

SmartHub Membership Application Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*. Your personal details will be included on a SmartHub mailing list and will be shared with other SmartHub members.

This form is to be completed when an applicant wishes to be considered for a membership with the SmartHub Rockhampton.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details

Applicant name:

Title: Mr Miss Mrs Ms Other (please specify):

Preferred contact number:

Email:

Emergency contact name:

Emergency contact number:

Residential Address

Street number and name:

Suburb:

State:

Postcode:

Postal address (if different):

Business Details

- Are you:
- Looking to create a new business
 - A small to medium enterprise (SME)
 - A corporate company
 - A Startup (high growth business serving an international market with a scalable business model)
 - Looking for professional development

Business name:

ABN/ACN:

Are you registered for GST? Yes No

Business website (if applicable):

Accounts/invoicing email:

Tell us a little about you and your work history:

What is your business/Startup idea?

Why do you want to work in a co-working space and/or be part of our Startup/small business community?

Membership Details

What type of membership are you interested in?

- | | |
|---|---|
| <input type="checkbox"/> Virtual Membership | <input type="checkbox"/> Co-working Membership – non permanent |
| <input type="checkbox"/> Monthly Membership | <input type="checkbox"/> Co-working Membership – permanent |
| <input type="checkbox"/> Corporate Membership | <input type="checkbox"/> Resident Membership – private office space |

If you selected one of the Co-working Memberships or the Resident Membership above, please tell us how many days per month you anticipate using a work desk at the SmartHub:

- None 1 day 2 – 5 days 6 – 10 days 11 – 20 days 20+ days

How did you find out about SmartHub Rockhampton?

- | | | |
|--|------------------------------------|---|
| <input type="checkbox"/> Website | <input type="checkbox"/> Instagram | <input type="checkbox"/> TV/radio advertising |
| <input type="checkbox"/> Mailing list | <input type="checkbox"/> LinkedIn | <input type="checkbox"/> Referred by another SmartHub member, name of member: |
| <input type="checkbox"/> Digital signage | <input type="checkbox"/> Facebook | <input type="checkbox"/> Other, please specify: |

Declaration

I submit this form declaring that the details are correct to the best of my ability.

Name: _____ Signature: _____ Date: _____

Fees and Charges

For a full list of fees and charges relating to SmartHub membership please refer to Council's [Fees and Charges Schedule](#).

Additional Information

SmartHub Membership Application Forms may be submitted via email to smarthub@rrc.qld.gov.au.

For further information about the SmartHub Rockhampton:

W: <https://www.rockhamptonregion.qld.gov.au/ForBusiness/SmartHub-Rockhampton>

E: smarthub@rrc.qld.gov.au

P: (07) 4936 8444



SMARTHUB MEMBERSHIP AGREEMENT

1 Introduction

Rockhampton Regional Council (Council) is committed to the economic prosperity of the region. As a key outcome of Council's Smart Way Forward Strategy (digital readiness strategy), the Rockhampton SmartHub, Customs House on Quay St, has been established to be the home of entrepreneurs (people in business) and to provide resources required for business success.

2 Purpose

The purpose of the SmartHub Membership Agreement is to describe the behavioural expectations of SmartHub members and to seek your written acknowledgement of these requirements.

3 SmartHub Responsibilities

The SmartHub Team and Council employees are committed to supporting our SmartHub members and achieving the goals of the SmartHub Operational Plan.

4 Member Obligations

As a member you agree to comply with the SmartHub Code of Conduct set out at Clause 5 below; any conditions of entry that apply to Customs House; and all Council Health and Safety requirements. You also agree to comply with any reasonable instructions or directions from any of the SmartHub Team or Council employees.

5 SmartHub Code of Conduct

The Rockhampton SmartHub is a public facility owned and operated by Council. As such, Council's code of conduct, which sets the standards and behaviours supported by Council's corporate values, applies to all Council workers (including the SmartHub Team), contractors and volunteers.

Similarly this SmartHub Code of Conduct sets the standards and behaviours expected of all SmartHub members, guests and visitors, including:

5.1 Behaviour Towards Each Other

We must all treat and speak to each other, staff and members alike, with respect, honesty, fairness, sensitivity and dignity. We will respect differing opinions and perspectives and manage disagreements rationally using an appropriate standard of language; noting swearing is deemed inappropriate. We will not use verbal or physical abuse / violence or behave in a way that is intimidating or overbearing.

Communications should be professional at all times, and the privacy of others respected. Whilst networking and the sharing of business ideas amongst members is encouraged, repeated advertising or promotion of business services to other members or the SmartHub Team is not permitted.

5.2 Non-Discriminatory Behaviours

Our SmartHub is made-up of members from diverse cultures and backgrounds, and we encourage an inclusive and non-discriminatory work environment. We promote equal opportunity and are proactive in ensuring our behaviours and actions do not discriminate based on an attribute relating to:

- (a) Race;

- (b) Age;
- (c) Gender;
- (d) A disability, disease or injury;
- (e) Family responsibilities;
- (f) Religion;
- (g) Pregnancy or breastfeeding;
- (h) Sexual orientation, intersex status or gender identity; or
- (i) Political opinion or social origin.

5.3 Prevention of Bullying and Sexual Harassment

We will not tolerate any form of sexual harassment or other form of bullying in the SmartHub, online or at SmartHub related social functions. We will be proactive in building a healthy and safe workplace where we respect the rights of others.

As a Council facility, Council does not tolerate any behaviour that may constitute bullying / harassment in any form; whether that be in person or electronically through email, telephone or social media. These behaviours may include:

- (a) Acting towards, or speaking to a person in a manner which threatens or belittles that person;
- (b) Deliberately excludes a person from SmartHub activities or functions;
- (c) Making discriminatory jokes, suggestive comments or offensive gestures;
- (d) Distribution, display or accessing sexually explicit material including websites, posters, pictures or sexist jokes;
- (e) Intrusive questions or comments about a person's private life or body;
- (f) Inappropriate advances for sexual favours;
- (g) Unwelcome or deliberate physical contact; or
- (h) Behaviour which is an offence by law, such as assault, stalking or indecent exposure.

5.4 Use of SmartHub Equipment

Equipment provided by Council for use by SmartHub members must be used only for its permitted purpose and must not be removed from the SmartHub by members without written consent from the SmartHub Administrator.

5.5 Reporting Concerns

If you experience or witness any behaviours or actions described above, then you are encouraged to report this to a member of the SmartHub Team. If the behaviour involves any of the SmartHub Team, then you must report the matter to the Manager Corporate & Technology Services.

5.6 Breach of SmartHub Code of Conduct

If a SmartHub member is found to be in breach of the SmartHub Code of Conduct, then the member may have their membership cancelled, be subject to expulsion from the SmartHub and excluded from entry to the facility.

