

Community
HUB

Innovation
HUB

HUB BOOKING GUIDELINE

Community Hub and Innovation Hub

1 January 2024

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INTRODUCTION

Healthy Environs Pty Ltd welcomes the community of Roxby Downs to the Community and Innovation Hub. The Community and Innovation Hubs are proudly supported by BHP.

The Community Hub is a safe and welcoming place for locals to connect with others and to access information local support and services. Through hub-based activities as well as our outreach initiatives, we aim to promote community wellbeing and foster support for local families living in Roxby Downs, Andamooka, and Woomera. *The Innovation Hub* is a co-working space aimed at promoting local education, skills development, and entrepreneurship to support the future of work in our region. It aims to strengthen community resilience and improve local economic opportunity. The Innovation Hub is a dedicated working space for tertiary students, aspiring businesses, and sole traders in our community to work independently or collaboratively in a shared office environment.

The Hubs have 3 main pillars of focus:

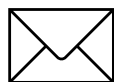
- Wellbeing – A health promotion and capacity building initiative which takes a whole of community approach to improving the health and wellbeing of local residents. Our Wellbeing Hub is based on a model of working together with local health and wellness professionals to improve health outcomes.
- Family – The provision of capacity building support for local families through locally-delivered programs, a virtual support network and activities to support the wellbeing and resilience of parents, carers, children, and teens.
- Innovation - Innovation at the Hub introduces creative solutions to address local challenges, enhance social well-being, and improve overall community life. Innovation encourages collaborative thinking and the implementation of inventive ideas to create positive and lasting impacts within the community.

The Innovation Hub compliments BHPs other investments including the BHP Future of Work Program and Local Buying Program. Two workstations are dedicated to local community partners:

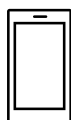
- The C-RES Local Buying Program - established to support small businesses in the eligible regions in South Australia in their engagements with BHP.
- UniHub Spencer Gulf – an organisation committed to supporting local community members to study university locally and to work with local employers to address skill shortages.

This guideline breaks down the steps for booking spaces within the Community and Innovation Hubs. It explains when and how to reserve the spaces, who is eligible, and if there are any costs involved. This guide also highlights the features and resources available in each hub, helping users choose what booking arrangements suit them best.

If you wish to seek further information or have any inquiries about either the Community Hub or Innovation Hub, please contact us on:



hub@healthyenvirons.com.au



(08) 8671 2461

ABOUT HEALTHY ENVIRONS

Healthy Environs is a social purpose business with a vision to build resilient communities together with our clients.

Healthy Environs works collectively with communities to strengthen wellbeing and resilience through policy, projects, and place-based approaches. Our team respects and partners with diverse communities across urban, rural, and remote Australia.

Healthy Environs offers an experienced, multi-disciplinary team with skills in:

- Health promotion
- Community development
- Training
- Project management
- Strategic planning
- Hub facility strategy and management

Through our partnership with BHP, we aim to build the Roxby Community Hub and Innovation Hub spaces in a manner that fosters local ownership and pride. Healthy Environs is a member of Community Centre's SA.



Image - Community Hub Spaces

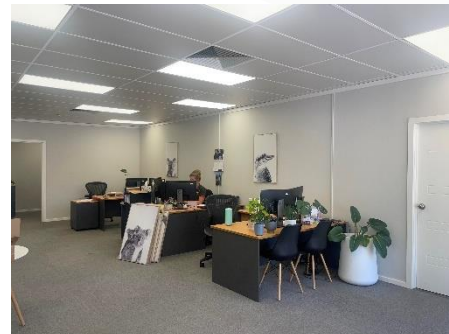


Image - Community Hub Office Space



Image – Innovation Hub Privacy Lounge



Image – Innovation Hub Boardroom

BOOKING THE HUB

Meeting Spaces Available at the Community Hub

The Community Hub is a safe and family friendly environment which is suitable as a meeting space and training venue. It is also suitable for some activities such as art, craft, group learning and some low intensity physical activity (such as yoga). The suitability of your activity for the Hub space will be at the discretion of Hub staff. If the Hub is not a suitable venue, where possible we will direct you to other available venues. Community groups, organisations and businesses need to read and agree to the 'Hub User Agreement'. The hub is here to support uses which foster community connection, support the needs of the community and are inclusive.

The Community Hub has the following spaces available for booking:

- **The Community Lounge Space** – An open environment meeting environment with kitchen facilities
Capacity – Max 30 people
Features – Lounge, chairs, tables and chairs in the kitchen area, kitchen facilities, play space for pre-school children (must be supervised).
- **The Hub Little Lounge** – An enclosed quiet room
Capacity – Max 8 people
Features – Small enclosed lounge space. Access to kitchen with tea/coffee provisions through the community lounge space.
- **The Hub Small Consulting Room** – A small meeting room
Capacity – Max 4 people
Features – Enclosed meeting room, small meeting table and chairs, access to kitchen with tea/coffee provisions – through the office space.

Note: Hub bookings are subject to room availability. Bookings are not available during scheduled Hub closures (e.g., over Christmas and/or for Hub cleaning, and maintenance).

Please see online booking form for equipment to hire.

Bookings can be subject to change at the discretion of Hub staff.

Meeting Spaces Available at the Innovation Hub

The Innovation Hub is a suited to adults in our community (above the age of eighteen) who are seeking a co-working environment. The space may be used by students (either undertaking tertiary study or lifelong learning initiatives) or business representatives of sole-trader or small to medium enterprises. The space is a quiet and studious environment with small discussion tables and a meeting room available for co-working. Importantly the Innovation Hub is available for temporary bookings only and is not available as a permanent business premise or as a place of business registration.

The space includes a small kitchenette predominantly for water and tea and coffee provisions, toilet facilities and the provision of Wi-Fi.

The Innovation Hub has the following spaces available for booking:

- **Hot Desks** – Six (6) Hot Desks are available for temporary bookings. Half day or full day booking options are available. Bookings must be made in advance and are subject to availability.

Capacity – 1 Person per hot desk.

Features – A work desk and ergonomic chair are provided. Wi-Fi is available (log in details will be provided by Hub staff). Please note that desks do not have computer facilities. Your personal and/or work laptop can be used. Access to kitchen with tea/coffee provisions in the kitchenette area.

- **Privacy Lounge** - There are 2 privacy lounges available for temporary bookings. Hourly booking options only, are available. Bookings must be made in advance and are subject to availability.

Capacity – 1 person per Privacy Lounge.

Features – A Privacy Lounge and small laptop table are provided. Access to kitchen with tea/coffee provisions in the kitchenette area.

- **The Innovation Hub Board Room** – An enclosed meeting room with conferencing equipment (To be provided).

Capacity – Max 10 people

Features – Enclosed meeting room, meeting table and chairs, television, access to kitchen with tea/coffee provisions in the kitchenette area.

Note: All services are only available for booking within the Hub time opening hours of 9am to 5pm for the duration of the pilot.

Booking Fees

Hub booking fees are detailed in Tables 1 and 2.

Table 1 – Community Hub Booking Fees

Hub Space	Booking Fee - Half Day*	Booking Fee - Full Day*
Community Hub Lounge Space	\$30 half day (4 hours)	\$60 full day (8 hours)
Community Hub Little Lounge	\$10 half day (4 hours)	\$30 full day (8 hours)
Community Hub Consulting Room	\$10 half day (4 hours)	\$30 full day (8 hours)

Table 2 – Innovation Hub Booking Fees

Hub Space	Booking Fee - Half Day*	Booking Fee - Full Day*
Innovation Hub Boardroom	\$30 half day (4 hours)	\$60 full day (8 hours)
Innovation Hub Privacy Lounge	No charge	No charge
Innovation Hub Hot Desk	No charge	No charge

* Fees in Table 1 are GST exclusive.

* Organisations need to deliver community benefit in line with the Hub focus areas of supporting community wellbeing, local families and innovation.

* Local community forums and or charities may not be charged for meetings at the discretion of hub staff.

Fees and charges are reviewed annually and are subject to change.

Payment terms:

- Day rates – full day hire is equivalent to an 8-hour day, charged at \$60 (exc. GST) per Hub Space.
- Bond – a \$200 deposit is required for groups over 20 people. \$150 is refundable subject to the condition of the Hub. \$50 is retained for Hub cleaning fees.
- Cleaning Fee – \$50 - applicable to all bookings if left in an unsuitable way.
- Payment – payment is required one business day prior to your booking date. If required, the Hub loan key is provided once payment is made.

TERMS OF HUB USE –

Code of Conduct and Terms of Use

1. Multi-use: Users should assume there is a group before and after them, and concurrent events unless otherwise specified. Users are required to ensure that attendees are courteous to other users during use of the space.
2. Safety - The users must ensure that: emergency/fire exits, and equipment always remain clear and unobstructed. Please ensure that everyone who uses the space for your event or activity is familiar with the fire exits, location of the bathroom and muster points.

The Richardson Place muster point is the Rotunda, and the back door muster point is just outside the Tavern. The emergency number for Police, Ambulance and Fire Services is 000.

Emergency Exit Plans are displayed in the Hub areas and will be shown in your induction.

3. Insurance - All room bookings (other than local community groups using the Hub as a meeting space during staffed hours) require a current Public Liability Certificate of Currency. Hirers should ensure that any other third parties they use have in place their own Public Liability Insurance. Proof of current Public Liability Insurance must be provided prior to commencement of hire. Booking for casual users who do not hold public liability insurance will be at the discretion of Hub staff.
4. Laws, Risk, and Indemnity - The user, guests and attendees at the event must comply with all relevant laws.
 - The user acknowledges and agrees that it occupies and uses the meeting space entirely at its own risk and Healthy Environs will not be liable for any loss or damage or consequential loss of the user or any third party of whatsoever kind and howsoever arising.
 - To the full extent permitted by law the user releases Healthy Environs from and indemnifies Healthy Environs against all actions, claims, costs, and damages (whether in respect of damage to property or personal injury or death) that may be brought, made, or claimed against Healthy Environs in connection with the meeting room or in respect of any breach of this User Agreement by the user.
5. Storage - No apparatus, furniture, or equipment is to be moved into the Community or Innovation Hub without prior approval from the Hub staff. No furniture from the inside of the building can be moved outside without prior approval.
6. Health and Hygiene - Please ensure the following so that we can promote a hygienic and safe environment for hub attendees:
 - Encourage attendees to practice good hygiene and frequent hand washing.
 - Ask that people do not attend your meeting or event if unwell.
 - Ensure that your gathering has sufficient seating and hand washing facilities in place.
 - Ensure the safe and hygienic handling of food for group events or meetings.

User to be aware and up to date with current SA Government advice regarding Covid and infectious disease control.

7. Set up – We request that users do not move heavy furniture or equipment. Ensure that safe manual handling practices are followed in setting up the room such as moving chairs or small tables. Doors and hallways must not be blocked at any time.
8. Sign in - Please ensure that all attendees sign into the Hub by using the sign in sheet on the iPad provided, located on the front desk. All users are asked to fill in a Hub data collection card once per year using the QR code.

9. Alcohol - No alcohol is to be served or consumed in the Hub facilities unless otherwise negotiated.
10. Smoking – Smoking is not permitted at the premises including entry areas and fire escapes.
11. Keys – For afterhours Boardroom bookings, the keys can be collected from Hub staff on the day of your booking. For the Community Hub, staff will provide you with a code on the day of your booking.
12. Lock up – **Community Hub** - Please turn off the air conditioner, ensure the external back door locks are both in the horizontal position, the electronic front door key is in the 'off' position and the admin door is locked from the inside before exiting via the front electronic doors by pushing the green exit button. Keys to be left on the front desk. Please double check that the front electronic door is locked behind you once you have exited the building. **Innovation Hub** – Make sure all lights are off and doors are locked when you leave.
13. Upon departure the user must ensure that:
 - Room/s are in a reasonable and clean condition as they were found. A small vacuum cleaner is available for your use in the back storage room.
 - Electronic equipment is switched off.
 - Equipment has been turned off and packed away.
 - Furniture is returned to its original location as identified upon entry.
 - Entry doors are locked.
 - Lights are switched off.
 - Electronic appliances such as urns/kettles are turned off at the power point.
14. Dishes - Please place rinsed dishes in the dishwasher before you leave.
15. Recycling and Rubbish - The Hub supports recycling cardboard. Please segregate paper/cardboard for recycling. Please ensure that no nappies are placed in indoor bins but taken to outside bins.
16. First Aid – First Aid Kits in the Community Hub are stored on an elevated shelf in the kitchen area near the microwave. Innovation hub First Aid Kits are stored in the cupboard next to the sink and one in a cupboard underneath the bench. Please inform Hub staff if any first aid items are used.
17. Food - The Community Hub does not have a commercial kitchen area for serving or preparing food. Food may be consumed in the Community Hub kitchen area (not on the carpeted area). Users have access to the fridge, oven, microwave (also convection oven) and urns.
18. Play area - All children must be supervised by an adult (parent, guardian, or carer) in the play area. Please tidy and re-set the play area as you have found it.
19. Children (Supervision and Safety) - Children must always remain supervised throughout the utilisation of the Community Hub. Please note that the back door is not child-proof and unlocks with the turning of the door handle for easy fire-escape safety.

The Hub has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly environment where all children are valued and protected from abuse. As a condition of this agreement the hirer must ensure that it complies with the requirements as set within the South Australian *Children's Protection Act 1993*. All staff, contractors and volunteers understand their obligation to notify the Child Abuse Report Line on 13 14 78 as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

20. Commercial use - We permit the use of commercial services that align with the health and wellbeing promotional purposes of the Community Hub, particularly training and capacity building services. The Community Hub is not available for use to sell products or as a venue for retail business.

21. Photography - Photography or filming is not permitted without prior written permission from Healthy Environs. Subject to user consent, Healthy Environs and BHP may take videos and photographs for promotional purposes and these photographs and videos may be used by Healthy Environs or BHP at any time for social, promotional, or advertising purposes.
22. Confidentiality – It may be necessary to book the board room or another Hub space for confidential conversations or meetings.
23. Events – If individuals, groups, or organisations intend to host any events at the Hub, prior approval from Healthy Environs management is required.

Additional Terms for the Innovation Hub Area Only

24. Safety – Users must comply with the Innovation Hub Health and Safety Statement.
25. Behaviour – Users must behave professionally and always treat others with courtesy.
26. Sign in – Upon arrival, all users must present to the Community Hub to sign-in attendance to the Hub.
27. Age – The Innovation Hub can be used by community members above the age of eighteen. Persons under the age of 18 are not permitted on the premises without the prior permission of Healthy Environs.
28. Nature of bookings – The Innovation Hub bookings are for temporary use only and cannot be used as a regular substitute for your place of business or as your registered business or postage address.
29. Liability – Healthy Environs accepts no liability for the death or personal injury of any guest, except to the extent permitted by law, or lost or damaged personal property or effects, unless caused by Healthy Environs’ negligence.
30. Health and Hygiene - Please do not attend use the Innovation Hub if unwell. Disinfectant wipes are available for your use.

If hosting a meeting in the Board Room:

- Please ensure that your gathering has sufficient seating and hand washing facilities in place.
- Ensure the safe and hygienic handling of food for group events or meetings.

User Agreement

I agree with all terms of use on behalf of my business/organisation/forum and confirm that I am familiar with the fire exits and muster points, location of the fire extinguisher, first aid kit and lock-up process.

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Name _____ Date _____

Signature



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