Southern Midlands Historic Heritage Strategy
- Oatlands Gaoler's Residence and Court House User Policy (SMC)

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every three years or as directed by the General Manager.

This document is Version 1 effective 22nd August 2018. The document is maintained by Heritage projects/Community and Corporate Development for the Southern Midlands Council.