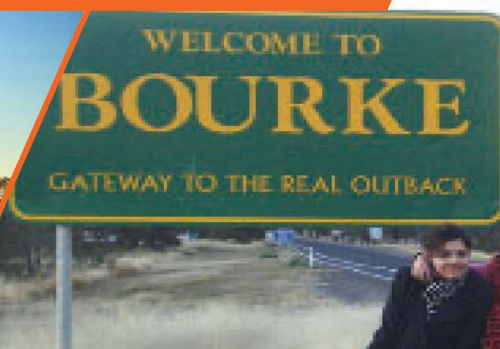




**Broken Hill**  
University Department of Rural Health



## **BHUDRH** **Student Accommodation and Facilities** **Terms & Conditions**



## **North West NSW** Updated October 2019



For further information please contact the  
Broken Hill University Department of Rural Health on 08 8080 1200.

Web: [www.bhudrh.com.au](http://www.bhudrh.com.au)

[www.facebook.com/bhudrh/](https://www.facebook.com/bhudrh/)



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**BROKEN HILL UNIVERSITY DEPARTMENT OF RURAL  
HEALTH  
North West Academic Centre**

**THE UNIVERSITY OF SYDNEY  
Rural Clinical School**

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**North West Academic Centre  
STUDENT ACCOMMODATION AND FACILITIES  
TERMS AND CONDITIONS**

**1: WELCOME**

The BHUDRH Head of Department, Director of the North West Academic Centre and staff welcome students to the North West region of Broken Hill University Department of Rural Health (BH UDRH). The BH UDRH, is a multi-disciplinary Department and as such caters for students from a range of Australian and International Universities.

Accommodation in the North West Region is varied depending on the availability within the local area and is provided free of charge to students on placement. There are units, flats and houses located in towns across the region that are managed by the Broken Hill University Department of Rural Health through our North West Academic Centre (NWAC) in Bourke.

It is important to always remember that students conduct will directly affect others living nearby. We ask that you take the time to read this document and consider it at all times.

**PLACEMENT FEE**

All student placements coordinated by the Broken Hill University Department of Rural Health (BH UDRH) and North West Academic Centre including applications processed via the NSW Health 'ClinConnect' System attract a \$25 per week Placement Fee to support the associated administration, education and facility related expenses. In some circumstances this fee maybe paid by the Education Provider. This fee is payable prior to commencing placement and you will be advised of the amount and how to pay, in the 'Arrival and Placement' email sent approx. 2 weeks before the placement start date.

**2: FACILITY STAFF**

**Your key contacts for all North West Region accommodation are outlined following:**

**On the ground support whilst on placement**

- **Helen O'Callaghan – 02 6870 2663 during office hours**
- **Tara Walker – 02 6870 2662 during office hours**

**Booking and fee queries**

- **Rachel Lysaght – 08 8080 1416 during office hours**

**All student accommodation in the North West region is under the management of the North West Academic Centre, 26 Tarcoon Street, Bourke.**

**Any issues involving the student accommodation are to be referred to the North West Academic Centre on either 02 6870 2662 (Tara) or 02 6870 2663 (Helen) during office hours. Alternatively, please contact Helen O'Callaghan 0423 949 184 or Tara Walker on 0429 525 244.**

**3: ARRIVAL AND DEPARTURE**

Students' arrival day should be negotiated with the Education Support Team on 08 8080 1200 at least one week out from placement.

***BOURKE:***

On arrival during normal business hours, students are to proceed to the Bourke North West Academic Centre for room keys. After hours, the keys are available for collection from the Nurses' Station at the Bourke Multi-Purpose Service (MPS). The key log book must be signed upon receipt of the keys.

The Bourke Multi-Purpose Service (MPS) is accessible 24 hours, seven days a week. Students are responsible for the security of accommodation keys.

On departure, students are to return the keys to the MPS reception and if they are not leaving in business hours they are to notify reception that they will leave the keys at the Nurses Station.

**BREWARRINA:**

Our UDRH 2-bedroom unit in Brewarrina is located at 56 Doyle Street on the grounds of the Brewarrina Multi-Purpose Service (MPS) and the keys can be collected from the MPS reception area. After hours and on weekends the keys can be collected from the MPS nurses station. The Brewarrina Multi-Purpose Service is accessible 24 hours, seven days a week.

On departure, students staying on the hospital grounds are to return the keys to the MPS reception and if they are not leaving in business hours, they are to notify reception that they will leave the keys at the Nurses Station.

For those allocated to 32 Barwon Street, the keys for the accommodation will be presented upon arrival to the accommodation unless you are informed otherwise. This accommodation is a flat under a private residence; please be mindful of this fact and act accordingly. Students are responsible for the security of accommodation keys. Students at 32 Barwon will arrange to leave their keys with the resident.

**COBAR:**

You will be advised of your accommodation address in the 'Arrival and Placement' email sent approx. 2 weeks prior to start date, which will be a unit at 4/40 Louth Rd. Keys will be available at the hospital upon your arrival. Please proceed to reception during business hours or the nurse's station after hours to collect the keys.

Cobar District Hospital is accessible 24hrs, seven days a week. Students are responsible for the security of the accommodation keys.

On departure, students are to return the keys to the Hospital reception and if they are not leaving in business hours they are to notify reception that they will leave the keys at the Nurses Station.

**WALGETT:**

We have a brand new 4-bedroom unit located at 141 Fox Street which is on the grounds of the Walgett Multi-Purpose Centre (MPS). Keys will be available at the MPS upon your arrival. During business hours the keys will be available from the MPS reception area. After hours and on weekends the keys can be collected from the MPS nurses station. The Walgett Multi-Purpose Service is accessible 24 hours, seven days a week.

On departure, students are to return the keys to the MPS reception and if they are not leaving in business hours they are to notify reception that they will leave the keys at the Nurses Station.

**LIGHTNING RIDGE:**

Accommodation is available in Lightning Ridge at 1 Brilliant Street.

1 Brilliant Street is a 4-bedroom 4 bathroom house and the keys can be collected from the Lightning Ridge Multi-Purpose Health Service. During business hours the keys will be available from the MPS reception area. After hours and on weekends the keys can be collected from the MPS nurses station. The Lightning Ridge Multi-Purpose Service is accessible 24 hours, seven days a week.

On departure, students staying at 1 Brilliant Street are to return the keys to the MPS reception and if they are not leaving in business hours they are to notify reception that they will leave the keys at the Nurses Station.

**Departure:**

It is expected that students will leave the unit after their shift on Friday or by noon on the following day. If for some reason the student is unable to vacant the unit by noon on Saturday they are to discuss with the NWAC staff to negotiate an extension. **Please discuss the need early in your stay.**

**Lost or misplaced keys and room lock outs:**

If a student has lost or misplaced their room keys or has been locked out of their accommodation facility, please contact the staff on duty for assistance.

Students may incur charges if keys are lost or misplaced.

**4: FACILITIES:**

**You will find an information booklet in the student accommodation complete with local maps, activities and all of the information in regard to the appliances in the house.**

**Telephones:**

There is no land line telephone available at the student accommodation and it is suggested that all students bring their mobile phones on placement. Telstra is the most reliable network provider in the north west and it is strongly suggested that students purchase a Telstra sim card before arriving to placement. There is adequate Optus cover in some towns, however in outlying areas there is no network support from providers other than Telstra.

**Internet:**

Internet is provided in the accommodation facilities in the form of limited WIFI or a Pre-Paid dongle access. Activities such as online games, music and movie download use a considerable amount of the available allowance and the

connection is provided to facilitate study and email activity. After the available allowance has been reached, the internet will slow down to dial up speed until the next reload date. It is recommended students bring a Telstra USB Internet/WIFI dongle for personal internet needs – Telstra is the most reliable provider in the region.

### **Bedrooms:**

Bedrooms are for the exclusive and sole use of the students.

All accommodation must be kept locked and students must carry their key at all times. The BHUDRH, NWAC AND LOCAL Health Services do NOT take responsibility for money or valuables lost or stolen from a student's accommodation.

Accommodation can be inspected by facility staff (two at any one time) if sufficient reason exists e.g. reported breach of conduct/security etc. You will be notified if we require access to your accommodation for any reason.

Entering a fellow resident's bedroom without his/her permission is strictly forbidden. Each student is expected to conduct themselves ethically and professionally at all times.

Cleaning of bedrooms during the period of stay is the sole responsibility of the student. Vacuum cleaners, cleaning equipment and clean linen is stored the laundry of the accommodation.

Nails, drawing pins, staples, and adhesive tape etc must not be used on facility walls or other painted surfaces furniture or woodwork.

Cooking is not permitted in the bedrooms but a full kitchen is available.

**THE USE OF CANDLES, NAKED FLAMES OR IMPLEMENTS WITH NAKED FLAMES IS STRICTLY FORBIDDEN IN ALL AREAS OF THE ACCOMMODATION FACILITIES INCLUDING THE BEDROOMS.**

### **Common Rooms and Bathrooms:**

Common Rooms and Bathrooms are the responsibility of the individual student and are to be kept tidy. When using shared areas please leave them clean as a matter of courtesy.

Students are collectively responsible to ensure there is no wastage of electricity and water. Indoor furniture is not to be taken outside.

### **Laundry:**

A washing machine is available or laundromat close by for students' use. Bed linen is supplied. **Towels are NOT supplied so you must bring your own.**

### **Kitchen:**

A kitchen is available in each accommodation as a shared facility for students. Each student is responsible for keeping this area clean and tidy after each use.

Students are to supply their own food.

All utensils, cutlery and crockery are the property of the UDRH/NWAC and are NOT to be removed from the building. Personal food in fridge/freezer should be marked with student's name and date and is NOT to be used by other students.

### **Cleaning:**

Students are responsible for cleaning the accommodation, which includes the bedrooms, living areas, kitchen and bathroom during their placement and prior to departure. End of placement inspections may be carried out to ensure that a UDRH/NWAC approved level of cleanliness is maintained.

If the standard of cleanliness is deemed to be unsatisfactory, students will be contacted regarding the matter and fees may apply.

Cleaning products, and equipment including vacuum cleaners, brooms etc are provided, and are located in the laundry areas of the facility.

### **Rubbish Bins:**

Students are responsible for emptying all internal rubbish bins into the external "wheelie" bins on a weekly basis.

## **5: PETS**

Pets are not permitted in any BHUDRH/NWAC student accommodation facilities.

## **6: VISITORS & PARTNERS**

Students are welcome to have visitors during their stay at reasonable times of the day or evening, provided they do not disturb other students. VISITORS ARE NOT PERMITTED TO STAY OVERNIGHT IN ANY PART OF THE COMPLEX. A breach of these conditions will result in the student's accommodation being cancelled.

Specific conditions apply for partners of long-term placement students. Please discuss your request with the Education Support Officer prior to placement.



**7: MAINTENANCE**

Students are asked to report damage or malfunctions of any fittings to the NWAC. Damage or loss of any items is the responsibility of the individual students in the residence.

If students are found to be tampering with or have damaged any fixtures within the accommodation facilities (including light fittings) the student may be charged a maintenance fee of \$100 or possible eviction.

**8: AIR-CONDITIONING**

Air conditioning is provided in the accommodation. To gain best use of evaporative air conditioning external windows/doors need to be opened to allow a flow of air. If the air conditioning is reverse cycle then closed windows and doors will enhance effectiveness.

**9: BEHAVIOUR**

Noise can be a serious problem in areas where people live, work and study together. Please refrain from any behaviour likely to annoy or disturb other residents (including the greater community i.e. residential neighbours).

**NOISE LEVEL IS TO BE KEPT TO A MINIMUM BETWEEN THE HOURS OF 10PM AND 8AM**

Please be considerate of those students who may be working nights and/or studying.

Students are encouraged to request other students to moderate their actions if they observe the behaviour of other students is inappropriate. If the behaviour continues to escalate students are encouraged to call their local Police station on one of the numbers outlined below or for more serious issues '000'.

- Bourke Police (02) 6870 0899
- Brewarrina Police Station (02) 6830 5599
- Cobar Police Station (02) 6830 9899
- Lightning Ridge Police Station (02) 6829 9799
- Walgett Police Station (02) 6820 3999

**10: SMOKING AND ALCOHOL**

**Smoking:**

Smoking IS NOT PERMITTED anywhere within the UDRH/NWAC accommodation facilities or premises.

**Alcohol:**

Is permitted in moderation in accordance with the attached Sydney University Policy and Guidelines.

**11: SECURITY**

All doors are to remain locked (students are encouraged to presume they are the last to leave). Windows have security locks fitted. Please ensure the locks are engaged when the windows are left in an open position.

**12: FIRE AND EMERGENCY PROCEDURES**

All accommodation facilities are fitted with smoke detectors and alarms. In the case of fire students must evacuate the facility as calmly and safely as possible. Please then call "000" to raise the alarm and notify NWAC staff.

Students should familiarize themselves with the exits upon arrival at their accommodation.

It is a serious civil offence to raise a false alarm. Anyone causing a false alarm may be charged a service fee of \$200. Tampering with Fire Extinguishers and smoke detectors is an offence and may incur a fee for replacement of damaged equipment.

## Alcohol: Policy and Guidelines on Consumption

**Approved by:** Senate on 2 November 1992

**Date of effect:** 3 November 1992

### 1. Policy

- (1) The University recognises that alcohol consumption is an established part of life in Australia and is enjoyed by many members of the University community. The University will not attempt to stop drinking on the campus but will encourage moderation in and a responsible attitude towards the consumption of alcohol. It will aim to create a climate that enables individuals to make a free and informed choice as to the level of their alcohol consumption, in an environment free of inducement and social pressure to drink to excess. The University's specific objectives are to:
  - (a) minimise alcohol-related harm to the individual;
  - (b) minimise alcohol-related damage to property;
  - (c) preserve the reputation of the University in the community;
  - (d) provide members of the University community with adequate information about alcohol and the consequences of its excessive use;
  - (e) offer appropriate forms of assistance to those for whom alcohol has become a problem.
- (2) While the University accepts that alcohol consumption is ultimately a matter of individual choice, it expects that those responsible for the organisation of functions which involve alcohol and those responsible for the management of venues at which alcohol is consumed will ensure that such functions and venues are conducted and managed in a manner consistent with the achievement of the above objectives.
- (3) To assist in the achievement of those objectives the University has established a number of specific guidelines relating to the conduct of functions and/or the management of venues within the University, at which alcohol is consumed. The guidelines assume that those responsible will observe licensing and other relevant legal requirements.

## **2. Guidelines**

### **(1) Practices the University considers desirable:**

- (a) structuring the price of function tickets to include the cost of admission, food, entertainment and a small amount of alcohol, with further alcohol to be purchased from a cash bar;
- (b) availability at functions and venues of low alcohol and attractive non-alcoholic drinks in adequate quantities;
- (c) price subsidisation of low alcohol and non-alcoholic drinks;
- (d) adequate security at functions and licensed venues with provision of security being the responsibility of the venue manager;
- (e) functions and licensed premises offering a mix of alcohol, food and entertainment, rather than alcohol only;
- (f) function organisers and/or venue managers negotiating and determining amounts of alcohol to be available at functions in advance, using the University's "Alcohol Quantity Guidelines" as a guide;
- (g) use of trained bar staff to serve alcohol and use of serving practices consistent with the "National Guidelines for Responsible Serving Of Alcohol".

### **(2) Practices the University considers undesirable:**

- (a) promotional activities, including alcohol promotions conducted in cooperation with alcohol suppliers, which offer inducements or otherwise encourage drinking;
- (b) subsidisation of alcohol either directly (e.g. free or discounted drinks) or indirectly (e.g. structuring the price of function tickets to include all the purchaser wishes to drink, which effectively means the subsidisation of heavy drinkers by non-drinkers and moderate drinkers);
- (c) customs which exert social pressure on students to drink to excess, including particularly, competitive drinking practices.

## **3. Quantity Guidelines**

- (1) While it is difficult to define in quantitative terms what constitutes "moderate" drinking, a suggested guide is that drinkers should aim to keep their blood alcohol level within the limits 0.0 - 0.05.
- (2) Health authority guidelines suggest that a SAL of 0.05 would be achieved and maintained, for a male, by drinking three standard drinks in the first hour and one drink per hour thereafter. For females the amounts are two standard drinks in the first hour and one per hour thereafter. It is noted that these figures are averages and may vary for different individuals. Standard drinks for this purpose are 285 ml full strength beer, 120 ml wine and 30 ml spirits. Drinkers wishing to stay below 0.05 should clearly drink less than the amounts indicated above.
- (3) The amount of alcohol to be provided at a function can be calculated using these figures in combination with a knowledge of the number of male and female participants and the duration of the function with an allowance for a proportion of very light drinkers.

## **4. Further Information**

Members of the University community who require further information about alcohol and its effects or who wish to seek help in connection with their drinking are invited to consult either the University Health Service or Student Services (Counselling Service).