Country Universities Centre
NORFOLK ISLAND

Centre Access Agreement

1. Introduction

The Country Universities Centre Norfolk Island (CUCNI) provides access to the Centre and its available resources, including but not limited to:

- Premises of the Centre, including the building and area at the rear.
- Internal facilities, including kitchen, bathrooms, meeting rooms, and social spaces.
- Equipment and services related to information technology, including computer hardware, software, and internet access.

Access is granted at the discretion of the Centre Manager and may be reviewed or revoked at any time.

2. Registration

To register for access, individuals must:

- Complete the Centre Access Agreement form for each registration term.
- Abide by all requirements in this agreement.

Once approved, access will be granted for a fixed term, and re-registration is required twice a year.

3. Obligations of Individuals Using the Centre

All individuals using CUCNI Centre and resources must:

- Take reasonable care for their health and safety,
- Ensure that they do not adversely affect other people's health and safety,
- Comply, so far as they are reasonably able, with any reasonable instruction of CUCNI, and
- Report any known safety hazards to CUCNI.

When using CUCNI resources and interacting with CUCNI staff and other users, individuals must observe the following behaviour standards:

- Comply with all lawful and reasonable CUCNI directions, policies, and procedures.
- Refrain from any conduct that may cause any reasonable person unwanted offence, annoyance, or embarrassment.
- Ensure that CUCNI resources are protected and used responsibly.
- Do not engage in any antisocial behaviour.

Individuals are not permitted to engage in the following activities within the Centre:

- Smoking, drugs, or alcohol,
- Allowing unregistered users access without prior written consent from the Centre Manager,
- Bringing pets onto the premises, or
- Allowing access to persons under the age of 18 outside of staffed hours unless they are accompanied by a parent or guardian.

Individuals must return any issued swipe card or key at the end of their access period.

4. Termination of Access

If an individual breaches this agreement, the Centre Manager may:

- Issue a written warning
- Revoke access immediately

Decisions regarding access are at the discretion of the Centre Manager and repeat breaches may result in permanent suspension.

5. Privacy and Security

CUCNI is committed to upholding the principles outlined in the *Privacy Act 1988* (Cth) and the Australian Privacy Principles. The Centre is monitored by CCTV for security purposes, and individuals acknowledge that their activities within the premises may be recorded. To maintain security and accountability, each swipe card is unique and must not be shared with others. Network activity and IT system usage may be logged to ensure compliance with CUCNI policies and to detect unauthorised activity.

6. Centre Access

To access CUCNI, approved individuals will receive a swipe card which must only be used by the individual to whom it is issued. A lost or stolen token must be reported to the CUCNI staff as soon as possible, and it will be deprogrammed until such time as it is found. In case of repeated loss of swipe card by an individual, a replacement cost of $10 may be incurred.

Approved individuals over 18 years of age may access the Centre anytime, unless otherwise informed by CUCNI staff. Others may access the Centre during staffed hours, which are typically 9am to 5pm on business days.

Individuals must return any swipe card to CUCNI upon request, and upon completion of their studies unless prior agreement has been given by the Centre Manager to continue using the Centre until graduation.

7. Approval

Details of individual requesting access:

Full Name: _____

Address: _____

Phone: _____

Email: _____

Reason for Access Request: _____

CUCNI Approval (To be completed by Centre Manager)

Access Approved By: _____

Centre Manager Name: _____

Access Start Date: __ / __ / 20__

Access End Date: __ / __ / 20__

By signing this agreement, I confirm that I have read and understood the conditions of access.

Applicant Signature: _____ Date: __ / __ / 20__