

# LANDGATE OFFICE LICENCE - GUIDELINES

Version 1.0

9 July 2018

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Guest's Signature

Date :

## PREMISES

The Guest has a licence to use the Designated Office Space. The **Designated Office Space** is the office space allocated by Landgate in the Designated Area. The **Designated Area** is the Ground Floor of the North Wing of the Premises. The **Premises** are Landgate's premises at 1 Midland Square, Midland, Western Australia, 6056. Landgate may at any time change the Designated Office Space to a different office space in the Designated Area.

## LANDGATE VALUES

The Guest agrees to act in accordance with Landgate's Values which are available on Landgate's Corporate Website at the bottom of the "Our Story" page (<https://www0.landgate.wa.gov.au/for-individuals/our-story>).

## FACILITIES

### PARKING

The Guest is responsible for arranging car parking if required.

### ACCESS

The Guest will enter and leave the Designated Area through the external door on the Ground Floor of the North Wing.

### HOURS

The Guest can access the Designated Area between 8.00 am and 6.00pm from Monday to Friday.

### TOILETS

The Guest can use the toilets near the lifts on the Ground Floor between the North Wing and the Central Block of the Premises.

### KITCHEN

The Guest can use the kitchen facilities on the Ground Floor in the North Wing.

### TELEPHONE

Guests will use their own telephone. Landgate will not provide any telephone services.

### INTERNET ACCESS

The Guest can use Landgate's WiFi Internet Access. The Guest agrees to comply with Landgate's ICT Policy (attached to this document) in relation to the use of Landgate's WiFi Internet Access.

### IT

Landgate will not provide the Guest with any phone, tablet, laptop, computer or any other devices - the Guest is responsible for providing all of these items.

## PRINTING

The Guest can make arrangements with Landgate to use printers for printing.

## MEETING ROOMS

The Guest can make arrangements with Landgate to use meeting rooms.

## VISITORS

The Guest will not bring any visitors onto the Premises without Landgate's prior written consent.

## ACCESS TO LANDGATE DATA

Unless otherwise agreed in writing with Landgate, the Guest will not have access to any Landgate data other than Landgate data which is publicly available free of charge via the internet.

## VOLUME

The Guest recognizes the Designated Area is an active Landgate office and will keep noise to a minimum.

## PRIVACY

The Guest recognizes that Landgate private business documentation and discussions may be present and visible while co-working, and that if witnessed or overheard, all documents, discussions, phone calls, etc must remain commercial-in-confidence.

## PERMITTED ACTIVITIES

[ ]

## PROHIBITED ACTIVITIES

[ ]

## CONFIDENTIAL INFORMATION

[ ]

## LANDGATE CONTACT DETAILS

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