

HANDBOOK FOR STUDENT RESIDENCES



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DISCLAIMER: Please note that the information given is intended as a guide for current and prospective students or interested persons. The information in this document was correct at the time of printing [Oct 2018]. However, changes may have occurred since printing. Please contact the Customer Service Centre if you have any concerns.

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WELCOME

**On behalf of the team,
welcome on board!**

This handbook aims to provide you with information you need to assist you with the transition into independent living at our residences. We hope to make your stay an enjoyable experience.

ABOUT SUNITAFE STUDENT RESIDENCES

SuniTAFE Residences is an independent communal living facility set in a spacious garden setting that provides affordable short and long term accommodation for residents studying at SuniTAFE or La Trobe University, block release, placements and visiting student family members. Tours are available for prospective residents and their parents.

You are welcome to organise a short tour of the complex by appointment only. Appointments for tours can be made by contacting the Residence Office.

The team at the Student Residences is available to assist you with any queries.

For further assistance, please contact the Residence Office on (03) 5022 3721 or email residences@sunitafe.edu.au



LIFE ON CAMPUS

As a student living at the Student Residences you have access to facilities to enhance your stay while you study at SuniTAFE or La Trobe University.

Your Room

Single rooms or hotel style rooms are fully furnished with:

- A reverse cycle air conditioner
- Wireless internet access
- Bed
- Wardrobe
- Study desk and chair

You will need to provide your own:

- Cutlery
- Crockery
- Linen
- Other appliances [subject to approval by SuniTAFE]

FACILITIES

Barbecue

A barbecue is located off the student courtyard near the Hair and Beauty Unit 1 and is coin operated.

Study Room

A study room is available for student's study purposes which has computers and access to the internet. It is situated in Unit 5 with external door access only.

Students must ensure that computers are shut down before exiting the study room. Here are some tips for respectful use of the study room:

- Keep noise levels at an acceptable level as this is a quiet area
- Keep room neat and tidy
- Lock the door when you are not in the room
- No food or drink to be consumed whilst using the computer [water in drink bottles is allowed].

Please note that the Institute's I.T. Department periodically monitors internet usage and if students are breaching the Internet Usage Policy their access to internet may be denied. It is recommended that all residents read the Institute's Internet Usage Policy for more information.

Internet

As a resident, you will have access to wireless internet for your laptop at no extra cost. However, if you have a desktop computer, you will need to purchase a wireless USB adapter. This can be purchased from the SuniTAFE Bookshop.

Kitchen

Kitchen appliances are available in the kitchen for use by residents. This includes a toaster, a kettle, a microwave oven, an electric stove and communal fridges and freezers. You will need to supply your own tea towels, dish cloths and all other cooking equipment and utensils.

Laundry Facilities

A laundry is available and is equipped with free washing machines and coin operated dryers. Residents are required to put their name on the whiteboard in the laundry when using a washing machine and a dryer. There are also two

clothes lines located at the end of Units 3 and 5. Clothes are not to be left on benches in the laundry nor left drying around communal shared areas.

You will need to supply your own clothes pegs, laundry basket and detergent etc. Each unit is equipped with ironing boards and irons, which are located in the kitchen. These items are not to be displaced from the kitchen.

Parking

In addition to the designated parking areas, residents have access to a separate lock up compound car park. The Institute accepts no responsibility for any damage caused to vehicles whilst parked within the Institute grounds.

Bicycles

There is a bicycle rack outside the Residence courtyard for parking your bikes. Bikes should be locked with a strong chain and lock, as the Institute accepts no responsibility for loss, or damage to, a student's personal property. Bicycles are not to be ridden within the Student Residences area.

Learning Resource Centre

The Learning Resource Centre offers students a range of resources and access to services to support their

studies at SuniTAFE. Located at the Mildura Campus, it is conveniently situated on Level One, up the stairs from the central hub area. Access for persons with a disability is available via the elevator located off the central hub walkway.

Services offered include:

- Bookshop
- Library
- Printing and photocopying
- Computer room – access to a wide variety of online resources and Microsoft Office Software
- Internet access
- IT assistance

Reporting Maintenance

To report any residence maintenance to the residence officer during business hours. For out of hour's maintenance problems, please phone security on 5022 7855 and they will contact the appropriate person to resolve the problem.

Changing of light bulbs is the responsibility of the SuniTAFE Maintenance Department in Buildings and Property, so please let us know early in the day if bulbs need replacing.

SERVICES

Beauty Salon

The SuniTAFE Beauty Salon is a training facility at the Mildura campus that offers a range of services and treatments available to the public such as facial treatments, waxing, pedicures, manicures, make-up and enhancements, at reduced prices.

Hairdressing Salon

SuniTAFE Hair Salon is a training facility at the Mildura campus that offers a range of services and treatments available to the public such as hair-cuts, styles, colours and treatments, at reduced prices.

Services and treatments in both salons are performed by students studying at a certificates and diploma level. This provides SuniTAFE students with the opportunity to gain hands on training under the guidance of professional instructors who are Industry Leaders, using the latest equipment and products available.

Appointments need to be made for these services.





Restaurant

SuniTASTE Restaurant is a training facility at the Mildura campus that is open to the public offering fine food at reduced prices. Looking after you is essential for a healthy mind and body.

LOOKING AFTER YOURSELF

Here are some tips as a guide to enhance your personal health and wellbeing, whilst you live at the Students Residences.

Ambulance Subscription

As a young adult, it is important to consider taking out a subscription to the Ambulance Service of Victoria. You can join by phoning 1300 366 141 or visiting www.ambulance.vic.gov.au

If you are in an emergency situation on residence, staff may call an ambulance for you regardless of whether or not you are a member.

If you are not a member, the Ambulance Service can be very expensive.

Budgeting

Careful budgeting is a must for students living away from home. Make sure you know how much you are receiving each week and what your essential expenses are and spend your money accordingly. Keeping a budget book may sound dull, but it is sensible. Seeing how you spend your money helps you see if you are spending it wisely. Your rent payment is an essential bill, along with food and living expenses.

Please see the Student Support Services Unit if you are having trouble and need support with your budget.



Cleaning

It is important to have a high level of cleanliness. Please keep your room as tidy as possible. There will be random inspections throughout the year on the state of the rooms.

SuniTAFE provides cleaning services to assist you. Cleaners are available to clean your room (on a weekly basis) and cleaning of kitchen area's (not dishes), all bathrooms and toilets in all communal areas on a daily basis.

This service does not include:

- Picking up items left around the room
- General tidying
- Making of bed[s]
- Cleaning of fridge in your room
- Washing laundry
- Washing dishes

Cooking

The kitchen facilities have everything you need to prepare your daily meals. Eating well has many advantages, decreasing your risk of developing lifestyle diseases such as diabetes and heart disease. Sustaining a healthy body and mind allows you to reach your academic goals and participate in the social activities that you enjoy. Also, forming cooking groups is a great way to have fun preparing meals and make friends as well as trying new foods and flavours. Shopping with another resident is a way to learn about simple food ideas and new products you might enjoy.

Your nearest local supermarket options in Mildura are:

- Ritchies IGA: 15th St, Irymple
- and Deakin Ave
- Woolworths: 95-103 Langtree Ave
- Woolworths: Corner of Deakin Ave and 15th St [Mildura Central]
- Coles: 149 Langtree Ave
- Coles: Corner of 15th St and San Mateo Ave

HOMESICKNESS SURVIVAL TIPS:

- Set your room up with something familiar from home
- Make an effort to talk to someone new
- Leave your door open sometimes when you are sitting in your room; someone might pass by and say 'hello'
- Get into activities which build up a storehouse of good new memories for you
- Talk to someone else about how you feel – any new student will probably feel much the same as you do
- Accept invitations from others to places or events where you may meet new people
- It is hard to let go of home, but ringing home too often in the first few weeks may prolong homesickness for you
- Recognise that this is a grief experience. Have a good cry; it's nothing to be ashamed of, when you're really feeling down
- Jot down thoughts, experiences and dreams in a journal and try to make some sense out of the different pieces
- Be kind to yourself – it is ok to miss home, it's perfectly normal
- Seek assistance if you need support in transitioning into independent living

YOUR HEALTH AND WELLBEING

Feeling Unwell?

If you are unwell, there are medical practitioners and clinics available to you in the local area. Details of a local bulk billing medical centre and hospital are provided for your convenience. For more options you will find a range of medical facilities in the local Yellow Pages telephone directory.

If you become ill and decide to return home, you must inform the residence staff before you go, so they are aware of your absence from the Student Residences.

Tristar Medical Group

87-89 Langtree Ave, Mildura

Phone: 5023 1200

Open: 8:00am – 8:00pm weekdays

10:00am – 4:00pm weekends or

239 Thirteenth St, Mildura

Phone: 5022 9247

Open: 8:00am – 6:00pm weekdays

Closed: weekends and public holidays

Mildura Base Hospital

- Emergency Department

Ontario Ave, Mildura

Phone: 5022 3399

Open: 24 hours, 7 days a week

Student Support Services

SuniTAFE Student Support Services provides free and confidential services to students across all SuniTAFE campuses and aims to facilitate a positive learning environment for students.

Services provided include information, advocacy, resources, disability support, personal counselling and referral services to meet individual needs. Staff assistance is available to assist you with personal and study related matters.



THE NEIGHBOURLY WAY

An important part of living at the Student Residences is having respect for fellow residents.

Here are some tips to assist you when living with others.

Noise

It is important to remember that not everyone has the same workload and whilst you may be free to party and have a good time, others may have assessments due the next day. It is for this reason that we ask you to abide by the noise guidelines in the Residence Community Guidelines section of this handbook and parties within the Student Residences compound is strictly prohibited.

Smoking

There is a no smoking policy in rooms or doorways of residence units. Please respect this rule and be courteous of those around you. Please refer to the Smoking Restrictions in the Workplace Policy for further details.

Visitors

Visitors of any students on residence are always welcome. A visitor's book is located outside the entrance of residence and all visitors will need to sign in and out. For further details refer to the Residence Visitors Procedure and Children in Residence Policy.

KEEP CONNECTED

Keeping you connected and socialising with new people living at the Student Residences is a great benefit. Get involved in some fun activities that are happening around the Residences.

Throughout each term, there will be planned residential program events. Students will be periodically informed about such programs via Unit Leaders or flyers distributed in communal areas.

Mail

Mail is handed out daily by the residence officer.

The address to send mail to the Residential Complex is:

Sunraysia Institute of TAFE Residences
453 Benetook Ave
[PO Box 1904]
Mildura VIC 3500

Student Portal

My SuniTAFE is the student portal that has features to assist students during their study time at SuniTAFE:

- Stay connected with your friends and teachers
- Access your SuniTAFE email account
- Receive emails from teachers via your home email address
- Access your documents from home
- Access e-learning resources
- View your timetable
- Submit your assignments online
- Understand student policies and procedures
- Find out what's happening on campus.
- Go to my.sunitafe.edu.au
- Public Phones
- Coin operated public telephones are located outside the staff laundry in the Student Residence building and the Auditorium.



YOUR SAFETY



Your personal safety is important whilst living at Student Residences. Here are some tips to help you be safe.

Security

Sunraysia Institute of TAFE employs the services of a local security contractor. Security staff are on-site each night from approximately 5.00pm until late, Monday to Friday. If you have security concerns please call 5022 7855.

Bedrooms and entrance doors of all buildings must remain closed and locked at all times for the security and safety of all residents and their belongings. Therefore, all residents are required to carry their keys at all times. The Sunraysia Institute of TAFE grounds, including the residential complex are private property and students should immediately report to the Customer Service staff or Institute Security any suspicious persons or vehicles.

Duress Alarms

The location of duress alarms in each area will be made known to students on taking up residence. Breaking the thin glass cover activates the alarm. This is designed to break easily without cutting the operator and no noise will be heard, as the alarms are silent. Monitoring is

conducted by the Institute's Security Contractor, who will dispatch a Security Officer and/or advise the Police if required.

Fire Alert Procedures

What to do if a fire starts?

State of the art smoke detectors and a fire alarm system is installed throughout the Institute. Smoke and fire are automatically detected and an alarm will sound. This will notify the Fire Department automatically.

A voice over will give instructions, please listen and follow any commands.

Remember:

- Don't panic and keep calm and think clearly
- Alert any person nearby and request assistance
- Assist any person in immediate danger (if safe to do so)
- Close the door on the fire to contain the spread (if safe to do so)

Fire Extinguishers and Equipment

Fire fighting equipment has been installed to provide safety against material and human loss and damage.

The use of all aerosol deodorant/ hairspray, body powder, hairdryers and hair straighteners, perfume or aftershave must only be used in the bathrooms at all times as these will set off the fire alarms.

First Aid

First aid kits are provided in the kitchen draws of each unit and are clearly labelled. Please ask Customer Service staff if you are still in doubt as to its location. Residents requiring first aid treatment should report to Customer Service staff.

Insurance

The Institutes Insurance Policy does not provide coverage for resident's personal belongings. Those residents who are storing valuables in their rooms are advised to obtain an independent Contents Insurance Policy.





OUT AND ABOUT

Mildura and surrounds boasts a lively and culturally diverse community that embraces an easy, relaxed lifestyle with a vibrant street life, local produce and a strong arts community. You are sure to find some great entertainment options to suit your interests.

Some venues available include:

Deakin Cinema Complex

This is Mildura's only permanent cinema hosting four screens including 3D.

93 Deakin Ave Mildura

P: 03 5023 4452

www.deakincinema.com.au

Health and Fitness

FIT Mildura

636 Fifteenth St Mildura

P: 5022 8560

www.fitmildura.com.au

Club Aquarius

47 Seventh St Mildura

P: 5023 2280

www.clubaquarius.com.au

Mildura Waves Aquatic & Leisure Centre

Situated in the Alfred Deakin Centre –

Mildura Visitor Information Centre

Corner Twelfth St and Deakin Ave Mildura

P: 5018 8391

www.mildura.vic.gov.au

Sporting Groups

If you would like to participate in sports or to find out more about how you can become involved with local sporting groups and associations, please contact the Mallee Sports Assembly 5021 3464 or visit: www.malleesportsassembly.org.au

The Arts

The Art Vault located at 43 Deakin Ave Mildura, is a haven for local and visiting artists providing studio space for exhibitions and provides the opportunity for local and international artists to work-in-residence. Various exhibitions are held for the public to attend.

To find out more contact the Art Vault on 5022 0013 or visit www.theartvault.com.au

The Mildura Arts Centre

The Mildura Arts Centre is home to a regional gallery, performing arts theatre, sculpture park and Rio Vista Historic House. The gallery, theatre and Rio Vista Historic House are located at 199 Cureton Ave in Mildura. Various exhibitions and performing arts shows are held for the public to attend. To find out more contact the Mildura Arts Centre on 5018 8330 or visit www.milduraartscentre.com.au

RESIDENTS COMMUNITY GUIDELINES

In addition to the terms of the Residential Agreement, the following pages provide guidelines and rules to be adhered to along with relevant codes and policies

Absences [Temporary]

Any Resident who will be absent from the Residential Complex in excess of three consecutive nights must notify the Customer Service staff in writing prior to departure using a Vacation Notification Form. It is vital to residential operations that SuniTAFE are aware of any absences in order to communicate with others as to your whereabouts for reasons of personal safety, accurate records, and the forwarding of messages. Vacation Notification Forms are available from the Residence Officer.

Examples of absence may include such things as:

- Course related field trips or industry placements
- Vacation periods (various courses have different holidays)
- Any unusual absences.

Access To Rooms

SuniTAFE Management, or any staff authorised by them, shall have the right to enter any room or area of the Institute for inspection of Institute property. Except in the case of an emergency, notice of inspection will be given and take place accompanied by the resident concerned.

NOTE: In cases of suspicion of illegal activities, Institute Management and authorised staff shall have the right to enter any room or area of the Institute for inspection without prior notice having been given.

Alcohol

Consumption of alcohol by Residents of legal age is permitted providing good behaviour prevails. Institute Staff or campus security have the right to, and will intervene, if excessive consumption of alcohol is causing a public nuisance, or personal harm.

Alcohol related bans on Residences include all drinking games, advertisement

and promotion of alcohol related activities/events and unauthorised gatherings where alcohol is consumed by a majority of participants. The Institute also reserves the right to ban alcohol on Residence if residents are not responsible in their consumption of alcohol. Refer to Residential Behaviour Policy for more information.

All residents are required to attend either a group or flexible delivery session on alcohol and its effects and sign a declaration stating they will be responsible in their intake of alcohol whilst residing on Residence.

NOTE: Supply of alcohol to a Minor is a criminal offence. Any actions of a criminal offence may result in instant termination from the Residence facility.

Attendance

It is a requirement of residency at the SuniTAFE that all Residents adhere to their course requirements, and that Residents attend their classes. Failure

to do so may jeopardise a Residency position in the Complex.

Ball Games

Playing ball games inside is prohibited on Residence.

Bathrooms

The use of all aerosol deodorant/ hairspray, body powder, hairdryers and hair straighteners, perfume or aftershave must only be used in the bathrooms at all times as these will set off the fire alarms.

However, maximum availability to the bathrooms must be maintained. Therefore, bathrooms are not to be used as dressing or make-up rooms and must be kept in a clean and hygienic condition. Do not wash your clothes in the shower or hand basin or use colorants, no hair cutting /dyeing - laundries are provided for this purpose.



Bedrooms

Bedrooms are serviced by our cleaning staff Monday to Friday. It is expected that Residents maintain a clean and tidy room in order to facilitate access. Each resident will be notified of their scheduled room cleaning day upon arrival.

Residents must make their room available for cleaning on the scheduled day.

Mattress protectors and filter pads on the reverse cycle air-conditioners are cleaned and exchanged by our cleaners monthly - it is expected that residents also launder their bedding at this time.

Behaviour Policy

Students residing at the SuniTAFE Student Residences are required to adhere to the Residential Behaviour Policy as well as the Institute's Student Code of

Conduct. The purpose of this policy is to ensure that all residents have a safe and enjoyable living experience.

It is essential that all residents familiarise themselves with this policy which can be found on the Student Portal.

Cleaning

Occupants of SuniTAFE Student Residences are required to maintain a reasonable standard of cleanliness and tidiness in their rooms and in the common areas at all times. Regular inspections will take place throughout the year. If the cleaners consider that, due to the lack of care of a room by residents, an excessive amount of cleaning is necessary, SuniTAFE is entitled to have this done either on an overtime basis by the cleaners, or by employing outside cleaners.

The extra costs will be incurred by the resident(s) concerned or charged to resident(s) as damages.

When the cleaners arrive to commence cleaning, Residents are expected to co-operate by vacating areas to be cleaned. Disciplinary fines will be issued to Residents who do not comply with this request.

Cooking

Cooking is only permitted in the kitchens where facilities are provided. Cooking equipment is not allowed in rooms. If a false fire alarm results from a breach of this rule, resident(s) will be required to pay the cost of the fire brigade attending.

Barbecues are not permitted inside buildings.

Charges for Damages

Should there be a loss of equipment from the Resident's room, damage to equipment, fixtures or fittings within the room [fair wear and tear accepted], the cost of repair or replacement will be charged against the Resident's bond.

This does not preclude SuniTAFE from issuing an invoice to an individual where damage or loss is to a value greater than that of the bond. Where damage has occurred in the communal areas of the Student Residences [fair wear and tear accepted], and the responsibility of such damage cannot be ascertained, SuniTAFE are at liberty to direct that the cost of repair or replacement shall be deducted from the Bonds of all the residents occupying that unit.

When a Resident leaves and fails to return any keys previously issued, the cost of re-keying items, or if deemed necessary the entire lock, will be charged to the student.

Dishes

Dishes are the responsibility of Residents. Please be considerate of others by washing, drying and putting away your dishes after each meal.

Disciplinary fines will be issued to Residents who do not comply.

Drugs

The Student Residence complex is a drug free establishment. The possession, cultivation, usage, or selling of any non prescribed or illegal drugs and/or the possession of any equipment to aid the use of illegal drugs or substances is prohibited.

Any breach of this rule by a resident is considered serious misconduct and may result in the termination of your Residence Agreement and a report to the police.

Electrical Equipment in Rooms

In the interest of sustainability, please ensure that all electrical equipment

including air conditioners, heaters and lights are turned off when leaving your room.

Equipment

Institute equipment must be treated with respect at all times. Residents are responsible for the cost of making good any loss or damage caused by themselves or their visitors to Institute equipment.

Fires On Residences

Burning of candles, incense, open flames, or enclosed flames in any room or building is prohibited on the Student Residences complex.

Garbage

Garbage can become a major problem if not taken care of properly. Garbage is not to be left in your room for an extended period of time as the smell can go through the whole building. There is a waste disposal trolley available outside the student laundry which you are able to use. Do not place personal rubbish in the laundry bins or in common areas.

Glass

In the interest of student and staff safety, all glass including bottles of drink

and glass containers are not permitted outside of Residence units.

Heating and Cooling

Each room and lounge area is equipped with a reverse-cycle heating & cooling system with a two hour timer. Do not use radiators or any other form of heaters, as this will contravene the terms of your Residence Agreement.

Internet

Internet connections within the Student Residences complex are governed by Sunraysia Institute of TAFE Information Technology Communications Policies.

Breaches of this Policy will result in the student[s] being banned from internet access.

Keys

Residents will be issued with keys must be returned to the resident officer at the conclusion of your term of residence. All care must be taken as keys cannot be replaced at short notice. Lost or misplaced keys should be reported immediately to Customer Service Centre. A fine will be implemented to cover the costs incurred in having replacement keys issued.

Kitchens

The kitchen is the hub of any residence unit and as such, must be kept tidy:

- Exhaust fans must be switched on at all times while cooking.
- Stoves must be turned off and all grills and stove tops cleaned immediately after **each** use.
- Shared equipment such as stoves, fridges, etc, must be kept in a clean and hygienic condition.
- Residents must ensure items are properly cleaned and that careful attention is given in their use.
- Hot food or drink containers must not be placed on seats or the floor as stain removal is costly and will be charged back to you.
- Residents must wash, dry and store their dishes and equipment after **each** use.
- Kitchen rubbish bins must be emptied into the larger recycle bins located in the Residence courtyard before rubbish overflows.

Noise

SuniTAFE Student Residences will follow the Environmental Protection Agency [Residential Noise] Regulations 1997 No.120 with respect to unreasonable noise and related disturbances.

Unreasonable or excessive noise is defined as noise that can be controlled, but which interferes with the ability of other residents to study, sleep or think. Excessive noise is unacceptable at any time of the day or night in the Residences or surrounds.

Personal radios, CD players or stereo systems/players may be used in bedrooms provided they do not constitute annoyance to other occupants.

It is strongly suggested headphones are obtained and used to avoid disturbance to others.

These Regulations state that: "A musical instrument and any electrical amplified sound reproducing equipment including a stereo system/player, radio, television and public address system..." can only be used:

Noise Regulation Time Periods

Monday - Thursday 7.00am - 10.00pm

Friday 7.00am - 11.00pm

Saturday & Public Holidays
9.00am - 11.00pm

Sunday 9.00am - 10.00pm

Fines will be issued to those who do not comply.

Parking

Residents/Visitors must park in the designated Residence Secure car compound and not in the main carpark or drop off zones. Reckless or dangerous driving will not be tolerated, nor will vehicles on lawn areas. Do not drive onto the lawn areas when moving-in or out of the Student Residential Complex.

A trolley is provided and stored in the laundry area of Student Residences. Please ensure it is returned to this area.

A separate lock-up compound is provided for Residence students as a car park. The Institute accepts no responsibility for any damage caused to vehicles whilst parked within the Institute grounds.

Payment

The resident agrees to pay a rental fee which shall be the weekly sum applicable to the room to be occupied, payable fortnightly in advance but may be subject to review prior to the commencement of the academic year and at July of each year. An overdue fee applies from the time rental payments become seven days in arrears. Unpaid residential fees may result in the student's residential status being revoked. For further details refer to the Residence Agreement form.



Personal Property

The Institute assumes no responsibility for loss or damage to personal property. This includes, but is not limited to, loss by fire, theft, water, and malfunction of electrical or mechanical systems.

Staff and students are encouraged to obtain personal content insurance or extend insurance coverage for their personal property while on Institute premises. In cases of theft or vandalism individuals will be encouraged by the Institute to report the incident to the police.

Pets

Fish are the only pets allowed in the Student Residential Complex. Additionally, Residents are not permitted to bring animals into any building; however this rule does not apply to the extent that it restricts the keeping of a guide or hearing dog.

Room Inventory

When a Resident arrives at the Institute, the room inventory must be carefully checked. Any damage to furniture, fixtures and fittings, or any omission to the inventory should be noted accordingly.

Furniture and furnishings must not be removed from the room. Similarly, furniture and equipment may not be taken

into the bedrooms from the public areas of the Institute. Fly screens may not be removed as they are easily broken, and replacement costs are high.

Smoking

It is Government and Institute policy that all Institute buildings and Institute-owned vehicles are "Smoke Free Zones". Smoking is permitted in the Residence Courtyard but not within 4 meters of doorways. Smokers must use the ashtrays provided and not drop cigarette butts on the ground.

For further details please refer to the Smoking Restrictions in the Workplace Policy.

Trespassing

All SuniTAFE grounds are private property. Unauthorised persons including non-residents, uninvited visitors or any other persons deemed to be unauthorised by SuniTAFE management (at its discretion) may be requested to leave by residents, SuniTAFE staff and on-site Security, or if necessary the Police.

Anyone who is behaving in a suspicious manner, or is behaving in an unacceptable manner will be asked to leave the Residences, and will be trespassing if they do not leave. Residents who have been asked to leave but have not left

after having their Residential Agreement terminated will be trespassing. The Institute reserves the right to report all trespassers to the police.

Vacating The Residences

Should you wish to vacate the Institute Residences, please notify the Residence Officer in writing one (1) month prior to your departure date. The Institute will retain your bond payment if such notice is not provided.

Visitors

Residents are responsible for the behaviour of their guests in and around the Residential Complex. It is the responsibility of residents to ensure their guests observe the residence rules at all times.

Visitors are not to enter the Residential Complex before 10.00 am. Visitors who stay overnight will incur a fee charged at our casual nightly rate.

Visitors are not permitted to bring alcohol into the residential complex at any time. For further details refer to the Residence Visitors Policy and Children in Residence Policy.

Visitor's Book

A Visitor's Book is located outside the entrance of the Student Residences'

complex. All visitors are required to sign in on arrival and sign out on departure. This is for safety reasons so that if there is an evacuation, we will be able to account for all persons. Resident students are held responsible for ensuring all visitors are aware of this rule.

Overnight visitors must pay \$40 (with linen) a night to stay on Residences and must be booked in with the Customer Service Centre prior to staying. Breaches to this will put the Resident's tenancy at risk.

Weapons/Firearms

Residents must not have in their possession any articles forbidden by the Laws of the State of Victoria, or of the Commonwealth of Australia. This includes anything which may cause harm to persons or property and/or is deemed to be dangerous or inappropriate by Institute Management. Residents found to have such items as firearms and knives - whether real or replica, bullets, flammable-explosive or noxious substances in their possession will have the items confiscated and face disciplinary actions which may include termination of a Resident's Residential Agreement. The Institute also reserves the right to report the incident to the police.



Sunraysia Institute of TAFE has various policies that apply to students including those who reside at the SuniTAFE Residence. It is recommended that you familiarise yourself with these policies.

You can access these policies on the My SuniTAFE student portal or via the website at www.sunitafe.edu.au

Additional and updated policies are regularly uploaded to the My SuniTAFE student portal and the website when new or amended policies arise throughout the academic year. Students are advised to regularly view these policies and also to store these policies for easy reference.

Lists of policies that apply to students are highlighted below, however, the complete list of policies is provided on the SuniTAFE website:

- Access and Equity Policy
- Children on Campus Policy
- E-mail Policy
- Internet Usage Policy
- Occupational Health and Safety Policy
- Personal Property Policy
- Residential Behaviour Policy
- Residents Visitors Procedure
- Smoking Restrictions in the Workplace Policy
- Student Code of Conduct Policy
- Student Portal Policy

| Handy Contacts | |
|---|--------------|
| EMERGENCIES – Police, Fire, Ambulance | 000 |
| Aboriginal Co-op | 5022 1852 |
| CentaBRACE | 5051 0000 |
| Hospital – Mildura Base | 5022 3333 |
| MADEC | 5021 3472 |
| Mallee Family Care | 5023 5966 |
| MASP (Mallee Accommodation Support Program) | 5021 6500 |
| Max Employment | 5025 9500 |
| Medical Clinic – Tristar Medical Clinic | 5023 1200 |
| Mildura Tourism | 5021 0599 |
| Mildura Young Professionals Network | 0458 998 007 |
| Mildura Youth Centre | 5018 8280 |
| Salvation Army | 5021 2229 |
| Security – Marshall Security (only while you are at SuniTAFE) | 5022 7855 |
| St Vinnie’s | 5023 4576 |
| SuniTAFE | 5022 3666 |
| Sunraysia Community Health Centre | 5022 5444 |
| Victorian Department of Human Services (DHS) | 5022 3111 |

OCT 2018

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