



University of  
South Australia

Department of  
Rural Health

# Accommodation Handbook



A Great Rural Experience

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## WELCOME

The University of South Australia Department of Rural Health (UniSA DRH) is part of a Commonwealth funded project referred to as the Rural Health Multidisciplinary Training Programme. Our role is to improve the recruitment and retention of nursing and allied health professionals in rural and remote Australia. This is achieved in part by supporting domestic nursing and allied health students to undertake a rural placement, work in, and engage with, local communities.

We support nursing and allied health students from universities and vocational education and training organisations, to undertake placements in rural South Australia.

The UniSA DRH supports students undertaking a rural placement throughout South Australia including; Barossa Valley, Eyre Peninsula, Far North, Fleurieu Peninsula, Limestone Coast, Mid-North, Murraylands, Riverland and Yorke Peninsula

Our administrative centre is located at the Whyalla Campus of the University of South Australia. We also have staff located throughout rural South Australia including Mount Barker, Mount Gambier, Naracoorte, Nuriootpa, Port Pirie and Port Lincoln.

### CONTACT INFORMATION

If you require any further information regarding your placement, please contact either of the below:

Email: [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au)

Phone: 1800 905 825

Website: [www.unisa.edu.au/drh](http://www.unisa.edu.au/drh)

## ACCOMMODATION

We have shared accommodation available for students who undertake a rural placement throughout South Australia.

Food, cleaning products and personal items including toilet paper are not provided and are your responsibility.

Most UniSA DRH accommodation has free Wi-Fi to assist with placement studies, monthly limits apply. For locations where this is not available you can apply for a free WIFI modem device on the forms and applications page of the [UniSA DRH website](#).

DRH managed accommodation sites include:

- Clare
- Nuriootpa
- Mount Barker
- Mount Gambier
- Murray Bridge
- Port Lincoln
- Port Pirie
- Wallaroo

Other sites include:

- Port Augusta\*
- Port Pirie\*
- Whyalla\*
- Minlaton\*
- Ceduna\*

\*externally managed accommodation

Financial assistance is available if your place of placement is not listed above. Please contact [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au) or 1800 905 825 for more information.

For further information on the region of your placement please refer to the local tourism centre or council website. A link to these sites can be found on the accommodation pages of the [UniSA DRH website](#).

### Applying for accommodation

Once placements have been added to the UniSA DRH Student Information System (SIS), students will receive an automated email with their access details. As soon as students receive this information they will be able to make their formal request for accommodation via this site. **If you do not request accommodation through this system, you will not be allocated accommodation.**

If you have been allocated a placement but have not received an email, you should contact the UniSA DRH at [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au) or 1800 905 825 as soon as possible.

## About DRH accommodation

The following list is common to all accommodation provided by the UniSA DRH.

Note that you need to supply items such as (but not exclusive to) those listed in the far right column

| ROOM        | TYPE OF SPACE  | FEATURES   | YOU NEED TO BRING   |
|-------------|----------------|--|---|
| Bedrooms    | Per Individual | Single occupancy rooms<br>Lockable door<br>King single bed with mattress protector<br>Pillow and Pillow protector<br>Bedside table/drawers<br>Bedside lamp<br>Clothes airer<br>Coat hangers ( <i>limited</i> ) | Bed linen including sheets, pillowcase, blanket/quilt, Pillow etc<br>Clothes and other personal items<br>Coat hangers |
| Kitchen     | Shared         | Stove<br>Oven<br>Microwave<br>Fridge/Freezer<br>Basic crockery, cutlery, glassware and cookware<br>Tea towels, oven mits<br>Fire Blanket and Extinguisher  | Food<br>Dishwashing liquid<br>Cleaning supplies<br>Glad wrap, alfoil, bin bags  |
| Laundry     | Shared         | Washing machine<br>Trough<br>Ironing board & Iron<br>Clothesline ( <i>outside</i> )<br>Vacuum cleaner<br>Mop & bucket<br>Pegs<br>Washing basket  | Washing detergent   |
| Bathroom    | Shared         | Toilet<br>Basin<br>Shower<br>Bath ( <i>some locations</i> )  | Towel(s), hand towel,<br>Bath mat<br>Toiletries<br>Toilet Paper   |
| Living room | Shared         | TV<br>Lounge suite<br>Coffee table<br>Board games and cards ( <i>at most locations</i> )   |   |
| Dining area | Shared         | Dining suite   |   |

If you are travelling to your accommodation after business hours or on the weekend make sure that you take some food supplies with you, as some regional grocery stores close at 5pm, and may not open at all on weekends.

## Facilities

The houses are fully furnished and have several shared spaces including; kitchen, laundry, bathroom, living and lounge room. Information on how to collect keys, etc will be supplied at time of confirmation.

### **Bedrooms**

Bedrooms have their own individual lock for privacy and security. Each bedroom is furnished with a king single bed, fitted sheet and a pillow with pillow protector, desk and desk chair (at most locations). Each bed has its own mattress protector which is mandatory to use. You will need to supply your own linen; i.e. sheets, quilt/blanket, pillowcase etc.

### **Kitchen**

The kitchens are fully equipped with fridge, stove, microwave, cutlery and crockery for your use. Food is not provided and it is your responsibility to supply and label your own food and other consumables.

### **Lounge & Dining Areas**

The lounge room and dining areas are shared space. The lounge room contains a lounge suite, television, coffee table and games (at most locations). The dining area is furnished with table and chairs.

### **Bathroom/Laundry**

Toilets and bathrooms are shared between all students occupying the accommodation

**Note:** toilet paper is not provided.

The laundry is equipped with a washing machine, trough, ironing board, iron, vacuum cleaner, mop and bucket, broom, clothes airer and pegs.

**Note:** washing detergents are not provided.

### **Games area and gym equipment (where available)**

Some houses have been supplied with table top games such as table tennis and air hockey. Gym equipment has also been supplied in some houses. Use of this equipment is at the individuals' own risk. The UniSA DRH accepts no liability for injury should this equipment not be used in the manner for which it was intended.

### **Parking**

Car parking is available in the accommodation driveway or on the street where applicable/appropriate. There is no allocated parking. Car parking is at risk of the owner.

### **Getting around**

You may wish to bring your bicycle with you whilst on placement. If you do, please note that bikes are not to be housed inside the accommodation, but can be stored in the back yard. If you bring your bike please ensure that you also use the appropriate equipment such as helmet, lights and a lock. Make sure that your bike is locked securely when at the accommodation.

If intending to use public transport while on placement ensure that you have checked the local bus/taxi availability prior to leaving for your placement as local buses may not run as regularly as they do in the metropolitan area.

## Your responsibilities

As a student staying in the UniSA DRH Accommodation you have obligations in regard to its access and use. Breaches of these obligations may result in your removal from the accommodation and liability to pay the costs for damage to the accommodation or items within.

Please note the following core responsibilities:

- You must not remove or dismantle any furniture in individual rooms or in common areas.
- University equipment and furniture must be used safely and only for its intended purpose.
- Common-area furniture must not be relocated to individual student rooms.
- You must take an active role in ensuring that furniture and equipment is protected from theft by ensuring that doors and windows are kept locked.
- Under no circumstances are bar heaters/radiators, candles, incense or oil burners to be used in any rooms of the accommodation. These are fire hazards and their use is banned.
- Lights, air conditioning and ceiling fans **must** all be switched **off** when leaving the accommodation for the day.

It is your responsibility to ensure that all items are maintained in good order and to report any faults to the [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au).

### ***Bathrooms and Laundry***

Bathrooms are a shared space. You are responsible for providing your own towels and toiletries including toilet paper. Please clean up after using the bathroom.

Hair dryers, or electrical appliances are not to be left in the bathroom. Please return them to your own room after use.

Washing machines are provided for your personal laundry. You need to supply your own washing detergent.

Irons and ironing boards are also provided in your accommodation. Make sure the iron is switched off, unplugged and stored away properly after each use.

Please be considerate of other students when utilising the laundry facilities, as noise will disturb those students who are allocated rooms closer to the laundry.

Please be water wise. Report any drips, leaks or water faults to the DRH Student Support Team at [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au) and conserve your water use whenever possible.

### ***Bedrooms***

Each bedroom has a separate lock and house key to assist your safety. Rooms are furnished with a king single bed and mattress and mattress protector with pillow and pillow protector. All supplied bed linen must be washed and replaced on each bed at the end of each placement for the next student.

You are responsible for ensuring any personal electrical appliances are certified by Australian Standards.

Double adapters are not permitted as they are a high fire risk, however, a power board with a safety switch may be used instead.

### ***Kitchen***

Each residence has a self contained and equipped kitchen. After using the kitchen, you are responsible for washing and drying all items that you have used. Please ensure that benches, cook tops and appliances are wiped down after each use.

It is the responsibility of all students to negotiate food and beverage storage arrangements. You are responsible for storing food and beverages appropriately. **No food items are to be kept or stored in the bedrooms.** Ensure you regularly clean your sections of the fridge/ freezer and pantry.

All preparation of food/drinks must be undertaken in the kitchen. If you spill something, clean it up! Cleaning equipment is supplied and located in the laundry. You are all expected to contribute to maintaining the cleanliness of the communal areas.

Garbage bags should not be left lying around – please ensure that all rubbish and recycling is moved into the outside bins regularly. It is the responsibility of all students to ensure that the bins are put on the kerb for emptying and bringing back in once empty.

Minor breakages and breakdowns will occur from time to time - please let us know at DRHStudents@unisa.edu.au if this occurs so that we can replace or repair items.

### ***Mail***

Each property has its own letterbox for mail delivery. It is not recommended that you redirect your mail to your placement address unless you are staying for longer than four months.

Please ensure that the mail box is cleared regularly to avoid a build up of junk mail and to check if anything interesting is going on in the community.

## Departing the accommodation

When leaving accommodation at the completion of your placement, the residence must be left clean and tidy.

This includes

- all your food items to be removed from fridge, freezer and pantry
- all rubbish is cleared and placed in the external bins
- kitchen items are washed, dried and put away
- wipe down all surfaces throughout the house with cleaning sprays and tools
- clean shower alcove (remove soap residue and clean drain).
- disinfect toilet (i.e. wipe down surfaces including bowl, top and bottom of seat).
- ensure all furniture is in the locations you found it when you occupied the accommodation
- all UniSA bed linen washed and beds made ready for the next occupants
- floors swept and mopped, carpets vacuumed
- all keys returned to the key safe.

If you leave your accommodation in a dirty or untidy state we will organise professional cleaners to attend and you will be charged the cost of cleaning.



## ACCOMMODATION/MAINTENANCE SERVICES

Cleaning, gardening and maintenance are scheduled on a periodic basis. These services are conducted by contractors to maintain the property. They are not there to “clean up” after you or your colleagues. You are expected to maintain a high level of cleanliness/tidiness at all times. Property inspections occur on a regular basis.

Please help keep the grounds looking good by removing rubbish and not dropping, or allowing your visitors to drop litter in the grounds or gardens.

If any maintenance services are scheduled during your stay in the accommodation, you will be notified by email via either the Student information System or the Student Support Team, as well as text message on occasion.

### **Cleaners**

Cleaners are scheduled every 4-6 weeks to clean the entire house, including bedrooms.

On the day designated for cleaner attendance, please leave your door open and unlocked to allow access. All floors and surfaces should be clear and all valuables securely stored away.

### **Gardening**

Gardeners are contracted to maintain the gardens on a 4-6 weekly schedule depending on need and weather conditions.

### **Maintenance and repair**

Please contact the UniSA DRH on 1800 905 825 or [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au) to report any maintenance issues. This includes breakages of household items such as glasses or plates, kettles, toasters etc.

Please report damage/maintenance issues immediately so that we can organise repairs/replacement. Please note that any breakages or damage not considered to be part of normal daily use (wear & tear) may result in payment being required from the student(s) responsible.

Any urgent repairs will be carried out as soon as possible, with trades persons accessing the property as required. In the case of less urgent repairs you will receive notification via email/phone regarding access. Under no circumstances are you or any other students to undertake repairs yourself.

### **Council Rubbish Collection:**

Students are responsible for placing the wheelie bins out during their stay, further information please refer to the local council website:

- Clare: <https://www.claregilbertvalleys.sa.gov.au/council-services/clare-and-gilbert-valleys-council-waste-management>
- Kapunda: <https://www.light.sa.gov.au/live/bins>
- Nuriootpa: <https://www.light.sa.gov.au/live/bins>
- Mount Barker: <https://www.mountbarker.sa.gov.au/community/waste-and-recycling/recyclewaste>
- Mount Gambier: <https://www.mountgambier.sa.gov.au/sustainability/kerbside-bin-service/bins-and-collection>
- Murray Bridge: <https://www.murraybridge.sa.gov.au/services/your-environment/waste-management/kerbside>
- Port Lincoln: <https://www.portlincoln.sa.gov.au/service-and-facilities/waste>
- Port Pirie: <https://www.pirie.sa.gov.au/what-do-councils-do/waste-and-recycling/kerbside-collection/bins>
- Wallaroo: <http://www.coppercoast.sa.gov.au/page.aspx?u=1815>

## GENERAL INFORMATION

### **Keys**

You will receive a key code via email from the Student Information System (SIS) once the accommodation process has been finalised. This code allows access to a key safe that contains a set of keys for the property for use whilst on placement.

Your keys are **not** to be given to any other person (including partners or family). Failure to adhere to this ruling could result in eviction from the accommodation.

These keys are your responsibility for the duration of your placement. Lost or misplaced keys must be reported to the [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au) immediately. There will be a cost charged for replacement.

Images of the key safes can be found at Appendix B

### **Room Allocation**

You must not swap rooms with other students once allocated. Allocations are made balancing both existing and future bookings.

If you have any concerns regarding your room allocation please contact the UniSA DRH at [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au)

### **Guests & Visitors**

***Students are not permitted to share their room with any other person at any time during their placement. Overnight guests are not allowed in the University accommodation.***

Students who have visitors are responsible for their behaviour at all times. Any damage that should occur as a result of visitor's actions becomes the responsibility of the student.

### **Noise**

All students have the right to a quiet environment to ensure uninterrupted sleep and study at any time. Noise will be considered to be excessive or unreasonable if it interferes with the ability of other resident students to sleep, study or enjoy their living environment.

Consideration is needed with respect to use of showers, kettles, televisions and music devices at inappropriate times. Ensure you communicate with other students occupying the accommodation to get a better understanding of appropriate times for making noise, as each of you may be working different shifts throughout the placement.

## SAFETY & SECURITY

You must familiarise yourself with the Emergency Procedure Booklet located in the living/kitchen area of the house. This booklet contains relevant information regarding fire, medical emergencies and evacuation procedures.

Make sure that you familiarise yourself with the location of the fire extinguishers and fire blankets provided and the exit points of each house. Please also read the [EVACUATION or EMERGENCY PROCEDURE](#) section of this document for further information.

While staying in the UniSA DRH accommodation we encourage you to download the SafeZone App using the following URL <https://i.unisa.edu.au/staff/facilities/security/safezone/>. This smart phone safety initiative is utilised at UniSA DRH accommodation sites. The free App will connect you directly to the UniSA security team should you need assistance or emergency support during your stay.

Security considerations include making sure that doors and windows are locked when leaving the property to ensure the safety of all students who may still be inside the accommodation.

It is suggested that you remove all articles of value from your vehicle to minimise the risk of vandalism or theft. The onus is on you to ensure that your car is secure. The University accepts no responsibility for any theft or damage that may occur.

In the confirmation email you will receive a document titled Key Contacts Emergencies Gas Power Lockout. pdf, **Please ensure that this document always remains accessible** during your placement. This document has contact details in the event that you happen to lock yourself out of your accommodation as well as other useful information.

### ***Unacceptable Behaviour***

Each student has the right to a safe living environment. The University of South Australia supports the rights of individuals to be free from any form of harassment while living in the accommodation. It is expected that students and their visitors will behave respectfully at all times.

Abusive behaviour includes; physical, verbal, psychological, sexual and racial harassment or bullying of any kind. Please visit the [Respect.Now.Always](#) pages of the UniSA website for more information on getting help and more.

In the event of a concern/complaint contact [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au) or 1800 905 825 to discuss the matter or contact emergency services.

### ***Damages***

Damages to property, furnishings or other students personal items will not be tolerated and will result in action being taken. Consequences include eviction, recovery of the cost to repair or replace and/or police involvement. Where damage has occurred and is unable to be traced to an individual, the cost of damages will be equally split between all occupants residing in the accommodation.

This includes tampering with security and fire safety equipment.

If damage occurs or is found, it should be reported to the DRH Student Support Team at [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au) as soon as possible.

### ***Insurance***

The University of South Australia, and the Department of Rural Health is unable to insure your personal belongings on your behalf whilst on placement. The University is not responsible for any loss or damage to students belongings. You are advised to check your current contents insurance policies or take out appropriate cover.

The University of South Australia recommends that you take out Ambulance Cover. Any costs you may incur for treatment by a doctor or transport by ambulance are your responsibility. Before undertaking placement it is suggested that you ensure you have suitable medical/ambulance cover. A short ride in an ambulance is an expensive exercise and if you are in a remote or rural area the ride may be costly.

### ***Conflict***

In the event of disagreements with other students please endeavour to communicate respectfully with the other students in the house as the first step in resolving any interpersonal differences. If unresolved and if further assistance is required, contact DRHStudents@unisa.edu.au or 1800 905 825 to discuss the matter.

### ***Drugs***

The possession, use, sale or supplying of illegal drugs or substances within the accommodation by students or students' guests will not be tolerated. Any reported instance will result in immediate eviction and police action will be initiated.

### ***Alcohol***

Consumption of alcohol within the UniSA DRH accommodation is permitted provided that it does not adversely effect other students and is within acceptable limits. Disturbances to other students and or neighbouring residents will not be tolerated under any circumstance. If any student has concerns please contact DRHStudents@unisa.edu.au or 1800 905 825 to discuss the matter.

### ***Smoking***

The University of South Australia is a smoke-free environment and smoking is not permitted on any University grounds, including the accommodation and immediate surroundings. Consequences for smoking inside the property includes eviction and charges for cleaning. It is the students responsibility to ensure visitors also adhere to this policy.

### ***Weapons & Firearms***

Firearms and/or dangerous weapons are strictly prohibited at the UniSA DRH accommodation. Police will be notified and formal action will be taken.

### ***Petrol, Oil & Paints***

Flammable materials such as petrol, oil and paints in any form are not to be brought into, or stored in the UniSA DRH accommodation or on the premises (including the back yard & garden/tool shed). They risk combustion and could potentially cause fire or damage to the property and the students residing in the accommodation.

### ***Candles & Incense***

Open flames including the burning of candles or incense is classified as a fire hazard in UniSA DRH accommodation. Use of these items is strictly prohibited to ensure the safety of all students.

### ***Pets***

No pets (including any small animal) are to be kept within the accommodation or on the premises.

## HEALTH & WELFARE

### ***First Aid & Medical:***

Students are encouraged to bring their own first aid supplies such as including Band-Aids, Pain relief medication, Dettol and bandages for small injuries. In the event of serious injury students should visit the doctor or hospital for further treatment.

In the event of a medical emergency, students are reminded to use the SafeZone app to report the injury. As with all medical and other emergencies 000 should be called for further assistance.



## EMERGENCY PROCEDURE

In case of an emergency call 000 and activate the SafeZone app

### **Fire:**

Properties are fitted with smoke detectors.

When an alarm sounds, follow the points below:

- Don't panic, keep calm and think rationally
- Alert other students by shouting "Fire"
- Call Security by using your "SafeZone App" and call 000
- Get everyone outside - ensure no one re enters the property

All fires, no matter how small, and even if extinguished must be immediately reported to Security via "SafeZone".

### **Evacuation:**

This includes gas leak, personal threat, power outage, natural disaster and environmental emergency

- a) When an evacuation is required, it is to be done in an orderly manner- don't panic as it may cause others to do so
- b) Leave the property by the safest exit
- c) If you are aware, or think someone is trapped in the property, let Security know by the SafeZone App, or emergency services
- d) Under no circumstances should anyone re-enter until clearance has been given by authorities

### **Fire Fighting:**

- a) Extinguish a fire only if it is safe to do so using the supplied firefighting equipment kept in the Kitchen/living area
- b) Prompt use of firefighting equipment can often extinguish or contain a small fire until emergency services arrive
- c) If the fire is large, get out of the building and follow evacuation procedures above

The use of firefighting equipment must be reported to DRHStudents@unisa.edu.au or 1800 905 825 immediately to arrange replacement.

## APPENDIX A – List of Policies

### UniSA Code of Conduct for Students

<http://i.unisa.edu.au/policies-and-procedures/codes/students/>

### Anti-Racism

Policy No. C-21.2

<http://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-21/>

### Sexual harassment

Policy No. C-12.3

<http://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-12/>

### Smoke Free Work Environment

For full details of all policies, please head to the University of South Australia website, under Occupational Health Safety and Welfare. Please make yourself familiar with these policies

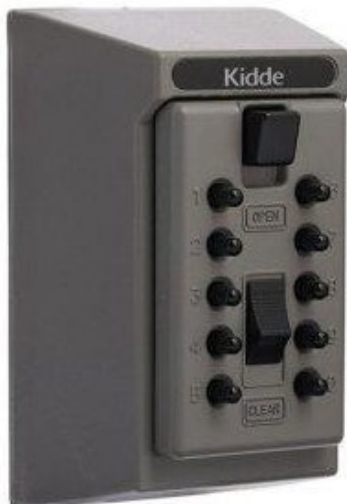
### Respect.Now.Always

Link to site for further information

<https://i.unisa.edu.au/students/student-support-services/wellbeing-at-unisa/respect-now-always/>

## APPENDIX B – Key safe images

Below are examples of the two styles of key safes at the UniSA DRH accommodation



## APPENDIX C – General Rules of the accommodation V2

1. The possession, use or distribution of non-prescribed (illegal) drugs is forbidden.
2. All areas of the property are non-smoking zones.
3. Rubbish is to be disposed of in the appropriate bins provided at the property. It is expected that students will put the provided bins onto the street curb on the night prior to collection day. For hygienic purposes, please put all food scraps into bags before placing into the bins. For information on what can be put in the recycling bin visit the local council website, along with updates on collection days.
4. Posters, pinups, wall- hangings, notices, etc., are not to be put up on any surfaces at the accommodation. DO NOT place stickers on any areas of the accommodation.
5. DVD players, iPods, iPhones etc. may be used in bedrooms, provided that they do not constitute annoyance to other occupants of the accommodation. It is suggested that headphones are obtained and used to avoid disturbance to others.
6. Visitors to the accommodation are welcome. Occupants are held responsible for ensuring that all visitors are aware of and observe the Rules of DRH Accommodation at all times. Visitors are not permitted to stay overnight.
7. Occupants who require use of a private vehicle are required to use only the designated car parking areas, the garage is NOT to be used. 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 accommodation kitchens and must be stored in suitable containers in the cupboards or refrigerator provided. Cooking and food storage is NOT permitted in individual bedrooms.
9. Fire extinguishers and fire blankets are provided at the accommodation in the event of a small fire/emergency. Students should acquaint themselves with the directions for operation of the fire equipment. A fine will be imposed plus other costs, if fire equipment is used without due cause. In the event of an emergency 000 should be called.
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. This includes residents of the neighbouring properties.
11. Any acts of theft, dishonesty, vandalism, inconsiderate or boorish behaviour will NOT be tolerated and will result in immediate loss of occupant status, or legal action as determined by Manager.
12. Animals are NOT allowed.

## APPENDIX D – Rules of Occupancy V2

### 1. VISITORS

Occupants are responsible for the behaviour of their visitors.

Overnight visitors are NOT permitted.

### 2. GENERAL RULES

UniSA DRH accommodation is covered by the Equal Opportunity policies of the University of South Australia. These policies are designed to promote an environment which is free from harassment and discrimination.

#### **SEXUAL HARASSMENT AND RACIAL DISCRIMINATION WILL NOT BE TOLERATED WITHIN THE ACCOMMODATION.**

For support with any of these issues visit the [Respect. Now. Always](#) page of the UniSA Website for the most up to date information and support available.

All occupants should take responsibility 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 of South Australia 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, e.g. washing machine, pantry equipment, microwave, etc according to instructions.
- 2.5 Understand and adhere to fire prevention instructions.
- 2.6 Furniture must not be removed from any rooms.

Please report, as soon as possible, any out of order equipment or damage to the Student Support Team at [drhstudents@unisa.edu.au](mailto:drhstudents@unisa.edu.au).

All emergencies should be reported using the SafeZone App, (in the first instance if possible), who will follow the agreed procedure. As always in the event of a fire or medical emergency 000 should be called.

### **3. ELECTRICAL SAFETY APPLIANCES**

3.1 All occupants should be aware that safety in the use of electrical appliances in the accommodation 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 DVD players, iPods, mobile phones, hair straighteners and hair dryers) may be used in bedrooms and bathrooms, but only after authorisation by the UniSA DRH Student Support Team is given. Contact at [drhstudents@unisa.edu.au](mailto:drhstudents@unisa.edu.au)
- (2) **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 (unless directed by the DRH), 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 areas without carpet such as laundry, kitchen/Dinning and or study space where appropriate.

### **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 accommodation 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 accommodation or on the property including back and front yards and driveway areas.



## **6. KEYS**

- 6.1 A cost of a lost or damaged key is the occupant's responsibility.
- 6.2 On vacating the accommodation, the key must be returned to the Key Safe. Damaged or lost keys will incur a replacement cost.

## **7. CLEANLINESS & HYGIENE**

- 7.1 Occupants are responsible for the cleanliness of their own room.
- 7.2 Occupants are responsible for day-to-day cleaning of the communal areas and are also responsible for the cleanliness of their bedrooms. The back, front and side area of the house should be kept clean and clear of rubbish.
- 7.3 Occupants are responsible for emptying their smaller kitchen bins into the large green bin, and for putting that bin on the roadside once a week, and for returning it to the accommodation.
- 7.4 Cleaning equipment such as brooms, mops, buckets and vacuum cleaner are provided in each property.
- 7.5 Occupants must ensure a reasonable state of cleanliness and hygiene is applied in all parts of the accommodation.
- 7.6 All occupants are responsible for maintaining hygiene of the accommodation.

## **8. FIRE SAFETY**

- 8.1 It is a serious offence to tamper with any of the fire safety equipment.
- 8.2 Occupants are required to familiarise themselves with fire procedures as detailed in this Handbook. PLEASE READ the [Emergency Procedure](#) section.
- 8.3 Occupants 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.
- 8.4 Any misuse of such equipment will be treated as a very serious offence and may result in eviction from the accommodation. All resultant costs will be paid by the occupant(s) concerned.

## 9. POSTERS / PIN-UPS ETC.

Posters are not permitted to be put up at the accommodation.

In terms of maintaining good relationships with the other occupants at the property, it is important to remember that certain parts of the accommodation are 'common' areas. This includes the laundry and lounge and kitchen areas. As such, you should not leave out or display personal items or material that may cause offence to someone else.

## 10. SECURITY

10.1 Please keep valuables secure and your room locked at all times, unless advised to leave it open

10.2 Report any theft or other illegal activity immediately to the UniSA DRH Student Support Team at [DRHStudents@unisa.edu.au](mailto:DRHStudents@unisa.edu.au)

## 11. SICKNESS

For any sickness or accident follow the guidelines set out by your sending university and advise the UniSA DRH Student Support Team at [DRHStudents@unisa.edu](mailto:DRHStudents@unisa.edu) as also outlined in your COVID-19 action plan.

## 12. 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.

## 13. CAR AND BIKE PARKING

Car parking is available in the accommodation driveway, on the street or in the designated car park where applicable/appropriate. Motor bikes and bicycles may be brought into the back yard where possible.

All vehicles are kept on site at the owner's risk, and any damage will not be the responsibility of the University.

## 14. 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.**

## **15. ROOM CHANGES**

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

## **16. MAINTENANCE OF PREMISES / EQUIPMENT**

- 16.1 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 to replace or repair will be charged to the resident responsible.
- 16.2 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 occupants at the time the damage has been discovered.
- 16.3 Damage or loss of University property must be reported to the UniSA Student Support Team at [drhstudents@unisa.edu.au](mailto:drhstudents@unisa.edu.au) as soon as possible after that damage or loss has occurred.

## **17. ROOM AND UNIT INSPECTIONS**

- 17.1 Room and unit inspections are required in the interest of health, safety and the maintenance of premises or equipment.
  - (1) A member of the UniSA DRH Student Support Team or other representative may enter and inspect the shared areas of the accommodation at any time.
  - (2) Should normal cleanliness and hygiene standards not be met, and an individual responsible person does not come forward, all occupants will be asked to immediately clean the accommodation.
  - (3) The cost of any extra cleaning undertaken by cleaners will be sought from the individual or all occupants of the accommodation.
- 17.2 Bedroom checks will be made by a member of the UniSA Student Support Team or representative, with the following arrangements:
  - (1) In a case of emergency no notice of the bedroom check will be given. Occupants will be advised by text message that a tradesperson will be entering the property
  - (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 a member of the UniSA DRH Student Support Team or representative, including real estate agents.

## APPENDIX E – Codes of Behaviour V2

1. **Do not** run in or around the accommodation.
2. **Do not** ride bicycles on lawns.
3. **Do** observe speed limits at all times, careless or dangerous driving is not permitted
4. **Do** keep your rooms and accommodation tidy at all times.
5. **Do** your dishwashing regularly.
6. **Do** empty kitchen waste and recycling into the council provided bins.
7. **Do** turn off lights and appliances when not in use. This includes mobile phone chargers.
8. **Do not** leave the air conditioner/heater running when you are not in the accommodation.
9. **Do** moderate your language.
10. **Do not** abuse the privilege of having visitors. Tell them the rules.
11. **Do not** use any fire appliance except in the case of fire.
12. **Do** report breakages, damage, maintenance, to the Student Coordinator at [drhstudents@unisa.edu.au](mailto:drhstudents@unisa.edu.au) immediately when it occurs or is noticed.