

DEPARTMENT FOR INNOVATION AND SKILLS

USE OF THE KANGAROO ISLAND BUSINESS HUB

This policy sets out the Department for Innovation and Skills' (DIS) policy relating to acceptable use of the Kangaroo Island Business Hub (the Hub).

Scope

This Policy applies to all members of the public who use the Hub.

By using the resources provided, you agree you have read and understood this policy and are bound by it. You also agree to comply with any directions given by DIS employees on the use of the Hub.

DIS reserves the right to amend this Policy at any time.

Policy Position

Some activities are unlawful and prohibited. These activities include but are not limited to the use or attempted use of the internet / WIFI:

- to gain access to any material that is pornographic, offensive or objectionable;
- to engage in any conduct that breaks Federal, State or Local Council laws and regulations;
- to send or forward any material that is abusive, defamatory, sexist, racist or otherwise illegal;
- to circumvent any filtering or other content access device or software;
- for illegal and or malicious purposes or practices;
- to send, allow to be sent, or assist in the sending of unsolicited messages to a large number of recipients (i.e. spam).

DIS reserves the right to restrict or terminate your access to the Hub if you do not comply with this policy. If possible criminal activity is detected, any known records, along with certain personal information will be provided to law enforcement officials.

Bookings

All users are to book their own room, space or Hotdesk via the Meeting Hub Booking Software. To book a space for longer than 2 days, or to book the Large Training / Event Space, please contact the *Business Hub Coordinator (details provided below). If your booked Hotdesk, meeting room, board room or training area becomes unavailable through circumstances beyond the control of DIS, your booking will be relocated to an alternative venue within the Hub. If a comparable room cannot be made available, DIS will not be liable for any loss or damage suffered by the user as a result of the unavailability.

Computers

DIS provides 2 laptops for use by the public on an as needs basis, for business purposes. To ensure equitable access, computers can be booked for a maximum period of 2 hours per day, per business. Users are not to save any files or document to the local drive and are responsible for removing or deleting any files saved locally on the computers. These files will not be recoverable.

Computer applications are provided on the assumption that customers know how to use them. Staff are unable to provide more than basic assistance to customers using software applications. Computer training sessions will be provided from time to time and users will be notified of any training opportunities as they arise.

Hotdesks

Six Hotdesks are available to book for a maximum period of 2 days continuously per week, subject to availability. If you require longer periods, please contact the *Business Hub Coordinator. There is no minimum usage. All guests are required to wipe down the desk after usage – sanitary wipes are available for this purpose.

Meeting Rooms

There are two meeting rooms (Cape Couedic and Cape Willoughby) available to book for a period of a maximum of 2 days continuously per week, subject to availability. If you require longer periods, please contact the *Business Hub Coordinator. There is no minimum usage. All guests are required to wipe down the desk after usage – sanitary wipes are available for this purpose. Both meeting rooms are 3.2m x 3.2m and each will seat up to 4 persons. One meeting room has a flat screen smart TV for purposes of presentations or video conferencing.

In accordance with the DIS COVID-SAFE Plan – Step 3 – Alert Level 1 (COVID-SAFE Plan), the maximum number of people in each meeting room is restricted to 5, excluding staff.

Board Room/Training room (Cape Borda)

There is one large room available to book for a period of a maximum of two (2) days (subject to availability) that can be used as a boardroom, with a rectangular or u-shaped configuration, or as a small training room, with desks for 8-16 people (one or two to a desk), or theatre style for up to 20 people. If you need to hire the space for longer periods, please contact the *Business Hub Coordinator. There is no minimum usage. All guests are required to wipe down the desks after usage – sanitary wipes are available for this purpose.

In accordance with the DIS COVID-SAFE Plan, the maximum number of people in the Board Room is restricted to 22, excluding staff.

Large Training / Event Space (Heartland)

It is possible to hire the Hotdesk area for use as larger training area (either classroom style or theatre style), or for a stand-up event. Please contact the *Business Hub Coordinator.

In accordance with the DIS COVID-SAFE Plan, the maximum number of people in the Large Training / Event space is restricted to 34, excluding staff.

Internet Wireless Access

You must use reasonable endeavours to secure any device within your control against being used in breach of this Policy, including by third parties by protecting your account information and password and taking all reasonable care to prevent unauthorised access to your device.

It is important you protect your computer or device and any connected networks against malicious computer programs and viruses. It is your responsibility to ensure you have appropriate protection for your device and DIS will not be held liable for damage or loss



resulting from malicious computer programs. Please note: your traffic transmitted over the Wi-Fi network is not secured or encrypted.

Food / Beverage

Tea and Coffee is provided for use by DIS staff only and is not for public use. Takeaway coffee and light refreshments purchased elsewhere, may be consumed by individuals provided any spillage of food or drink is cleaned and any waste is placed in the bin.

Printing

Printing Services are not provided at the Hub and the printer is for use by DIS staff only. Individuals requiring print services are encouraged to use the local service providers on Kangaroo Island.

Release and Indemnity

DIS is not liable for any loss, damage, death or injury suffered or sustained by you, your business or your guest or invitee in connection with access to the Hub and you are to release DIS from all liability for any such loss, damage, death or injury. You agree to indemnify and keep indemnified the State Government and DIS against any action, claim or demand whatsoever which arises or may arise as a result of accessing the Hub.

Safety, Security and Evacuation

Individuals are to maintain social distancing where possible and make use of the hand sanitisers and antibacterial wipes provided. Further details are provided in the DIS COVID-SAFE Plan.

Users are responsible for the security of their personal items.

In the case of an emergency, all Business Hub Users or visitors are required to evacuate the building on instruction from the Business Hub Coordinator or other DIS employees. Refer to the Bush Survival Plan / Emergency Evacuation (available on-site).

*Business Hub Coordinator

For any enquiries or special bookings, please contact the Business Hub Coordinator, Ms Susi Whitehead via email at KIBusinessHub@sa.gov.au or by phoning 0429 005 356.



Government
of South Australia

Department for
Innovation and Skills

Declaration / Registration

I (full name)

of (business/organisation)

Email.....

Phone Number

have read and understood the Kangaroo Island Business Hub policy and acknowledge that the policy may be amended from time to time.

Signature:

Date:

DOCUMENT CONTROL Approved by: Nikki Becker	Title: Project Director
Group: Innovation and Science	Date of approval: 19 October 2020
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Department for
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