

## STUDENT ACCOMMODATION POLICY

### HEALY HOUSE STAWELL, VICTORIA



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## Parking

Parking is available within the car park situated beside the student accommodation. Access is via the Wimmera Street entrance. **SRH** and **GGT UDRH** take no responsibility for safety of your vehicle or your vehicle contents.

## 3. What to Bring

You will need to bring:

- Bed linen and pillow for a single bed
- Bathroom linen
- Clothes
- Toiletries
- Food

## 4. Arrival and Departure

### Arrival

Collection of keys will be at Stawell Regional Health Simpson Ward Clerk desk in an envelope detailing collection date and the name of the key respondent.

Directions for collection: Enter front reception of SRH continue straight down passageway, in view is a wooden desk which is Simpson Ward Clerk desk.

After hours (10.00pm) enter via the emergency department and follow the telephone instructions located on the wall in the emergency area.

### Departure

Accommodation checkout time is 1.00pm, unless prior arrangements have been made with [education.admin@srh.org.au](mailto:education.admin@srh.org.au), so that cleaning can be completed prior to the next occupancy – room keys **MUST** be placed in the secure box in the laundry.

## 5. Contact Numbers

### **Stawell Regional Health**

Education Department: [education.admin@srh.org.au](mailto:education.admin@srh.org.au)

Main Reception: (03) 5358 8500

Urgent After hours maintenance - Nurse in Charge (03) 5358 8555

### **GGT UDRH**

Student Support Officers 8:00 am – 7:00 pm	(03) 5551 8440 or 0409 948 626
After hours – <b>Emergencies Only</b>	0409 948 626 or 0488 268 980

## 6. Facilities

### Bedrooms

Bedrooms contain a single bed, a desk and chair and a wardrobe.

Supply and laundering of all bathroom linen, bedding and tea towels is the responsibility of the student during their stay.

## Computer

Internet access is available via the desktop computers in the two study rooms. Wi Fi facility is also available.

## Laundry

The laundry is equipped with a washing machine, dryer and iron. Students are to supply their own laundry detergents. Please make sure the laundry is well ventilated when operating the dryer.

Please conserve energy by using cold water for washing clothes.

## Kitchen

Kitchens and equipment are designed for multiple users. Establishing kitchen etiquette with fellow tenants is a good idea to avoid disputes. The kitchen should be cleaned by individuals after each use and rules of hygiene must be observed. This means that bench tops, sinks and stove tops must be kept clean, and items stored in cupboards or the fridge provided. Dishwashing and dishwasher powder are supplied. Please ensure that you follow instructions for use when using the dishwasher. Tea towels are NOT provided. Please do not use any kitchen items or food belonging to other students. At the end of your stay, you **MUST** remove all of your food from the fridge and pantry, NO food is to be left behind.

## Furniture and Fittings

Damage should be reported immediately to SRH Education Department staff. Charges may apply if items are damaged or lost. Please do not use drawing pins, adhesive tape, stickers, blu tac or glue on walls, doors ceilings, or on any furniture or whitegoods. Do not remove furniture and fittings that has been supplied in each room. Do not take furniture outside of the building. Government regulations prevent using fridges, jugs, toasters, rice cookers or other cooking utensils in rooms other than the kitchen. Do not bring extra furniture or electrical appliances without prior approval.

## 7. Payment of Accommodation

Students are to pay \$10 per night.

One of the conditions of entry is that tenants will pay for unreasonable damage.

## 8. Cancellations and Refunds

If bookings are no longer required students must cancel booking via the website:- [www.greaterhealth.org/students](http://www.greaterhealth.org/students) or advise the Student Support Officers at the earliest opportunity.

## 9. Policies and Rules

**A breach of any of the following rules and/or policies will result in your accommodation being cancelled immediately without refund.**

### Access to Property

The **GGT Student Support Officer** and **Stawell Regional Health** have the right to access the accommodation at any time.

Students will be given at least 24 hours notice (except in an emergency) of any Tradesperson or Agent entering the property.

## Keys

The key and its security are entirely the responsibility of the student. Neither **GGT UDRH** nor the **SRH** will bear costs arising from misuse or loss of key.

Collection of keys will be at Stawell Regional Health Simpson Ward Clerk desk in an envelope detailing collection date and the name of the key respondent.

Directions for collection: Enter front reception of SRH continue straight down passageway, in view is a wooden desk which is Simpson Ward Clerk desk.

After hours (10.00pm) enter via the emergency department and follow the telephone instructions located on the wall in the emergency area.

If the key is lost, please contact the Education Department, 53588563 during work hours or the Clinical Co-coordinator, 53588555 of the hospital after hours who can provide a spare key.

Any issues with the Stawell accommodation key are to be reported immediately to The Education Manager, 53588637.

Please note that external doors are self locking, make sure to take your key with you at all times.

If you are leaving the student accommodation for an extended period (ie weekend) keys must be stored at the ward clerk's desk (collection point). For safety/security, keys **MUST NOT** be taken out of town.

## Family

Accommodation facilities are not available for students' partners or family members.

## Visitors

Visitors are **not permitted** in **GGT UDRH** accommodation or at **Stawell Regional Health**.

## Behaviour

Whilst occupying the accommodation you must act in a sensible, responsible and appropriate manner.

Please refrain from any behaviour likely to annoy or disturb other students and residential neighbours.

Noise level is to be minimised between 10pm and 8am to allow others to sleep or study.

Please use headphones to listen to loud music and otherwise ensure that TVs, personal stereos and radios are inaudible outside rooms when the door is shut. Door slamming, loud conversation and other noisy activity should be avoided in consideration of others working or relaxing in their rooms.

Students disturbed by undue noise have a right to request quiet. If repeated requests are ignored, please report to the **SRH** Education Department staff.

Please be considerate of those students who are undertaking shift work.

## Smoking, Alcohol and Drugs

Smoking is not permitted in any part of the accommodation. **Stawell Regional Health** is a smoke free zone.

Alcohol is not permitted.

Using and/or cultivating and/or manufacturing and/or trading in illegal drugs are strictly prohibited. Refer to the Flinders University Policy and Guidelines (<http://www.flinders.edu.au/ppmanual/ohsw/OHSWPP.html>).

### Care of Premises

Nails, drawing pins, staples, adhesive tapes or “blu-tac” must not be used on walls, furniture, woodwork or painted surfaces.

Cooking is not allowed in any room other than the kitchen.

Candles, oil burners and other naked flames are not allowed in any room.

Pets are not permitted in any part of the complex, including the yard.

Bedrooms are for the exclusive and sole use of the resident in whose name they are registered. There is no sharing of bedrooms.

### Cleaning

Cleaners are employed by the organisation to clean and vacuum shared areas. Bedrooms will only be cleaned on check out. A vacuum cleaner is provided for student’s use. Please keep your room clean and tidy.

Please ensure that surfaces such as kitchen benches are kept clear of dishes/food/rubbish. You should also help to ensure that the kitchen, bathrooms and communal areas are tidied and kept clean. Students are responsible for their own dishes and the cleaning of spills on the oven and hotplates. Internal bins need to be cleared and rubbish placed in the wheelie bins provided.

### Security

Please keep your room locked when you are out or when you are sleeping. Secure valuables in the locked wardrobe. Do not leave access doors to accommodation unlocked. Always keep in mind your personal safety and that of your fellow tenants. Do not let people into the accommodation if you do not know who they are. Always make sure doors are closed behind you and do not prop doors open.

Entering another student’s bedroom without permission is strictly forbidden.

**GGT UDRH** or **SRH** does NOT take responsibility and has no insurance cover for money or valuables lost or stolen. That is, the security and insurance of your belongings are your own responsibility.

### Firearms and Weaponry

Firearms, ammunition, knives or any other kind of weaponry are strictly prohibited. They will be confiscated if found and removed from the premises.

### Energy conservation

Help conserve the amount of electricity you use by turning off electrical appliances when they are not in use, turning off heaters when you are leaving the accommodation for the day, washing clothes in cold water and taking a quick shower, instead of a longer one. Portable heating devices and air conditions are forbidden for use in rooms. All rooms are supplied with a split system heater/cooler.

### Internet

- The internet is to be used for study purposes and for checking of emails ONLY.

- Please minimise download of library and other educational material.
- Use of the internet in the pursuit of private enterprise, for financial gain or illegal activities is strictly prohibited.
- Visiting gambling, gaming, adult or pornographic sites is strictly prohibited.

**Please note: Any person breaching these regulations will be subject to disciplinary action and legal action will be taken to recoup costs**

### Rubbish Collection

Bins are located outside the carpark side door. All general waste is to be placed in the red lidded 240 litre bin, recyclable waste in the yellow lidded 240 litre bin. All general waste must be bagged prior to being placed in bin. All waste in external bins will be collected by SRH staff. External bins do not need to be placed out for Shire collection. Students need to regularly clear the small internal bin in the kitchen and refrain from leaving empty recyclable containers on kitchen benches.

### Maintenance

Maintenance issues Monday to Friday need to be logged with the Education Department education.admin@srh.org.au If you notice breakages, breakdowns or experience service faults, please provide enough details for us to locate and identify the issues. Urgent after hours maintenance will require contacting the Nurse in Charge (53588555), who will then contact on call maintenance staff, if necessary. Damage to or loss of any item is the responsibility of those in residence. Fees may be charged to the group/individual to cover the cost of loss or damage. The premises will be assessed for damage each time it is serviced/cleaned.

### Fire

In the event of fire dial "000" for the Fire Brigade and state nearest intersections as "Sloane Street + Wimmera Street" or "Sloane Street + St George Street".

Candles and incense must not be burnt in the accommodation as these are a fire risk and can trigger the fire/smoke detectors. The tenant responsible will be liable for the CFA callout charge. Portable heating devices and air conditions are forbidden for use in rooms. All rooms are supplied with a split system heater/cooler. Please read the Emergency Procedures and Evacuation Plans located around the building. Do not interfere with fire equipment except in the case of emergency. Interference with fire equipment is considered a major offence within the accommodation. Take care not to activate smoke detectors. Familiarise yourself with the location of fire equipment and emergency exit plans.

### Accident

Students on formal placements are covered by their individual university public liability policies.

In the event of an accident, please notify the **SRH**, Health and Safety Officer as soon as is practical. You will be required by your University to complete appropriate Occupational Health & Safety forms. A copy of these should be sent to the **GGT UDRH** Student Support Officer.

### Vacating the premises

Rooms must be vacated by 1.00 pm on the day of departure. Please ensure when you are vacating, all **SRH** items provided at the accommodation remain on the premises.