



**University of
South Australia**

WHYALLA CAMPUS

***STUDENT RESIDENTIAL
VILLAGE***

INFORMATION AND POLICY HANDBOOK

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WELCOME TO THE UNIVERSITY OF SOUTH AUSTRALIA STUDENT VILLAGE.

The Whyalla Student Village provides accommodation for 88 adult residents, from all over Australia and many different countries. Nearly half of these residents are first year University students, and are living away from home for the first time. Learning to live with people from all over Australia, and in fact all over the world, is an exciting, though sometimes daunting prospect. Living together with people from different cultures is not always easy but can be very rewarding. How to manage cross cultural issues, and learning to live in harmony with a group of people you have just met, are the key issues. Living in the Student Village will be successful when there is mutual regard and respect. Self-responsibility is of critical importance.

INTRODUCTION

This handbook has been written to provide you with as much information as possible as you take up residence. It will also assist in achieving the requirements for living successfully in the Student Village. Please take the time to read it carefully, and hopefully you will enjoy your time living here. You should also keep it available because it will definitely come in handy as the year progresses. This handbook, along with other information you will receive from time to time, should answer any questions you may have about the Student Village and its operation.

The University of South Australia's Whyalla Campus Accommodation Scheme operates on the assumption that the residents are mature, intelligent, motivated adults who have come to the University to obtain further education in one field or another. Living at the Student Village is a unique opportunity to enhance your education through contact in a learning/living environment with others who are undergoing similar experiences.

The Village is not a boarding house, or a hostel, or a motel. It is a living arrangement which provides accommodation and an environment conducive to education. For this reason many aspects of living at the University may be different from those with which you may be acquainted. This Handbook will answer any questions about these differences.

If you take advantage of the opportunity that living on campus provides, your education will be enhanced and the time you spend here will remain a happy memory throughout your life.

WELCOME TO YOUR NEW HOME.

INFORMATION FOR PARENTS/CAREGIVERS

General

The choice of accommodation for families when a child/young adult leaves home, or for students moving to Whyalla is a crucial one for a successful beginning to University life and study.

Yourself or your child will be entering into a new and exciting phase when they elect to attend University and live in the Student Village. You/they will meet a variety of people from vastly different social and cultural backgrounds, people with differing academic status, and different life views. Together with living in a new city or country, this can sometimes prove to be quite daunting.

Please be reassured that the staff at the University have many years of experience in assisting new students to integrate into their new environment. We can help with homesickness, missing the family, confusion about University classes, where the nearest doctor is, where the nearest church is and many other issues that may seem quite overwhelming to your son or daughter.

Please feel free to contact the Campus Facilities Coordinator at any time if you have any concerns regarding your son or daughter. No problem is considered too small.

Safety & Security

The University of South Australia places a very high emphasis on the safety and security of residents. The Student Village has rules and regulations regarding safety and security that cover a whole range of issues. These regulations are detailed in this Handbook and residents should familiarise themselves with the content.

Residents are encouraged to be aware of their surroundings and the other residents in the Village. Residents are advised to take normal, commonsense precautions such as keeping doors locked and windows closed when absent from their rooms and units. Any suspicious behaviour should be reported to Security staff immediately. Students have telephone access to University security 24 hours, 7 days per week.

Financial Information

Many residents support themselves. Some obtain scholarships, some work, and some receive Government benefits. Many however are reliant on parents/caregivers to pay their accommodation fees.

Invoices are generated monthly and sent directly to the resident. If requested, however, these invoices may be sent to the parent/caregiver. Rent can be paid by direct debit, credit card, cheque or money order, internet transfer, semester in advance, or through the Centrelink Centrepay system. Please contact the Campus Facilities Coordinator for further information.

If you are experiencing difficulty in the payment of rent please contact the Campus Facilities Coordinator to discuss payment options.

VILLAGE STAFF

Campus Facilities Coordinator: **Emily Chatfield**

The Campus Facilities Coordinator is based on the University Campus in the Main Building – room MB1-17. The Campus Facilities Coordinator is responsible for everyday living at the Village, rental and financial questions, maintenance and communication enquiries.

After hours and on weekends, the Campus Facilities Coordinator is available "on call" for any **emergency** situations.

TELEPHONE CONTACT NUMBERS:

Campus Facilities Coordinator:

Internal extension # 26069 - during office hours
External phone: (08) 8647 6069 - during office hours
Mobile phone: 0434 846 198 - emergency/after hours

Maintenance & Gardening

This work is undertaken by our onsite Handyperson and Groundsperson.

All maintenance work must be reported through the Unit Representative to the Campus Facilities Coordinator before the contractor is authorised to undertake repairs. However for smaller repairs, i.e. new light globes etc., please email the Campus Facilities Coordinator, or advise the cleaner.

OTHER USEFUL CONTACTS:

Regional Manager: Paul Havelberg
Internal ext # 26005 / external phone (08) 8647 6005

General Enquiries: Main Building Room 1 (Campus Central)
Internal ext # 26161 during office hours (8.30am – 5.00pm)

Administration Staff:

- Prabjit Sandhu - Team Leader
- Theona Labuschagne
- Rachael Holland
- Katherine Colyer

Security Office: Located at the front of the Main Building

Security are on the Campus:
7.00am – 9.00pm Monday to Friday.
11.00am – 3.00pm Weekends and Public Holidays

No Security on the Campus in the week between Christmas and New Year.

To contact Security, lift handset of Security Telephone in the living area of your unit and wait to be connected.

Alternatively ring 88888 internally or (08) 8647 6050 externally

Outside of campus opening hours, residents contacting security will be connected to our Mawson Lakes campus security team who will assist and initiate a security patrol response if required.

SafeZone

We encourage all University of South Australia students to download the SafeZone app prior to arriving at the accommodation. SafeZone connects you to Campus Security at the press of a button. Visit the following website for more information on SafeZone and instructions on how to download and use the app:
<http://w3.unisa.edu.au/facilities/security/safezone.asp>

FACILITIES AND EQUIPMENT

Residential Units:

There are eleven residential units at the Village, all ground floor units, which accommodate a total of 88 residents. We have 2 units which can accommodate 2 persons with disabilities in each, offering toilets and bathroom facilities with wheelchair access.

The accommodation units comprise study/bedrooms in single configuration. Each room is fully carpeted and is furnished with a single bed, mattress, wardrobe, desk, chair, reading lamp, book shelves, reverse cycle air conditioner and telephone. A network cable and TV aerial cable are also provided in your room as part of your Communications Levy. Blankets, bed linen, pillows, and bed covers are to be provided by the resident. **Mattress protectors must** be placed on all beds, and are to be supplied by the resident.

Toilets and bathrooms are on a share basis with one other person, and each accommodation block contains a fully equipped kitchen. The lounge room contains television, settees and coffee table, and the dining room is furnished with table and chairs for 8 people. .

The laundry is equipped with a washing machine, and trough. A clothes line is also provided. Bring your own clothes pegs, bleaches, detergents etc. Ironing boards, irons and vacuum cleaners are in each accommodation unit. Kitchen, living area, and laundry are on a share basis between 8 (eight) people.

What is provided:

Bedroom

- Single bed
- 2 x book cases
- Desk lamp
- Telephone
- Computer network cable
- Single mattress
- Desk
- 2 x notice board
- Computer data point
- Built in robes
- Desk chair
- Reverse cycle air conditioner

Kitchen

- Fridge (shared)
- Oven / cooktop
- Kettle
- Dustpan & brush
- Inside bin
- 8 dining chairs
- Casserole dishes
- Crockery
- Mixing bowls
- Vacuum cleaner
- Pantry
- Microwave
- Cooking utensils
- Buckets
- Tea towels
- Dining table
- Chopping boards
- Cutlery
- Broom
- Mop
- Saucepans
- Toaster
- Microwave cookware
- Outside wheelie bins

Laundry

- Washing machine (automatic)
- Ironing board
- Iron
- Trough
- Laundry basket

Lounge

- 2 x settees
- Coffee table
- Television
- Split system AC
- Television cabinet

What you should or could bring

- Personal items
- Quilt
- Bath mat
- Pillows
- TV
- Food
- Blankets
- Pegs
- Pins (for notice boards)
- Stereo with headphones
- Detergents – kitchen & laundry
- Towels
- Sheets
- Computer
- Toiletries

NOTE: All residents must provide a mattress protector.

There is a window in each bedroom. Venetian blinds are supplied, but they do not “black” out the light. Hooks are supplied above the window, but residents need to supply their own rod and curtains.

The window measures 1.5m wide x 1.2m long. The drop from the hooks to the floor is 2.0m.

International students:

International students may hire bedding and towels for the first 2 weeks, to give you time to purchase what you need. Contact the Campus Facilities Coordinator for further information.

- **No bar heaters/radiators allowed in any rooms or units.**
- **No hairdryers or electric shavers to be left in the bathroom.**
- **No candles/oil burners to be used in any rooms**

Meals:

All meals are the responsibility of the resident, as is the provision of all food, cleaning agents, and all other consumables. Once you get to know your housemates, you may like to set up a ‘kitty’ system to pay for cleaning items, bin bags etc. Perhaps even food, if several of you have the same tastes. This is something you should talk over with everyone in your unit, and work out a fair and equitable way to use the ‘kitty’.

Personal fridges and furniture:

Many students prefer to have their own personal bar fridges in their rooms. This is quite acceptable; however a piece of plastic sheeting or carpet must be placed under the fridge (even new ones). Fridges must be cleaned out and switched off during the summer holidays. It is allowable for you to have extra chairs, tables, or other pieces of personal furniture if you wish. However the University will not remove any unwanted furniture from your room, other than the bed – if you wish to have your own.

Motor Vehicles:

All residents of the Student Village with a vehicle have the right to park their cars in any of the marked bays at the Village. The Campus Facilities Coordinator advises all residents with vehicles that theft in our car parks has occurred. We encourage all residents to remove all articles of value from your cars to help ensure that you are not violated. The onus is on the vehicle owners to ensure that your car is not an easy target, and the University accepts no responsibility for any theft or damage that may occur. Car parking is entirely at the risk of the owner.

Please note that cars are not to be parked at the back of units or at any of the side entrances. You will be subject to fines should this occur.

Bicycles:

A small tool shed is located at the back of your unit. This may be used to house bicycles. A padlock will be issued on request by the Campus Facilities Coordinator. Please note that bicycles have been known to disappear from the units even when padlocked to a pole, so the shed is the best place for them. They are **not** to be housed inside the unit.

International students should be aware that it is illegal in South Australia to ride bicycles without a helmet, and you may be fined by the police if you don't wear one. You should also have a light fitted to your bike if you intend to ride at night.

Under no circumstances are bicycles to be kept inside bedrooms, corridors, or any other part of the unit.

TELEPHONES

Security telephones:

Each unit is equipped with an emergency security telephone. When lifted, it automatically connects you to our security service. From 7.00am - 9.00pm Monday to Friday, and from 11.00am - 3.00pm on weekends and public holidays an officer (excluding the week between Christmas & New Year) will be on campus. After hours this telephone will connect you directly with the UniSA Mawson Lakes security team who will be able to assist.

Four units have security phones on the outside of their building. Units 2 and 5 have the phone on the wall opposite the front door. Units 9 and 11 have the phones on the wall of the eastern side entrance.

Individual telephones:

Each bedroom has a telephone with an individual number. Charges for all calls are the total responsibility of the resident. An information sheet detailing your number, security code, and how to use instructions will be given to the resident on arrival.

You have a voice mail facility on your telephone. Please ensure that your identifying message is an appropriate one.

STD and ISD calls are connected through OPTUS, and charges are made at a special corporate rate that the University has with OPTUS. Accounts are issued on a monthly basis. An itemised call report can be issued on request.

You can place calls to other residents within the Village, staff members on the University Campus, and to other Campuses in Adelaide without charge. Simply dial the internal 5 digit number beginning with 2 and ending with the last 4 digits of the telephone number.

To maintain privacy/confidentiality, your personal telephone number will not be released to any caller without your prior approval.

Any resident getting into financial difficulties through telephone usage, will have their telephone disconnected for outgoing calls until their financial problem has been resolved. Incoming calls will still be able to be received.

Laundromat:

There is a small laundromat in the Village with a commercial sized automatic washing machine and dryer available for resident's use. Both machines are coin operated. All instructions and associated costs etc, are listed in the room itself, and you will need to provide your own washing powder. Please exercise courtesy when using this area.

Village barbeque - booking and use:

This area is for the use of permanent Village residents and paying casual stayers only. This area cannot be booked by casual visitors to the units.

- Advance bookings must be made with Security or the Campus Facilities Coordinator.
- Bookings will be for a time frame of 1.5 hours.
- No bookings will be accepted after 9.00pm any evening.
- An individual must book the barbeque (not a group or a unit), and must take responsibility for the use of the area.
- A deposit of \$20.00 must be paid when collecting the keys from Security.
- This deposit will be returned only after keys and utensils have been returned in good order, and only after an inspection of the B.B.Q., pergola, and surrounding area has been made. Sometimes this inspection may not be able to happen until the following day.
- If it is determined that the area has not been left in a clean and tidy state, you will forfeit your \$20.00 deposit. However, you may be given the opportunity to rectify the matter if time permits between bookings, and still claim your deposit.
- Deposits should always be returned to the person who paid them. If you wish someone else to collect the deposit, please advise Security beforehand. Refunds will still only be made after the above conditions have been met.
- 2 people can book the area at the same time – each would have the use of one barbeque plate and 2 tables. Any dispute regarding cleaning up of the area will be settled with the 2 individuals who made the bookings, Security and/or the Campus Facilities Coordinator.

One person can book both barbeques, but must pay \$40.00 deposit.

Volleyball Court and Basketball Court:

There is a full size beach volleyball court, and a half court basketball court for the use of all residents. Each unit has a ball for each in the utility room of the unit. Please avail yourself to these, and enjoy those facilities.

SERVICES

Cleaners:

Cleaners are employed in the Village to do general cleaning work, e.g. bathrooms, toilets, vacuuming, etc. The residents are, however, responsible for washing dishes and general tidiness of all areas, and for cleaning in between weekly visits. Bedrooms must be kept clean and neat at all times, and this is the full responsibility of the resident, the cleaner will not enter personal bedrooms. Although the normal schedule is for every unit to be cleaned once each week on the same nominated day, there are times when staff shortages or other priorities may bring about changes to that schedule.

Maintenance:

Maintenance and gardening requirements in and around the Village are attended to by staff members of the University. All general requests should be directed to the Campus Facilities Coordinator via the Unit Representative. All urgent requests will be dealt with as soon as possible, usually within 48 hours. Other non urgent maintenance issues will be dealt with on a priority basis. Time frames will be communicated to the resident lodging the issue. In the case of the maintenance staff, or external contractor/s, having to enter an individual bedroom, a suitable time will be arranged so that the resident can be present if they wish to be. Some items may take longer to attend to if the services of another contractor is required – ie plumber, electrician etc.

Mail:

Mail will be delivered by way of a normal postal delivery service. Each unit is supplied with a letterbox which is located at the entrance to the carpark closest to your unit.

Your postal address should read:

Your name
<UNIT NUMBER> (i.e. Unit 5)
22 Russell St
WHYALLA NORRIE SA 5608

If you are sent a parcel and are not at home when delivery occurs, a card will be left in your letterbox advising collection details, usually from the Post Office based at the Service Station on Norrie Avenue.

Outgoing mail may be by way of normal mailing procedures at the Post Office, or may be left at Campus Central in the Main Building. Postage stamps may be purchased from Campus Central during normal office hours.

Redirecting Mail:

When you check out of the Student Village, you will need to advise the Campus Facilities Coordinator of your forwarding address so mail can be redirected to you. The Campus Facilities Coordinator offers no guarantees as to how often letterboxes are cleared or how quickly the re-direction will occur. If you are expecting urgent mail you should redirect your mail through Australia Post. The University assumes no responsibility for any lost or returned mail.

Council Rubbish Collection:

Residents are responsible for placing their wheelie bins (with RED lid) on the curb at the end of their driveway each Tuesday evening, ready for collection on Wednesday morning. Residents are also responsible for returning the bin to the backyard.

If your bin is full between council collection days, there is a dumpster at the back of the communal laundry. Please ensure that any foodscraps are placed in plastic bags and tied up securely before being placed in the dumpster.

The large wheelie bin (with YELLOW lid) is for recycling. Please refer to the list on the side of the bin for items that can be recycled. Refer to the calendar on your fridge for collection days. This will be every second Wednesday. Or just have a look at other bins in the street to see if it is recycle week.

Public Transport:

Public transport between the University and shopping areas within the city is infrequent, usually only on an hourly basis. There is a bus stop on Russell Street right outside the Village, and also another outside the University on Nicolson Avenue.

Please refer to the Whyalla City Council website for the bus timetable.

Insurance:

The Student Village or the University of South Australia cannot take out contents cover to insure your personal belongings on your behalf. The University cannot be held responsible for any loss or damage to residents' belongings. We advise that you should make your own arrangements to take out contents insurance to protect yourself from possible loss. This includes motor vehicles, motor bikes, and bicycles. Your parents may be able to extend their household contents insurance to include your room at the Village.

Ambulance Cover:

The University of South Australia recommends that you take out Ambulance cover. Emergency illness or an accident on the Campus, at the Village, or anywhere, could occur at any time, and may necessitate that an ambulance is called on your behalf to take you to the hospital for treatment. A short ride in an ambulance is a very expensive exercise. Also check with your parents as you may still be covered under their medical insurance.

SECURITY

Personal safety:

The Student Village prides itself on being a safe and secure environment, but every individual still needs to adopt normal personal safety practices.

We have Security personnel on the Campus from 7.00am to 9.00pm on weekdays, and 11.00am to 3.00pm on weekends and public holidays. After these hours they are available via security telephone or on the other numbers as listed within this Handbook. Security is there to help you. Personal escorts are available between the Village and the Campus, and even from a University building on the Campus to your car. Security personnel patrol the Student Village at intervals during the night. Please avail yourself of the Security service should you require it. It should be noted that calling Security after normal hours may result in a 'call out' fee being charged.

Security – property:

It is essential that you keep University property safe and your own property safe. Unfortunately the University residences, like all residences, can fall prey to persons easily tempted by open doors and the sight of money and goods lying around unattended. Be security conscious and keep your bedroom doors locked, and do not leave valuable items lying around in full view. All external doors to the residential units will lock automatically when closed (don't forget your key!). Please also be mindful of leaving clothes on the outside washing line overnight or for an extended period and ensure that no valuables are left in your cars at any time. Remember that insurance for your vehicles is your responsibility, and the University is not liable.

Lock-out:

On occasions residents may inadvertently lock themselves out of their room. If this occurs during normal working hours (9.00am – 5.00pm) please call the Campus Facilities Coordinator (phone ext: 26069).

If the Campus Facilities Coordinator is not available attend the Security office and they will provide you with the spare key. After dark it is acceptable for you to call security and they will come and unlock your room. However, this may have to fit around their schedule and they may not be able to attend immediately. After hours Security will still attend, but you will be required to pay a 'call out' fee. If at any time you are locked outside of your unit (not just your room), please advise Security of this and they will attend promptly.

GENERAL INFORMATION

Cleaning of kitchen:

One of the most common reasons for dissention in a unit is individuals not cleaning up after themselves and not doing dishes. After use of the kitchen everyone must wash and dry all your own dishes, including cooking utensils, saucepans etc. Wipe down benches, cook top, microwave and oven after use. Regularly clean out your section of the pantry and fridge and freezer. If you spill something – clean it up. Brooms, mops, buckets, and vacuum cleaners are supplied in each unit.

Conflict:

Please attempt to communicate with other residents in the Village as a first step in resolving any interpersonal conflict. If the conflict is with another person in your unit, talk to your Unit Representative for advice. If problems persist, the Campus Facilities Coordinator should be contacted and the matter will be discussed.

Candles and Incense:

The burning of candles and incense can cause smoke damage or fire. They can also activate the smoke alarms in your rooms. **You are not permitted to use these items in the Student Village.**

Petrol, Oil and Paints:

Flammable materials such as petrol, oil or paints in any form are not to be brought into, or stored in, the units or the back yard area (including the tool sheds). They risk combustion and causing fire or damage to the property of the University and the individuals residing in the Student Village.

Weapons, Firearms:

Residents or their guests may not bring firearms or any other offensive or dangerous weapon into the Student Village at any time.

Drugs:

The selling or supplying of illegal drugs in the Student Village will result in **immediate eviction**, and police action will be initiated. The use of illegal drugs also will not be tolerated. A resident may be counselled in the first instance although eviction could still be actioned. Each case will be dealt with on an individual basis.

Alcohol:

Consumption of alcohol in your room, unit and on the Village grounds is permitted provided your behaviour remains controlled. Disturbance to surrounding residents of the Village and outside of the Village is not appropriate. Excessive noise, particularly late at night and the disturbance of other residents as a result of alcohol intake also will not be tolerated.

Abusive Behaviour:

Every resident has the right to a safe living environment. It is expected that residents and their guests will display reasonable and respectful behaviour to others at all times. Abusive behaviour includes physical, verbal, psychological, prank phone calls, sexual and racial harassment or bullying of any kind. The relevant authorities will deal with any abusive behaviour.

Pets:

No pets are to be kept within the Student Village buildings or grounds. This does include birds. A small fish bowl may be acceptable, however approval must first be sought from the Campus Facilities Coordinator.

Posters / wall hangings etc.:

Personal notice boards are provided inside each bedroom, and on the outside of each bedroom door. Posters, pinups, wall-hangings, notices etc are not to be placed on any of the painted surfaces anywhere within the unit. You may use blue tack on your wardrobes and on the wooden architraves in your room. Picture hooks may be allowable, but you must seek permission from the Campus Facilities Coordinator, and the hooks must be installed by the University's maintenance person. Pictures/notices may be placed on the brick walls in the communal area, however, it is important to remember that in common areas you should not display items or material that may cause offence to someone else. The Campus Facilities Coordinator will remove any inappropriate material.

Smoking:

The University of South Australia is a smoke-free environment and smoking is not permitted on any University grounds including the Student Village. If a resident is found to be smoking inside the units, they are likely to be warned and are immediately charged for carpet and blind cleaning. It is your responsibility to ensure that your visitors observe this rule also. Smoking is not permitted within the Student Village grounds, including the BBQ area, basketball and volleyball courts, carparks, walkways etc.

Damages:

Deliberate vandalism will not be tolerated and will be dealt with by appropriate action which could include eviction from the Student Village. This includes tampering with security and fire safety equipment.

Where damage has occurred in any area of the Village, or loss of furniture or equipment has occurred, and the responsibility for such damage or loss cannot be traced to an individual or individuals, the cost of replacement/repair will be covered by the Caution Fund.

It is also most inappropriate for residents or their visitors to drive cars or motor bikes through the Village itself, either on the pathways or over the lawned or paved areas. To do so will incur damage, and any charges will be passed onto the resident, or covered through the Caution Fund.

Residents are then required to pay any 'top up' to the Caution Fund at the beginning of each year.

UNIT REPRESENTATIVES

Each year an individual is appointed as Unit Representative in every unit. This person is nominated by the Campus Facilities Coordinator, and is generally someone who has lived in the Village for a year or two and has a good understanding of Village issues. They are usually someone who is a mature person, has good communication skills, and good mediation skills.

The Unit Rep essentially is a contact person for the Campus Facilities Coordinator, and a liaison person / mediator for the unit.

Although the Unit Rep is not 'the boss', they undertake a leadership role within the unit.

General responsibilities for the unit representative:

- To pass on information to the Unit as requested by the Campus Facilities Coordinator
- To report any breakages or maintenance issues to the Campus Facilities Coordinator
- To be present when the Campus Facilities Coordinator conducts inspections
- To report to the Campus Facilities Coordinator any dissension within the Unit which cannot be resolved by the residents themselves
- To organise Unit meetings when requested by the Campus Facilities Coordinator
- To organise Unit meetings when requested by a majority of the residents, and to ask the Campus Facilities Coordinator to attend when required.
- To pass on to all residents any concerns from the Campus Facilities Coordinator.
- To act as Fire Evacuation Officer for the Unit.
- To attend any meetings with the Campus Facilities Coordinator and other Units Reps.

FORMS AND MONEY MATTERS

Admission Forms:

Prior to booking in, the residents must have completed and returned the following:

- Admission Form
- Initial Payment Details Form
- Payment Options Form
- Occupancy Agreement

The upfront payment as detailed on the Initial Payment Details Form must be paid prior to arrival.

It is your responsibility to ensure that the information on these forms is kept up to date with the Campus Facilities Coordinator.

You will also be required to sign an Occupancy Agreement Contract. Your copy is in Appendix I of this booklet. A separate copy is enclosed. Both copies need to be signed by you and the Campus Facilities Coordinator, or University of South Australia staff member. By signing this Contract the resident agrees and accepts the terms and conditions outlined in that agreement, and agrees that they will abide by these while in residence at the Student Village. Residents are not locked into a term, but you must notify intent of vacating in writing to the Campus Facilities Coordinator, and 2 weeks notice must be given. 2 weeks rent in lieu of notice will be accepted, but your key must be returned immediately.

Rules of Residency are in Appendix H of this Handbook, and you are expected to abide by these rules, as well as all other policies and regulations detailed in this Handbook.

Security Bond:

The security bond is an amount equal to 4 weeks rent, and must be paid prior to entering the Village. The purpose of a Security Bond is to act as security for the resident performing their obligations detailed in the Occupancy Agreement, and to adhering to all Rules and Regulations and Policies as set out in this Manual. For continuing residents the bond will be carried over from year to year. On final departure the bond will be refunded if all accounts are fully paid up, and your room inspection is passed. Refunds come from the Finance Section of the University, based at our City West Campus, and may take up to 6 weeks to process. Immediate refunds are not possible.

Caution Fund:

The amount set for this fund is an annual payment. The money is used when damage or loss occurs in or around the Village that no individual or individuals take responsibility for.

Communication Levy:

The communication levy is a 'once off' payment. This levy covers the provision of a telephone in your room, voice mail service on your phone, the computer network cable, and television aerial cable provided in your room. All of these items belong to the University, and must be left on your departure. Full payment will be deducted from your Security Bond if any of these items are missing. If you do not need these items, do not give or loan them to anyone else. Either return to the Campus Facilities Coordinator, or keep stored in your room until you vacate. Regardless of your usage the levy still applies.

Rent:

The specified rental amount must always be at least 2 weeks in advance. Payments can be made fortnightly, monthly or for a Study Period, but always in advance. There are several options for how payments can be made:

A full Study Period payment (Semester) in advance attracts a discount.

If you receive Austudy, Youth Allowance, Abstudy or any allowance from Centrelink, your rent can be deducted from your payment each fortnight and paid directly to the University. Contact the Campus Facilities Coordinator for forms.

Other fortnightly payments can be made by direct debit through your bank, third party internet transfer, cheque from parent/caregiver, or credit card.

You must nominate your payment option on the appropriate form (Payment Options Form).

Invoices/statements will be sent out on a monthly basis regardless of the frequency that you elect to make payment. **Note:** this may result in the invoice reflecting outstanding or in-credit payment information which is not current as at the date you receive the invoice.

As per your Occupancy Agreement (items 5.1 & 5.2), your accommodation may be terminated if your rent remains unpaid for 14 days or more. Also students with an outstanding account will have their student record annotated as being in Bad Financial Standing, and until such time as the debt is paid the following sanctions will apply:

- All rights as a student and as a member of the Student Association will be cancelled.
- The student will not be eligible to receive an academic transcript
- The student will not be eligible to receive their parchment.
- Assessment and examination results will not be available to the student for that Study Period.
- The student will not be permitted to continue enrolment in the following Study Period or to re-enrol in the following year unless the debt is paid.

- Student email services will be suspended.

Rent charges for any given year are advised in January of that year. No credits are given for absences from residences during the academic year. This includes absences during mid year holidays.

Telephone payments:

Your telephone charges will be added to your monthly invoice. A full itemised list of calls made is available from the Campus Facilities Coordinator on request. Payments may be made by cash at Campus Central, or by any other nominated method as approved by the Campus Facilities Coordinator.

Returning students:

When a resident is intending to return to the Student Village for the next academic year, all upfront payments may be rolled over, except in the event of that resident having an outstanding debt, whereby the bond will be used to clear that debt. An invoice will be issued to returning residents prior to the start of the academic year requesting any top-up payments due and the first 2 weeks rent. This invoice must be paid prior to the resident returning.

ADMINISTRATIVE PROCEDURES

Keys:

One key is issued to each resident and must be returned to the Campus Facilities Coordinator or Security on the day of departure. Rent will be charged until your key is returned. The cost of failing to return keys on vacating the Student Village may be recovered from your security bond.

Lost or misplaced keys must be reported to the Campus Facilities Coordinator immediately. Replacement costs are the responsibility of the resident and you will be charged for lost key/s.

A replacement key will be issued when a resident is locked out. The key must be returned within 24 hours, after which time the resident will be charged for that key.

You must never give your room key to any other person including partners and family, for the purpose of accessing your room, without the personal authorisation of the Campus Facilities Coordinator. This authorisation would only be given under extenuating circumstances, and conditions would apply. Failure to adhere to this ruling could result in your eviction from the Village.

Room/Unit Allocations:

You are assigned to a unit and room after many factors have been taken into consideration. Changes to room allocations will only be considered after discussion with the Campus Facilities Coordinator. You are not permitted to change rooms with anyone or use a room allocated to anyone else without permission of the Campus Facilities Coordinator. Nor, at any time, should you allow another person to share your room, or use your room in your absence.

Guests or visitors:

A **visitor** is defined as a person who is meeting with a resident for a short period of time.

A **guest** is defined as a person who is staying overnight with a resident.

Guests are certainly welcome to visit you during your stay in the Student Village, but may only stay overnight with the approval of the Campus Facilities Coordinator. For security reasons you are required to register your guest with the Campus Facilities Coordinator.

A guest must be accommodated in the resident's room, and not the lounge room or any other common area. No furniture is to be removed from common areas to be used as bedding. A

resident may have only one guest at a time, unless granted special permission from the Campus Facilities Coordinator.

A guest may stay for a single night at no charge. A guest staying for more than one night must pay \$20.00 per night after the first night. Approval will not be given for more than three consecutive nights in the Student Village, or on any regular or semi regular basis, unless the guest rents another room at the normal rate.

Failure by the resident to register a guest with the Campus Facilities Coordinator will result in that resident being charged the fee of **\$50.00** per night that the unregistered person was there.

In all cases guest or visitors **MUST NOT** disrupt other residents. Residents who have guests are responsible for their behaviour at all times, and any damage that should occur becomes the responsibility of the resident. It is also expected that you talk to the other residents, and have their agreement on the guest staying.

While the Student Village is your home, and visitors and guests are welcome, the rules regarding them are to ensure other residents enjoyment of their home is not compromised and that overcrowding of the common areas of the Unit and their facilities does not occur.

Appeal and Grievance Procedure:

Residents who have a disagreement with the management of the Student Village should attempt to resolve the matter through consultation and mediation with:

- a. The Campus Facilities Coordinator – in the first instance. If you feel the matter has not been adequately resolved, or you are not happy with the outcome you should contact the Campus Manager.
- b. The Campus Facilities Manager – an appointment may be made by calling the Campus Facilities Coordinator.

Noise:

All residents have the right to quiet occupation of their living environment and particularly the right to uninterrupted sleep or study at any time. Noise is defined as any sound that can be heard outside the immediate area in which the person is present, eg, bedroom, lounge, Village grounds.

Excessive/unreasonable noise is defined as noise that interferes with the ability of other residents to sleep, study or quietly enjoy their living environment. Usually noise such as sounds from televisions, stereos, musical instruments, skateboards and rollerblades is controllable or avoidable. Unit gatherings, visitors, and even loud conversation should be carefully contained so as not to intrude on the activities of others. Residents should be particularly aware of noise during examination periods.

Bicycles, skateboards and rollerblades are noisy and also pose a potential hazard to any unsuspecting pedestrians on our walkways. Individuals owning these types of recreational equipment are not to ride these around the Units in the Student Village. Please be aware that throughout the University Campus, FEET RULE the walkways.

Consideration is needed even with respect to the use of showers, kettles, televisions and stereos at inappropriate times in the units. A shower taken at 8pm in the evening may be considered acceptable. However, a shower taken at 2am in the morning could easily be considered unacceptable.

Maintenance Reporting:

Any breakdowns of equipment or damage to University property should be reported to the Campus Facilities Coordinator. This includes breakages of general household items, such as plates, glasses etc. Residents are expected to pay for any breakages or damage not considered to be part of normal daily use (wear and tear).

Reporting of such breakdowns or damage immediately as they occur will facilitate speedy repairs and, thus, make living conditions more pleasant for all residents.

If the maintenance staff need to enter the premises to carry out emergency repairs, they may do so immediately. To carry out other less urgent repairs, at least twenty-four hours notice will be given. For maintenance in your personal bedroom a convenient time for the resident to be present and the contractor to attend will be organised by the Campus Facilities Coordinator.

Vacating:

Residents are expected to give 14 days notice in writing, setting out the address of the premises and the day on which you will vacate the premises to the Campus Facilities Coordinator. You must sign the notice. In the case of correct notice not given, the Campus Facilities Coordinator may claim rent for that period. Ensure that your rent is paid up to the date of termination and that you leave the premises in a clean and tidy state and give all keys to the Campus Facilities Coordinator or Security (including any spare key that you may have in your possession). Should this procedure not be followed, costs may be incurred which will be recovered from your security bond.

Inspections:

General inspections will be carried out on a regular basis. When the Campus Facilities Coordinator wishes to inspect the premises, you will be given approximately seven (7) days notice. The Campus Facilities Coordinator will organise a convenient time with the Unit Representative to be present during the inspection. Individual residents may also be present, but will need to work in with the organised time.

It should be noted that in the case of an emergency, or when following up a specific complaint, the Campus Facilities Coordinator has the right to enter any room in any unit at any time.

In the case of the resident vacating, an inspection will be carried out within 72 hours of their departure day. The resident will be notified of any issues regarding their room or unit that could result in non return of any part of or all of their bond, providing the resident has left current contact details.

Non return of keys:

Any resident not returning keys immediately on departure will be charged full rent until the keys are returned either to Security or to the Campus Facilities Coordinator.

HEALTH AND WELFARE

Support Contacts

National Support Line: 1800 572 224

University of South Australia students

Counselling Service: 1300 301 703

W: <https://i.unisa.edu.au/students/student-support-services/counselling/>

UniSA Out-of-Hours Crisis Line: 1300 107 441 or text 0488 826 346

(5:00pm to 9:00am weekdays and 24hrs weekends and public holidays)

The University of Adelaide students

Adelaide Uni Student Life Counselling Support: (08) 83135663 (9:00am - 5:00pm)

E: counselling.centre@adelaide.edu.au

W: <http://adelaide.edu.au/counselling/contact>

Flinders University students

Counselling Service: 8201 2118 (weekdays 8.45am – 5pm)

Emergency, crisis and after-hours services:

W: <http://flinders.edu.au/current-students/healthandcounselling/crisis-information.cfm>

Crisis and Emergency Contacts

- Emergency Services (police, ambulance, fire): dial 000 (or 112 from mobile phones)
- Lifeline (24 hour counselling): 13 11 14
- Suicide Call Back Service: 1300 659 467
- Yarrow Place Rape and Sexual Assault Service: 8226 8787
- Mental Health Service 13 14 65
- National Sexual Assault, Domestic Family Violence Counselling Service: 1800RESPECT or 1800 737 732
- Drug and Alcohol support:

National Cannabis Prevention and Information Centre:

<https://cannabissupport.com.au/>

SA Health Drug and Alcohol Services:

<http://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Health+services/Drug+and+alcohol+services/>

Respect.Now.Always.

The University of South Australia is committed to a healthy, safe university culture that embraces and celebrates the diversity of our community of students and staff. This means we strive to ensure our campuses and learning environments are free from bullying, discrimination and sexual violence.

At UniSA we foster a respectful environment where we value our students and staff. We have a full suite of programs and services in place – from student and staff counselling as well as mental health and wellbeing programs.

Refer to our Respect.Now.Always for further information:

<http://w3.unisa.edu.au/wellbeing/RespectNowAlways/index.html>

First Aid and Medical:

All units have a First Aid Kit in the kitchen area of the residence. In the event of a resident requiring referral to a doctor or outpatients department, they should take the normal course of action.

When items from the First Aid Kit are used, the Campus Facilities Coordinator must be notified in order to arrange the replacement of those items.

Any costs incurred for treatment by a doctor or transport by ambulance, are the responsibility of the resident. It is therefore advisable, prior to taking up residence in the Village, that the resident is a member of an ambulance fund and has a Medicare card, or other private health cover.

It should be noted that all Security Officers are first aid trained, and can be asked to help in the event of a minor incident. It is advisable that residents who are at any time during their residency under medical treatment, or are taking medically prescribed drugs, advise the Campus Facilities Coordinator or the Student Counsellor immediately.

FIRE ALERT PROCEDURES

What to do when an alarm sounds:

- Don't panic. Keep calm and think.
- Alert other people by shouting "FIRE".
- Call Security.
- Get everyone outside to the designated assembly area, shutting all doors as areas are evacuated. The designated assembly area is on the gravel roadway next to the volleyball and basketball courts. During inclement weather you may assemble under the barbeque area.
- It should be noted that **all fires**, no matter how small, or even if extinguished, must be immediately reported to Security, by lifting the handset of the closest security telephone. Within 3 seconds this will automatically ring, no dialling is necessary. (Do this yourself, don't assume another person has already contacted security – multiple calls to security is better than no calls).

1. Evacuation:

- a) When evacuation is required it is to be done in an orderly manner (don't panic as it may cause others to do so with disastrous results).
- b) Close the door to your room and leave the building by the safest exit.
- c) To enable a roll call to be carried out, everyone is to assemble at the designated assembly area.
- d) If you are aware, or think, that someone is trapped in a Unit, advise a Security Officer, or a Fire Officer. Do not attempt to enter the building yourself.
- e) Under no circumstances should anyone re-enter any building until clearance has been given by a Fire Officer or a Security Officer.

Evacuation diagrams are located in the common area of each unit and clearly identify the designated assembly area.

2. Fire Fighting:

- a) Attack a fire **only** if it is safe to do so.

- b) Most big fires start small. Prompt use of on-site fire fighting equipment can often extinguish or contain a fire until the Fire Brigade arrives.
- c) If the fire is too large for fire extinguishers, get out of the building and close all doors. At all times common sense should prevail.

3. **Fire Fighting Equipment:**

Fire fighting equipment has been installed to provide safety against material and human loss and damage. Familiarise yourself with the location of equipment, but do not tamper with it unless a fire emergency arises. Interference with fire fighting equipment is considered a serious offence and will not be tolerated.

In the event of a fire, normally the fire detection sensors located throughout the residential buildings will activate the alarm and summon the Fire Brigade.

Types of Fire Extinguishers in each unit:

- | | | |
|----|---------------|--|
| 1. | Type: | Water stored pressure extinguisher |
| | Colour: | Red |
| | Suitable for: | Fabric, wood and paper fire etc. |
| | Located: | On wall next to laundry door |
| 2. | Type: | CO2 |
| | Colour: | Red with black band |
| | Suitable for: | Electrical and small flammable liquid fires |
| | Located: | On wall next to laundry door |
| 3. | Type: | Fire Blanket |
| | Suitable for: | All types of small fires - particularly fat or anything on the stove |
| | Located: | On the wall next to the fire extinguishers |

Any person or persons found to have tampered with or deliberately set off fire extinguishers will have to pay the associated costs. This person or persons may also face disciplinary action.

The use of any fire fighting equipment must be reported to the Campus Facilities Coordinator **IMMEDIATELY, so that re-filling or replacement arrangements can be made. Do not put yours and others lives at risk by being irresponsible.**

General Information:

The following general guidelines apply to fighting fires with portable extinguishers:

- Familiarise yourself with the location, type and method of operation of the portable fire extinguishers in your unit.
- When attacking a fire, keep upwind if possible.
- Keep low, where there is likely to be less smoke.
- Do not activate the extinguisher until you are in place at the scene of the fire. If possible, someone should be backing you up with a second extinguisher.
- Ensure that you have a safe line of retreat should the fire get out of control. Don't get into a position where the fire is between you and the only exit.
- Water and Co2 extinguishers should be operated so that the jet is directed at the base of the flames in a side to side sweeping action.

Detectors:

Each room in each unit is fitted with a smoke or thermal (heat) detector. In keeping with University policy, residents should be aware that all the units are **smoking free** zones. This includes personal bedrooms. Students should be aware that smoking in bedrooms will set off smoke detectors.

Any fire call out which is the result of a false alarm will incur a fee being charged to the responsible person, or if this cannot be determined, to the responsible unit.

False Alarms:

Unfortunately, given the sensitivity of our smoke alarms, and the nature of the residences, it means that on some occasions we will have false alarms. However, it is imperative that all residents still follow the guidelines and you **MUST STILL EVACUATE**, even when you know there is no danger to yourself or your unit.

Once an alarm is activated, the Fire Service will attend. They then have certain procedures and legal obligations to attend to. They will give the "all clear" for residents to return to their units as soon as possible, and any interruptions from residents asking questions will only unnecessarily delay the proceedings. Let them get on with their jobs, and normality will soon be restored.

Fire Induction Session:

Every new resident is required to attend a Fire Induction Session in your unit. These sessions are held in the first few weeks of the academic year. Dates and times of sessions will be advised by the Campus Facilities Coordinator or your Unit Representative

GENERAL RULES OF THE STUDENT VILLAGE

1. The possession, use or distribution of non-prescribed (illegal) drugs is forbidden.
2. All rooms and grounds within the Village are non-smoking zones.
3. Rubbish is to be disposed of in the receptacles provided in the Unit. It is expected that the residents will put the green bins with red lids provided onto the street curb on the night that Council collect rubbish (Tuesday nights for collection on Wednesday mornings). For hygienic purposes, please put all food scraps into bags before placing into the green bins. A large 'Hippo' bin is situated next to the laundry area. Any excess rubbish should be placed in this bin, rather than left in the back area of your unit. If it is locked you may leave the rubbish, securely placed and tied in a garbage bag on top of the bin. Recycle bins – the larger green bins with yellow lids are for recycling. The list of recyclable materials is in your unit. This bin is emptied once a fortnight, on the same day as the general rubbish bin.
4. Personal notice boards are provided in each bedroom/study. Posters, pinups, wall-hangings, notices, etc., are not to be attached to any other areas of the Units, without consultation with the Campus Facilities Coordinator. **DO NOT** place stickers on any areas of the unit.
5. DVD players, iPods, iPhones etc. may be used in bedrooms/studies, provided that they do not constitute annoyance to other occupants of the Unit. It is suggested that headphones are obtained and used to avoid disturbance to others.
6. Visitors to the Village are welcome. Residents are held responsible for ensuring that all non-residents are aware of and observe the Rules of Residency at all times.
7. Residents of the unit who have the use of a private vehicle are required to use only the designated car parking areas. Speed limits are to be observed at all times, and careless or dangerous driving is not permitted.
8. Food may be kept only in the units' kitchens, and must be stored in suitable containers in the cupboards or refrigerators provided. Cooking is not permitted in individual bedrooms.
9. Fire appliances/hoses are installed in the units for the protection of residents and University property. Residents should acquaint themselves with the directions for operation of the fire appliances. A fine will be imposed plus other costs, if fire equipment is used without due cause.
10. Respect for other people's rights, privileges and personal property is expected of residents at all times. Respecting other people's, and having your own right to privacy, is of paramount importance at all times.
11. Any acts of theft, dishonesty, vandalism, inconsiderate or boorish behaviour will not be tolerated and will result in immediate loss of residential status, and possible termination of program, or legal action as determined by The Director.
12. Animals are not allowed.

RESIDENTIAL CODES OF BEHAVIOUR

1. **Do not** run in or around the Village.
2. **Do not** ride bicycles on footpaths or lawns.
3. **Do** park bicycles in the 'bicycle sheds ' - and nowhere else.
4. **Do not** drive vehicles on lawns or into tree/shrub areas.
5. **Do** observe the vehicle speed limits.
6. **Do** keep your rooms and unit tidy at all times.
7. **Do** your dishwashing regularly.
8. **Do** empty kitchen waste bins into large green wheelie bins.
9. **Do** turn off lights and appliances when not in use.
10. **Do not** leave your air conditioner/heater running when you are not in your room.
11. **Do** moderate your language. There are often visitors and staff around the Village.
12. **Do not** abuse the privilege of having visitors. Tell them the rules.
13. **Do not** use any fire appliance except in the case of fire.
14. **Do** report breakages, damage, maintenance, to the Campus Facilities Coordinator immediately when it occurs or is noticed.
15. **Do** remember that the "General Rules" and these "Do's and Don'ts" are published for your and everyone's benefit.

CAMPUS AND STUDENT VILLAGE MAP

Whyalla Campus



BUILDING LEGEND

Library Building
Jubilee Building
Main Building
Workshop
Union Building

| ABB | GRID |
|-----|------|
| L | A1 |
| J | A3 |
| M | C2 |
| W | C3 |
| U | B2 |

SCHOOLS

School of Psychology, Social Work and Social Policy
School of Engineering
School of Nursing and Midwifery
School of Education
School of Information Technology and Mathematical Sciences

| ABB | GRID |
|-----|------|
| M | C2 |
| M | C2 |
| J | A3 |
| M | C2 |
| M | C2 |

STUDENT SERVICES

Cafe
Computer Pools
Warringa Student Services
Library
Student Accommodation
USASA
Gymnasium

| ABB | GRID |
|-----|--------|
| U | B2 |
| L,M | A1, C2 |
| M | C2 |
| L | A1 |
| SA | B6 |
| M | C2 |
| M | C2 |

DIVISIONS

UniSA Regional Hubs
UniSA College
Student and Academic Services
Facilities Management Unit
Communications and Marketing
Information Strategy and Technology Services
Student Engagement Unit
Department of Rural Health

| ABB | GRID |
|-----|------|
| M | C2 |
| M | C2 |
| M | C2 |
| M | C2 |
| M | C2 |
| M | C2 |
| M | C2 |
| L | A1 |

LECTURE THEATRES

Lecture Theatres

| ABB | GRID |
|------|--------|
| M, J | C2, A3 |

COMMUNITY AND CORPORATE

University of the Third Age
Oral Health Clinic
Bone Densitometry Clinic

| ABB | GRID |
|-----|------|
| M | C2 |
| M | C2 |
| M | C2 |

GENERAL ENQUIRIES TO:

Campus Central
Information & Campus Services, Level 1
Security
Freecall
Internal
Contact Numbers
Campus Central
Whyalla Assist
USASA
UniSA Switchboard

| ABB | GRID |
|--------------|------|
| M | C2 |
| M | C2 |
| 1800 500 911 | |
| 88 888 | |
| 8647 6161 | |
| 8647 8111 | |
| 8647 6160 | |
| 8647 6111 | |

- Library
- Computer
Barrs / Pools
- Bus Stop
- Baby Change
Multi Access Suite
- Food and
Beverage
- Security
/ FM Assist
- Accessible Parking
- Student Lounge
- Lecture Theatres
- Bike Parking
- BBQ
- USASA
- Student Services
- Parking

No Smoking on Campus CCTV Cameras in operation

APPENDIX A - LIST OF POLICIES:

Anti-racism
POLICY NO: C-21.2

Sexual harassment

POLICY NO: C-12.3

Smoke Free Work Environment

The full detail of all policies as on the University of South Australia web site, under Occupational Health Safety and Welfare. Please make yourself familiar with these policies.

APPENDIX B - CHILDREN STAYING IN STUDENT VILLAGE

- A parent/caregiver who requests that a child/children stay with them in the Student Village must abide by the normal guidelines as set out in this Handbook.
- Children staying with a parent/caregiver in student accommodation may only be a short term arrangement.
- All rooms in the Student Village are normally configured for single person use. A corridor suite within a unit consists of two bedrooms sharing bathroom facilities.
- The parent/caregiver should be aware that the Student Village is a communal adult environment, and that children must be supervised at all times.
- When a parent/caregiver is attending a workshop or summer school and they need to have a child/children staying with them, a room must be rented for each child. Each additional room will be charged at the normal room rate.
- The Campus Facilities Coordinator must be advised prior to booking of the need for additional room/s for children, and every effort will be made to place parents/caregivers and children in units and corridors next to each other. This will be confirmed at the time of the booking, together with the total costing.
- In the case of infant children, they may share the parent's/caregiver's room for an additional fee. The cot and bedding will be supplied by the parent/caregiver.

Policy implemented 13 September 2005.

APPENDIX C - RULES OF RESIDENCY

UNIVERSITY OF SOUTH AUSTRALIA WHYALLA STUDENT VILLAGE

1. VISITORS

Residents are responsible for the behaviour of their visitors. Overnight visitors must be booked in with the Campus Facilities Coordinator and a fee must be paid.

2. GENERAL RULES

The Student Village is covered by the Equal Opportunity policies of the University. These policies are designed to promote an environment which is free from harassment and discrimination. For example:

SEXUAL HARASSMENT AND RACIAL DISCRIMINATION WILL NOT BE TOLERATED WITHIN THE RESIDENCES.

Any complaints of this nature should be reported in the first instance to the Campus Facilities Coordinator.

Residence Representatives have delegated authority to oversee and monitor requirements relating to behaviour, health, safety, security and maintenance. The following requirements are to be observed:

- 2.1 Respect other people's property and privacy.
- 2.2 Ensure safe-keeping of own personal property. The University will not accept responsibility for lost or stolen property.
- 2.3 Respect other people's right to a quiet and peaceful environment.
- 2.4 Use facilities, eg. washing machines, pantry equipment, microwaves, etc according to instructions.
- 2.5 Understand and adhere to fire prevention instructions.
- 2.6 Please report, as soon as possible, any out of order equipment to the Unit Representative, or the Campus Facilities Coordinator.
- 2.7 All emergencies should be reported, (in the first instance if possible), to the Unit Representative, who will follow the agreed procedure.
- 2.8 Furniture must not be removed from any rooms. Additional furniture must be approved by the Campus Facilities Coordinator.

3. ELECTRICAL SAFETY APPLIANCES

3.1 All residents should be aware that safety in the use of electrical appliances in bedrooms is of the utmost importance. Rules regarding the use of electrical appliances are necessary due to:

- the potential dangers of overloading power circuits, which can cause fires, and
- the dangers in using appliances which do not comply with Australian electrical standards.

Rules that apply to the use of appliances must be observed.

3.2 Compliance with Australian Electrical Standards

(1) Personal electrical appliances (such as sound equipment, television, computer, clock radio) may be used in student rooms, but only after authorisation by the Campus Facilities Coordinator is given.

(2) Electrical safety checks will be carried out on a regular basis (see ROOM CHECKS), and any non-approved items will need to be removed.

(3) **DO NOT USE DOUBLE ADAPTORS**
Cord-connected multi-outlet power boards can be used, providing they have inbuilt overload cut-out; conform with Australian Standard AS3105; and carry an Australian electrical approvals number. Such units are available from local electrical or department stores.

3.3 Prevention of overloading power circuits

(1) Appliances used for heating purposes are not permitted in bedrooms, apart from the reverse cycle air conditioner provided.

(2) Cooking (including boiling of water) is not permitted in bedrooms

(3) Ironing must be carried out in laundry areas.

(4) The use of electric blankets is not allowed.

4. NOISE CONTROL

4.1 The loud playing of radios/stereos or other electronic or musical instruments is **NOT PERMITTED** in any area of the building at any time. Radios/stereos must have earphones which should be used for private listening.

4.2 Please close doors gently.

4.3 Clock alarms must be switched OFF before leaving the premises.

5. SMOKING POLICY

Smoking **is not** permitted within the residences or on the Student Village grounds (including the BBQ area, basketball and volleyball courts, pathways and carparks).

6. KEYS

6.1 A cost of a lost or damaged key is the residents responsibility.

6.2 On vacating the residence, the key must be returned to the Campus Facilities Coordinator or Security. Damaged keys will incur a replacement cost. Rent will continue to be charged until the key is returned.

7. CLEANLINESS & HYGIENE

- 7.1 Residents are responsible for the cleanliness of their own room.
- 7.2 Residents are responsible for day-to-day cleaning of the communal areas, and are also responsible for the cleanliness of their garden shed, and their back, front and side verandah areas.
- 7.3 Residents are responsible for emptying their small bins into the large green bin, and for putting that bin on the road-side once a week, and for returning it to the Unit.
- 7.4 Cleaning equipment such as brooms, mops, buckets and vacuum cleaner are provided in each Unit.
- 7.5 Residents must ensure a reasonable state of cleanliness and hygiene is applied in all parts of the Unit.
- 7.6 All residents are responsible for maintaining hygiene regardless of age, sex, race etc.

8. FIRE SAFETY

- 8.1 It is a serious offence to tamper with any of the fire safety equipment.
- 8.2 Residents are required to familiarise themselves with fire procedures as detailed in this Handbook. **PLEASE READ.**
- 8.3 Residents should familiarise themselves with the locations of the fire extinguishers and fire blanket. Except in the case of fire, residents may not handle any fire fighting equipment. Interference with or misuse of the fire fighting equipment or the fire warning system may be recognised as prejudicial to the safety of residents and their property, as well as to the residence.

Any misuse of such equipment will be treated as a very serious offence and may result in eviction from the residence. All resultant costs will be paid by the resident(s) concerned.
- 8.4 Any fire alarm must be reported to Security immediately, and any use of fire fighting equipment must be reported to Security or the Campus Facilities Coordinator as soon as possible after the use.
- 8.5 During orientation meetings with the Campus Facilities Coordinator, residents should receive instruction in fire procedures.

9. POSTERS / PIN-UPS ETC.

Posters are not to be placed on areas of the Unit that are painted. You may place posters on notice boards or attach them to the wooden beams in your room. However, in terms of maintaining good relationships, it is important for us all to remember that certain parts of the Village are 'common' areas. This includes the BBQ area, laundry and lounge and kitchen areas in individual units. As such, you should not leave out or display personal items or material that may cause offence to someone else.

10. GUESTS OF RESIDENTS

Applications must be made to the Campus Facilities Coordinator for a relative or friend to rent a room. Applications will be considered on the availability of rooms. Having a guest share your room is allowable under certain conditions – please refer to the relevant section of this Handbook for full details.

11. MAIL

Mail should not be delivered to the University Campus. Mail procedures are detailed within this Handbook.

12. SECURITY

12.1 Random inspections may be carried out to check on the security of your unit.

12.2 Please keep valuables secure and your room and unit locked at all times.

12.3 Report any theft or other illegal activity immediately to the Campus Facilities Coordinator.

13. SICKNESS

Please report any accidents or sickness to the Unit Representative, or the Campus Facilities Coordinator as soon as possible.

14. TELEPHONES

All telephone calls must be paid for. Keep your Security Code confidential. If you abuse the telephone system, you may lose the use of this facility.

15. KITCHENS / COOKING UTENSILS ETC.

After use of the kitchen you must promptly wash and dry all your own dishes, including cooking utensils. Do not leave dishes on sink/drainboard area. Other people will need to use the area. Wipe down benches, cook top, microwave, and oven after use. Regularly clean out pantry and fridge.

16. CAR AND BIKE PARKING

There are 5 designated car parks in the Village, all off-street. Parking is permitted in these areas only. Anyone driving or parking in or around the Village will incur the University's standard fine. Motor bikes may be brought into the back fenced off area, and pushbikes may be kept in the shed. All vehicles are kept on site at the owner's risk, and any damage will not be the responsibility of the University.

17. ALCOHOL / DRUGS

Excessive use of alcohol will not be tolerated and could result in eviction. Any use or possession of illegal drugs will result in **police action being initiated and you may be immediately evicted.**

18. UNIT REPRESENTATIVES

Problems concerning the Unit, or other residents, should be discussed with the Unit Representative in the first instance. When necessary, a meeting may be called for all residents to discuss difficulties. If problems continue, the Campus Facilities Coordinator should be contacted.

19. ROOM CHANGES

Requests for a change in room allocation will only be considered if vacancies allow. The University reserves the right to use its discretion in the allocation of rooms.

20. MAINTENANCE OF PREMISES / EQUIPMENT

- 20.1 Deliberate vandalism will not be tolerated and will be dealt with by appropriate action. This includes tampering with security and fire safety equipment. Any associated costs will be charged to the resident responsible.
- 20.2 Where damage has occurred in the common room, lounges, kitchens, etc - wear and tear excepted - or loss of furniture or equipment has occurred, and the responsibility for such damage cannot be traced to an individual or individuals, the cost of replacement/repair will be sought from all residents of that unit, or deducted from the Caution Fund.
- 20.3 Damage or loss of University property must be reported to the Unit Representative, Campus Facilities Coordinator and/or Security as soon as possible after that damage or loss has occurred.

21. ROOM AND UNIT INSPECTIONS

- 21.1 Room and unit inspections are required in the interest of health, safety and the maintenance of premises or equipment.
 - (1) The **Campus Facilities Coordinator** may enter and inspect the shared areas of the Units at any time.
 - (2) Should normal cleanliness and hygiene standards not be met, and an individual responsible person does not come forward, all residents will be asked to immediately clean the unit.
 - (3) The cost of any extra cleaning undertaken by University staff will be sought from the individual or all residents of the unit.
- 21.2 Bedroom checks will be made by the Campus Facilities Coordinator, with the following arrangements:
 - (1) In a case of emergency no notice of the bedroom check will be given.
 - (2) In the case of bedroom checks regarding required repairs: Two days notice will be given to the resident, but repairs can take place quicker if the resident agrees.
 - (3) Notified routine inspections will be held by the Campus Facilities Coordinator being accompanied by another person (eg. Unit Representative).

APPENDIX D – OCCUPANCY AGREEMENT

OCCUPANCY AGREEMENT FOR A NON FIXED TERM

At the

WHYALLA CAMPUS STUDENT RESIDENTIAL VILLAGE

AGREEMENT dated / / 20.....

111 Nicolson Avenue, Whyalla Norrie SA 5600 (**“Licensor”**)

AND

(name of resident **“Licensee”**)

IT IS MUTUALLY AGREED as follows:

1. The Licensor will grant to the Licensee who will accept from the Licensor a licence to occupy all of the Licensor's premises described in Item 1 of Schedule 1 (**"Premises"**) forming part of the building described in Item 1 of Schedule 1 (**"Building"**) commencing on the / / 20..... (**"Date of Commencement"**). The term of this agreement (**"Term"**) shall be from the Date of Commencement until this agreement is terminated in accordance with clause 5.1 or 5.2.

2. This Agreement comprises this Occupancy Agreement for a non-fixed term, Schedule 1 and the Payment Options Form for Village Residents annexed at Schedule 2.

3. **THE LICENSEE HEREBY AGREES WITH THE LICENSOR** as follows:
 - 3.1 To pay the rent for the Premises at the rate of **\$100.00** per week (**"rent"**)
 - 3.2 To pay the rent to the Licensor fortnightly in advance from the Date of Commencement at such address as will be notified to the Licensee in writing.
 - 3.3 To pay to the Licensor an amount of \$400.00 (**"Bond"**) upon the signing of this Agreement. The Bond will be retained by the Licensor and may be used by it for the purposes specified in Item 2 of Schedule 1. If any part of the Bond is applied by the Licensor during the Term for any of the purposes specified in item 2 of Schedule 1, the Licensee must on or before the first day of the next calendar month pay to the Licensor the amount expended so as to restore the Bond to the full amount required by this clause. Upon termination of this Agreement, the Licensor will repay the balance of the Bond to the Licensee.
 - 3.4 To keep the Premises in a reasonable state of cleanliness and to notify the Licensor of any damage or disrepair to the Premises or the Building that arises during the occupancy period.
 - 3.5 Not to use the Premises except for the purposes of his/her personal living accommodation during the Term and not to carry on any profession, trade or business on the Premises or use the Premises for any illegal purposes.

- 3.6 Not to share the possession or occupancy of any part of the Premises, no sub-licence or part with possession of any part of the Premises.
- 3.7 Not to affix any fixture or make any renovation, alteration or addition to the Premises without the prior consent of the Licensor, but the Licensor must not unreasonably withhold that consent.
- 3.8 Not to alter, remove or add any lock or device without the consent of the Licensor given at or immediately prior the time of alteration removal or addition of any such lock or device
- 3.9 Not to do or permit to be done in or upon the Premises or any area set aside by the Licensor for the use in common of all licensees or occupiers of the Building ("**common areas**") anything which may be a nuisance or cause any inconvenience to the Licensor, other licensees or occupiers of the Building.
- 3.10 Not to keep any pets of any kind upon the Premises.
- 3.11 To give immediate notice to the Licensor of any failure in the services to the Premises.
- 3.12 To park any motor vehicle or bicycle only in such spaces as designated by the Licensor.
- 3.13 To insure his or her own personal effects and to indemnify and hold harmless the Licensor against any claims in respect of any loss or damage to the personal effects of the Licensee.
- 3.14 Not to cause or permit damage to the Premises or the Building.
- 3.15 To observe and not permit any visitor of the Licensee to breach any rules of the Licensor associated with the use of any or all of the Building, the Premises and the common areas ("**Rules**"). Any Rules are enforceable as if they are part of this Agreement. The Rules in effect at the Date of Commencement are available in the Information and Policy Handbook. The Licensor may vary or make additions to the Rules from time to time, and these shall come into effect upon delivery of written notice by the Licensor to the Licensee.
- 3.16 To allow the Licensor or a representative of the Licensor to enter the Premises in the following circumstances:
 - 3.16.1 in any case of emergency, or

3.16.2 at a reasonable time to execute such internal and external repairs or other works as it considers necessary, upon providing the Licensee with at least 24 hours notice; or

3.16.3 at a reasonable time and on a reasonable number of occasions, to inspect the premises for security or any other purposes upon providing the Licensee with at least 7 days notice.

4. THE LICENSOR HEREBY AGREES WITH THE LICENSEE as follows:

4.1 On the Date of Commencement the Licensor will pass vacant possession to the Licensee of the Premises. When passing vacant possession the Licensor undertakes that there is no legal impediment either known or imputed to the Licensor which will interrupt the quiet enjoyment of the Premises during the Term.

4.2 To hand over the Premises to the Licensee in a reasonable state of cleanliness and to maintain the Premises in a reasonable state of repair and to comply with all legal requirements in respect of the Premises and the Building, including but not limited to, all health and safety laws applying in respect of the Premises or the Building.

4.3 To pay or cause to be paid all outgoing costs and expenses incurred in respect of the Building and the Premises which are not specifically required to be paid by the Licensee pursuant to the terms of this Agreement.

4.4 To maintain the exterior of the Building including roof and service pipes in a good state of repair.

4.5 To effect building insurance, public liability insurance, and insurance for carpets and fittings of the Premises and common areas.

4.6 To be responsible (subject to this Agreement) for the maintenance and renovation of the interior of the Premises and common areas as the Licensor considers necessary.

4.7 To provide and maintain such locks and other devices as are necessary to ensure that the Premises are reasonably secure **IT IS HEREBY MUTUALLY**

AGREED as follows:

5. 5.1 The Licensor may give written notice of termination of this agreement to the Licensee upon any of the following grounds:

- 5.1.1 if any part of the rent remains unpaid for 14 days after the day upon which it was due (whether demanded or not); or
- 5.1.2 if the Licensee has breached any term of this Agreement
Such notice must not be less than 14 days prior to the intended termination and must set out particulars of the breach.
- 5.2 Either party may terminate this Agreement without specifying any grounds for termination:
 - 5.2.1 in the case of the Licensor, by providing the Licensee with at least 14 days written notice;
 - 5.2.2 in the case of the Licensee, by providing the Licensor with at least 14 days written notice, OR immediately upon provision of written notice and payment of rent for two weeks.
- 5.3 This licence herein granted is personal and remedies rest in contract only.
The licence shall not be assignable by the Licensee and shall be revoked only by bankruptcy.
- 5.4 Upon the termination of this licence the Licensee will forthwith vacate the Premises and will leave them in a clean condition and in a good state of repair and the Licensee agrees that the Licensor or its agents may upon the termination of this licence or any time thereafter enter the Premises and take possession of and remove all personal furniture and other effects or property of or appearing to be the property of the Licensee left on the Premises (**“Licensee Chattels”**) without being liable for any resulting action for trespass or any other proceedings whatsoever.
- 5.5 If upon the termination of this licence any Licensee Chattels which are or appear to be or in the opinion of the Licensor are then the property of the Licensee remains upon the Premises then
 - 5.5.1 The Licensee Chattels may be removed by the Licensor from the Premises and delivered to any address of the Licensee known to the Licensor, or may be stored in such place as may be selected by the Licensor, and all delivery and storage charges and other costs and expenses so incurred by the Licensor shall be repaid to it by the Licensee upon demand; or

- 5.5.2 The Licensee Chattels legally removed by the Licensor may at the expiration of 28 days from their removal from the Premises be sold by the Licensor in which case the proceeds after deduction of all costs and expenses incurred by the Licensor shall be paid by the Licensor to the Licensee upon request, without interest, and the Licensor shall be under no other liability whatsoever to the Licensee in respect of such goods; and
- 5.5.3 The Licensee will indemnify the Licensor against any claims by any party in respect of the Licensee Chattels including the sale thereof in accordance with this sub-clause 4.5.
- 5.6 If any provision of this Agreement is invalid or unenforceable in accordance with its terms, all other provisions which are self sustaining and capable of separate enforcement without regard to the invalid or unenforceable provisions and continue to be valid and enforceable in accordance with their terms.
- 5.7 The Residential Tenancies Act of 1978 does not apply to the Premises the subject of this agreement.

IN WITNESS whereof the parties hereto have hereunto executed this Agreement this

day of20.....

For and on behalf of **THE UNIVERSITY OF SOUTH AUSTRALIA**

Signed by University Representative _____

Print Name _____

Position _____

Date _____

For and on behalf of **THE RESIDENT**

Signed by the Resident _____

Print Name _____

Date _____

Witness (signed) _____

Print Name _____

Signed by Parent/Guardian (as guarantor)
(if resident under 18 years) _____

Print Name _____

Date _____

SCHEDULE 1

ITEM 1 That portion of the land and comprising a residential dwelling, more particularly known as **UNIT** (“**Premises**”) in **ROOM** (“**Building**”).

ITEM 2 The Bond payable under clauses 2.3 of this Agreement will be retained by the Licensor during the occupancy period and the Licensor may at any time apply those moneys towards:

- 2.1 making good rent in arrears
- 2.2 the costs of replacing any lost or damaged keys issued to the Licensee
- 2.3 the cost of making good any damage over and above reasonable wear and tear to the Premises or Building caused by the Licensee
- 2.4 reimbursing to the Licensor any other expenses for which the Licensee is liable.