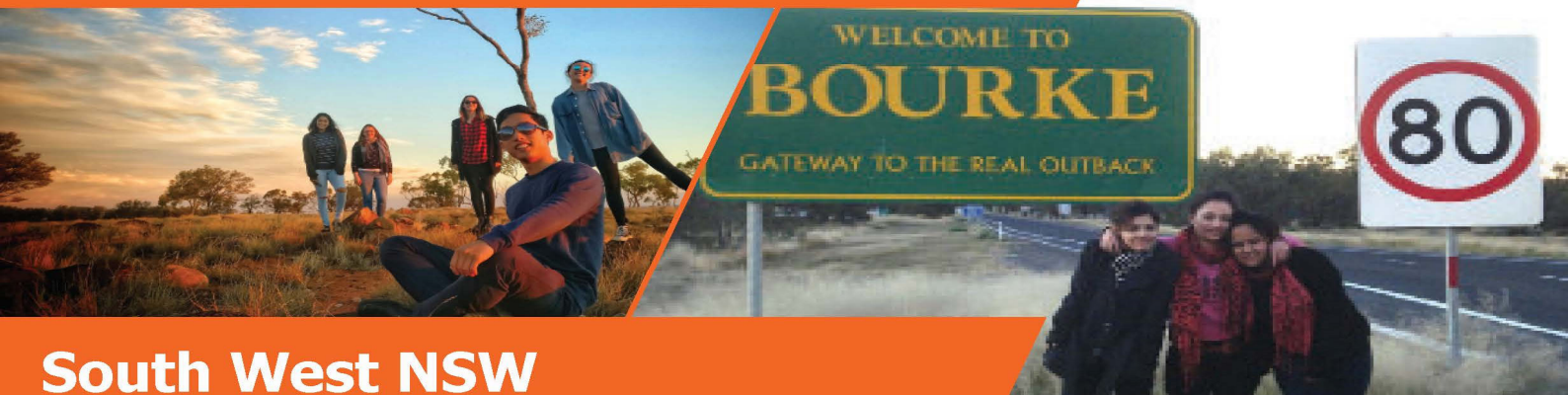


**Broken Hill**  
University Department of Rural Health



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



## **South 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/)



[brokenhilludrh](https://www.instagram.com/brokenhilludrh)



**SOUTH WEST REGION  
STUDENT ACCOMMODATION AND FACILITIES  
TERMS AND CONDITIONS**

**1: WELCOME**

The Head of Department and staff welcome you to the Broken Hill University Department of Rural Health (BH UDRH) student accommodation. The BH UDRH, is a multi-disciplinary Department and as such caters for students from a range of Australian and International Tertiary Education Providers.

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

**2: FACILITY STAFF**

**Your accommodation contacts for the South West region (SWR) are:**

- **Danielle White, BHUDRH Nursing Academic: 0417 395 766**
- **Aimee Smith, BHUDRH Social Work Academic: 0448 899 151**

The Office phone number for Danielle and Aimee during working hours is 03 5021 7200. Please refer any issues involving accommodation to Danielle and Aimee. Anyone accessing our SWR Student Accommodation facilities are required to follow their directions at all times.

Danielle and Aimee's hours of work are between 8.30am and 5pm, Monday to Friday (exc. Public holidays). Individuals must make a time during these hours should they wish to meet with either Staff.

Please consider your call outside of the hours 8.30am to 5pm and weekends. If it is something that can wait until normal office hours then please wait but if it is an emergency don't hesitate to call.

**3: ARRIVAL AND DEPARTURE**

**As there are multiple student accommodation sites across the South West region footprint the arrival and departure procedures are different for each site. Your room allocations will be confirmed 2-4 weeks out from placement and the specific arrival and departure procedures outlined below apply.**

**If you have any concerns about your accommodation, please contact Danielle White.**

**Upon arriving at your accommodation, we request that any queries that are not of an urgent nature be saved for business hours.**

**PLEASE NOTE:**

- **It is expected that the Student accommodation is left in the same state as when you arrived. Please clean the accommodation before departure and strip the beds.**
- **Individuals are not permitted to extend their accommodation period beyond their placement dates.**
- **If room keys have been lost or misplaced or you have been locked out of your accommodation facility, please contact Danielle or Aimee.**



## **BALRANALD**

### **ADDRESS: 83 River Street, Balranald**

**Arrival:** The entrance key to the accommodation will be found in a Keysafe lock box located at the front door of the property. The code to access the keysafe will be provided via email by our Education Support Officer prior to your arrival. Once you have gained entry to the property, please return the entrance key to the keysafe. There is a key in the top drawer in your allocated bedroom for you to utilise throughout the duration of your placement.

**Departure:** On departure, please ensure the Entrance key is in the keysafe box and the keys you got from the top drawer are returned to where you found them. ***Please do not return the keys to the hospital reception.***

All occupants must **vacate their rooms by 9am on the Saturday immediately following their last placement week.**

### **ADDRESS: 33 Moa Street, Balranald**

**Arrival:** Please go to the Balranald Motor Inn Reception at 154 Market Street, Balranald to collect your keys. Your accommodation is located 2 minutes away from the motel.

**Departure:** On departure, please return the keys to the Balranald Motor Inn Reception at 154 Market Street, Balranald. All occupants must **vacate their rooms by 9am on the Saturday immediately following their last placement week.**

## **BURONGA**

### **ADDRESS: 104 Hendy Road, Buronga – Units 1, 3 and 4**

**Arrival:** Entrance keys to the units' front doors can be found in coded keysafes installed at the rear of each unit. The code to access the keysafe will be provided via email by our Education Support Officer prior to your arrival. Once inside the unit, a set of keys can be found in the top drawer of the desk in your allocated bedroom. Once you have gained entry to the property, please return the entrance key to the appropriate keysafe.

**Departure:** On departure, please ensure the Entrance key is in the keysafe box and the keys you got from the top drawer are returned to where you found them. All occupants must **vacate their rooms by 9am on the Saturday immediately following their last placement week.**

## **WENTWORTH**

### **ADDRESS: 24 Hospital Road, Wentworth**

**Arrival:** This unit is located on the grounds of the Wentworth Health Service located at 24 Hospital Road. The accommodation keys will be available for collection from reception at the Wentworth Health Service upon arriving into Wentworth.

**Departure:** On departure, please return your room keys to reception at the Wentworth Health Service.

All occupants must **vacate their rooms by 9am on the Saturday immediately following their last placement week.**



## 4: **FACILITIES**

### **Telephones:**

Telephones are not provided in all accommodation facilities. It is suggested that all occupants bring their mobile phones on placement. Telstra is the most reliable network provider in the south west.

### **Internet:**

Internet is provided in most of the accommodation facilities, however, access is not unlimited. Activities such as online games, music and movie download use a considerable amount of the available allowance so should be kept at a minimum. Once the available allowance has been reached, the internet will slow down to dial up speed until the next reload date.

### **Bedrooms:**

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

The BH UDRH does **NOT** take responsibility for money or valuables lost or stolen from an occupant's bedroom.

Bedrooms can be inspected by facility staff (two at any one time) if sufficient reason exists e.g. reported breach of conduct/security etc.

Entering a fellow resident's room without his/her permission is strictly forbidden.

### **Cleaning of bedrooms during the period of stay is the sole responsibility of the occupant.**

Vacuum cleaners and cleaning equipment are stored in the laundry of the residences. Rooms will be fully serviced on departure.

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.

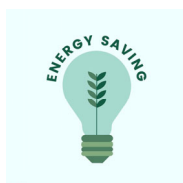
### **THE USE OF CANDLES, NAKED FLAMES OR IMPLEMENTS WITH NAKED FLAMES IS STRICTLY FORBIDDEN IN ALL AREAS OF THE ACCOMMODATION FACILITIES INCLUDING THE BEDROOMS.**

Occupants are not permitted to change rooms with other occupants without prior approval from Danielle or Aimee. If occupants are found to have changed rooms without prior approval, it may result in their accommodation being cancelled.

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

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

Indoor furniture is not to be taken outside.



*Please assist us to reduce energy costs and be mindful of our environment. Individuals are collectively responsible to ensure there is no wastage of electricity, gas and water ie ensure gas heaters are turned off when no individuals are occupying their accommodation. Please help us by not wasting energy.*

### **Laundry:**

A washing machine and dryer is available in each residence for occupant's private use.

Bed linen is supplied. Towels are NOT supplied

**Kitchen:**

A fully equipped kitchen is available in each house as a shared facility for occupants of the respective house. Each occupant is responsible for keeping this area clean and tidy after each use.

Occupants are to supply their own food.

All utensils, cutlery and crockery are the property of the BH UDRH and are NOT to be removed from the building.

Personal food in fridge/freezer should be marked with individual's name and date and is NOT to be used by other occupants.

**Cleaning:**

Bedrooms and shared areas including living areas, kitchens, bathrooms and floors, remain the responsibility of the occupants to clean and maintain while on placement. Cleaning products, and equipment including vacuum cleaners, brooms etc are provided for occupants' use, and are located in the laundry areas of the facility.

A regular inspection will be carried out to ensure that a BH UDRH approved level of cleanliness is maintained. If the standard of cleanliness is deemed to be unsatisfactory, the students will be issued with a written warning and will have 24 hours to rectify. Failure to comply will result in each student in that house/unit being charged a \$100 cleaning fee, and may result in the students being evicted from the accommodation.

**Rubbish Bins:**

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

**Sanitary Bins (if provided):**

BH UDRH staff (or contractors) will empty all sanitary bins each month, including any bins located in the bathrooms.

**Recycling:**

**Please do not store recyclable items in your accommodation.** Please place in the normal garbage bin as Broken Hill and surrounds do not have the facility for recycling and all goes to landfill. If recyclable items are found stored in the accommodation it will be removed and disposed of.

**5: PETS**

Pets are **NOT** permitted in any part of the student accommodation facilities.

**6: VISITORS & PARTNERS**

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

Partners of long-stay occupants (6 month placement or longer) may be permitted to stay with the occupant in the accommodation for the term of the placement. The occupant will need to make a request with the BHUDRH Staff prior to commencement of placement, and a weekly fee is applicable.

**7: MAINTENANCE**

Occupants are asked to report damage or malfunctions of any fittings to Danielle and Aimee. Damage or loss of any items is the responsibility of the individual occupants in the residence.

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

**8: Air-Conditioning**

All accommodation facilities have air-conditioning.

**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 other occupants who may be working nights and /or studying.**

Occupants are encouraged to request others to moderate their actions if they observe the behavior of other occupants is inappropriate. If the behaviour continues to escalate occupants are encouraged to call local police or for more serious issues '000'.

Balranald Police Station: 03 5020 1404

Buronga Police Station: 03 5023 2262

Dareton Police Station: 03 5027 7599

Wentworth Police Station: 03 5027 3102

**9: SMOKING AND ALCOHOL**

**Smoking:**

Smoking **IS NOT PERMITTED** anywhere within the BH UDRH accommodation facilities or premises.

**Alcohol:**

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

**10: SECURITY**

All doors are to remain locked (occupants 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.

**11: FIRE AND EMERGENCY PROCEDURES**

All accommodation facilities are fitted with smoke detectors and alarms. In the case of fire, occupants must evacuate the facility as guided by the emergency evacuation procedures located in each room of the accommodation facilities, then ring '000'. Danielle or Aimee should also be called after the emergency services.

Occupants should familiarise themselves with the emergency procedures upon arrival to the 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 will also incur a fee.**

**11: MAIL**

Students expecting to receive mail, should ensure it is addressed to their name as follows:

Student Name

c/ - Broken Hill University Department of Rural Health

Dareton Primary Health Service

P.O. Box 229

DARETON NSW 2717

If you are undertaking placement at a site outside of Dareton, all mail will be delivered to you by a team member when next visiting your site.

**Mail is not to be addressed to the physical address of the accommodation facility.**

## 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).