GUIDELINES

Pirrku Kuu Hub

South Australian **Film Corporation**

The Pirrku Kuu Hub, meaning “Story Room” in Kaurna, is a free co-working space for First Nations screen practitioners at Adelaide Studios.

Co-located alongside leading screen industry businesses, the Pirrku Kuu Hub provides free technology and meeting facilities for First Nations screen practitioners to connect with and thrive within the South Australian screen sector.

What is on offer?

The Pirrku Kuu Hub offers First Nations screen practitioners:

- Two Apple computer workstations with Final Cut Pro, and one workstation with a dock for laptop usage,
- Boardroom style central meeting table and yarn board (whiteboard) featuring artwork by Danielle Mate,
- Meeting table seating for six, plus sofa,
- Wireless speaker (upon request),
- Wi-Fi,
- Wheelchair accessibility,
- Access to a shared kitchen and toilet facilities, and
- Access from Monday to Friday (excl. public holidays), between 9.00am and 4.45pm.

Who is eligible?

To be eligible to use the Pirrku Kuu Hub you must:

- Identify as Aboriginal and/or Torres Strait Islander and be recognised as such by the community,
- Be aged 18 or over, and
- Be actively pursuing a career in the screen industry.

How do I book the Pirrku Kuu Hub?

- STEP 1: Read these Pirrku Kuu Hub Guidelines including Terms of Use below.

- STEP 2: Submit a one-off Expression of Interest (EOI) form via safilm.smartygrants.com.au You will be asked to:
    - Provide your contact details,
    - Provide a short bio,
    - Briefly outline your expected professional development outcomes, and
    - Agree to the Terms of Use outlined in these Guidelines.

- STEP 3: Once you've received an email confirming approval of your EOI, you can book the room via SAFC Reception by:
    - Calling (08) 8394 2000, or
    - Emailing reception@safilm.com.au with your full contact details and preferred booking dates, or
    - Visiting person on site at Adelaide Studios, 1 Mulberry Road, Glenside, SA 5065

Where can I find out more?

Contact the SAFC First Nations Team via SAFC Reception on 08 8394 2000 or email firstnations@safilm.com.au

Terms of Use

The Authorised Person must agree to and ensure all associated parties follow these Terms of Use.

For the purposes of the Pirrku Kuu Hub, the Authorised Person is the Applicant named in an approved EOI form. Booking durations:

- Monday to Friday (excl. public holidays) between 9.00am and 4.45pm *(giving the authorised user time to return the key to SAFC Reception before close of business)*
- Maximum booking period:
    - If booking the room for sole use, one (1) day at a time to allow equity of access to the facilities. Ongoing bookings will be approved on the basis of demand at the time of request.
    - If booking for shared use, up to two (2) weeks at a time to allow equity of access to the facilities. Ongoing bookings will be approved on the basis of demand at the time of request.

The Authorised Person will be responsible for:

- ensuring all Personnel of the Authorised Person comply with these Terms of Use,
- not using or allowing the premises to be used for purposes or at times other than as specified in their booking,
- ensuring all visitors of the Authorised Person sign in at Reception,
- ensuring all keys/passes are returned to Reception at the end of each day, irrespective of a reoccurring booking,
- notifying the SAFC if sole use of the facilities is required at time of booking. As a co-working space, there may be other creative practitioners using the facilities at any one time. All users of the facilities are required to comply with the SAFC's Expected Behaviours at all times,
- ensuring that all electrical equipment is tagged and tested prior to being brought onto the premises,
- not smoking on the premises,
- removing all personal equipment and files, including data copied to SAFC devices, from the premises at the conclusion of the booking period. The SAFC has no obligation to retain a copy of the Authorised Person's data and is not liable for any loss in connection with the Authorised Persons failure to retain their own data,
- notifying the SAFC if they intend to invite any media, Members of Parliament, local councillors and/or elected officials on to the premises,
- notifying the SAFC as soon as possible if the booking is no longer required so the resource can be made available to others,
- complying with WHS Legislation and additional WHS requirements advised by the SAFC,
- complying with all directions of the SAFC in respect of emergency management including but not limited to adhering to all emergency evacuation procedures, whether emergency related or for training purposes,
- notifying the SAFC of any improper, unsafe or unlawful conduct on the premises,
- notifying the SAFC of any damage caused by, or observed by, Authorised Person and Personnel to the premises, facilities, or equipment,
- keeping the premises and SAFC equipment secure at all times during the booking period,
- ensuring that the premises, facilities and SAFC equipment are left clean and free of personal equipment, and
- allowing access to SAFC to enter the premises at any time.

The Authorised Person acknowledges and agrees that they shall be responsible for ensuring the Authorised Person, and Personnel and/or Visitors comply with SAFC's Expected Behaviours.

The SAFC has signed up to the *We're Equal Statement of Commitment* for the SA Public Sector. By engaging with the SAFC's resources, programs and staff, you are agreeing to abide by the *We're Equal Statement of Commitment*:

- The SAFC is committed to treating everyone equally, regardless of their age, ability, gender diversity, sexuality, relationship and reproductive status, race, religion and culture. This means that we will ensure our workplaces are a safe space for all people. We have zero tolerance for discrimination or disrespectful behaviours, whether to or by members of the public, our employees, our volunteers, contractors and suppliers.

In line with Adelaide Studios Facilities Hire Terms & Conditions, the SAFC reserves the right to require any person who, in the opinion of the SAFC, is not conducting themselves in a proper, safe or lawful manner, to leave the premises. In this instance, this may limit your access to facilities in the future.