TAFE ILLAWARRA GOULBURN
ACCOMMODATION HANDBOOK

TAFE NSW
ILLAWARRA
GOULBURN
WELCOME

Welcome to TAFE Illawarra Goulburn accommodation facility. The facility provides on-campus dormitory style accommodation to both students and commercial users.

The facility has 30 single rooms, 1 double room, 2 ensuites and 1 self-contained flat. Common areas consist of a large downstairs lounge area with a smaller lounge area upstairs, large kitchen/eating area, internal verandas with tables, chairs and lounges. There is also an outdoor undercover BBQ area.

Residents are to provide their own meals. The kitchen is fully equipped with cooking utensils. There is a canteen located next to the facility which supplies take away style food and drinks during weekdays. The canteen is not open during the TAFE holiday periods.

We are located on the corner of Verner and View Streets, approximately 2 kilometres from the main street of Goulburn. The aquatic centre and Victoria Park are only one block away.

Office hours are 8.30am to 5.00pm Monday to Friday. There are no office staff on the premises after these hours or on weekends. A local security company patrol the premises at irregular times during the evening and on weekends. Security officers do not have access to room keys so residents are asked to pick up keys during office hours.

We hope you enjoy your stay.
ENTRY CONDITIONS

ACCOMMODATION FEES: As a condition of entry all full-time residents are required to pay 3 weeks accommodation fees. This amount includes fees for the current week and two weeks fees in advance. To retain your position in the residence fees must be 2 weeks in advance at all times. The current week is not included in the advance payment. For example, if the date is Monday 18 February you must be paid up to Saturday 9 March. Overnight stay guests are required to pay in advance of occupancy. Payments can be made by credit card, EFTPOS, cheque or money order. WE DO NOT ACCEPT CASH

ALCOHOL, DRUGS (prescription drugs excluded) and WEAPONS of any kind are strictly prohibited in the accommodation facility or on any TAFE property. Police will be informed at the discretion of campus management. Returning under the influence of alcohol or drugs is strictly prohibited.

ANIMALS of any kind are not permitted.

BLOCK RELEASE: Students are to book at least two weeks in advance or a room may not be available. Refer to ‘bookings’ below for details

BOOKINGS: Bookings are to be made in advance by email to goulburn.accommodation@tafensw.edu.au or phone 02 4823 1880. On the spot requests may be refused.

BOND: A refundable bond of two weeks rent is to be paid prior to commencement of full-time occupancy in addition to the Accommodation Fees listed above.

CANCELLATIONS: Residents will be charged for cancelled bookings that are not notified in writing to goulburn.accommodation@tafensw.edu.au or faxed to 02 4821 8706 at least 3 days prior to reservation.

DEPARTURE: All residents must vacate on the morning of departure prior to 10.00 am. Full-time residents are required to complete and lodge an exit form a minimum of 2 weeks prior to exit or rent is payable in lieu of notice. If rooms are not left tidy and all belongs removed, an additional cleaning fee may be charged.

EMERGENCIES: Please see contact numbers at the back of this book. In the event that you lock yourself out of your room please contact the accommodation officer on 0417 972 637. You will be charged an $80.00 call out fee for after-hours room access. Alternatively, emergency accommodation may be available at a cost of $24.50 per night.

HARASSMENT prevention is everybody’s responsibility. Harassment can involve:

- sex-based harassment
- racial harassment
- harassment on the basis of disability

There are laws that protect individuals against harassment. The Campus Harassment Contact Officer can be contacted on 02 4823 1864.

ILLNESS: The Campus Manager reserves the right to obtain medical assistance at the resident’s expense in the case of illness. Residents with a serious illness may be asked to relocate to a suitable care facility. If you are being provided with ongoing medical assistance, you will be required to provide a medical plan with your application.

KEY DEPOSIT: A $60.00 refundable key deposit is required by all residents prior to occupancy. Refunds will be issued at the end of your stay via cheque in the mail. Where there are missing keys, the key deposit will be used to recover the cost of replacement keys.

LOCKERS: There are lockers located near the kitchen where residents can store their belongings. Residents are to supply their own locks. Lockers must be emptied at the end of your stay. All locks remaining on lockers at the end of the year will be cut and all contents disposed of.

LOSS OR DAMAGE TO TAFE NSW PROPERTY: Residents causing damage to property will be required to fully reimburse the Campus for all repairs/replacement costs.

MINIMUM AGE: Due to ‘Duty of Care’ requirements, applicants should be 16 years of age or over. Persons under 18 years of age and applicants of any age coming with a particular history will be asked to undertake an interview with the TAFE Counsellor prior to an application being determined.
ENTRY CONDITIONS

OVERNIGHT GUESTS: In the event of a relative requiring overnight accommodation, arrangements can be made with the Accommodation Officer. This is a security issue as we need to know who is on the premises at all times. Residents are responsible for the actions of their guests.

PART-TIME RESIDENTS are required to return their keys each week on departure and belongings removed. Fees are payable in advance and will continue to accrue until the keys are returned.

ROOM ACCESS: Residents are not permitted to enter another persons’ room in their absence, nor borrow their personal possessions without their knowledge or permission.

SAFETY: Fire equipment, including fire doors, emergency signs/lighting and alarms are not to be interfered with. Residents who tamper with this equipment in any way will be prosecuted in line with fire regulations and will be required to reimburse the Campus for all costs.

SECURITY is provided by a local security firm for the entire campus. Security are on campus Monday – Friday evening from 8.30pm during term time and do patrols at irregular times on weekends.

SMOKING: All TAFE NSW campuses are smoke free environments and therefore smoking is not permitted. All rooms are fitted with sensitive smoke detectors for your safety.

SUratility QUESTIONNAIRE: All potential residents must undertake a suitability questionnaire with the Accommodation Officer or Campus Manager before accessing the facility.

SUNDAY NIGHT ENTRY: Students are to be at the campus at 6.30pm or 8.30pm if requiring entry on a Sunday night. Security will let you into your room. Room keys can be collected from the Customer Service Centre on Monday morning from 8.30am. Accommodation fees are payable when keys are collected.

VALUABLES AND POSSESSIONS: Individuals are responsible for the security of all personal possessions. TAFE Illawarra Goulburn takes no responsibility for the safekeeping of residents’ possessions.

NB Student rights and responsibilities are detailed in the Student Guide which can be accessed at tafeillawarra.edu.au. Particular attention is drawn to the penalties for breaches of discipline.

The Campus Manager, or delegate, reserves the right to enter resident’s rooms and carry out inspections where the possession of drugs and/or alcohol is suspected, or in the interest of security.
## ACCOMMODATION FEES

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<thead>
<tr>
<th>TAFE STUDENTS</th>
<th>PER NIGHT</th>
<th>PER WEEK</th>
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<tbody>
<tr>
<td>SMALL SINGLE</td>
<td>$25.00</td>
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<td>LARGE SINGLE</td>
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<tr>
<th>STUDENTS OTHER THAN TAFE</th>
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<th>PER WEEK</th>
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<tr>
<td>SMALL SINGLE</td>
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<th>COMMERCIAL USERS</th>
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<tr>
<td>FULLY FURNISHED FLAT</td>
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<td>$260.00</td>
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</table>
A $60.00 Key Deposit is required to be paid by all occupants.

Please note that preference will be given to full time residents for the ensuite rooms and the fully furnished flat.

The supply of accommodation by tertiary institutions is input taxed. GST is not payable.

The following refundable charges are payable after your final inspection has taken place:

| Bond        | Two weeks rent |
| Key Security Deposit | $60 per person |

Bond is applicable to residents staying for a period of 14 nights or more.

All full-time residents are required to pay 3 weeks’ accommodation fees prior to occupancy.

All full-time residents are required to keep their rental payments two weeks in advance by making regular weekly or fortnightly payments.

A 10% administration charge may be applied to all accounts outstanding over 21 days.

Written notification of departure is required a minimum of 2 weeks in advance or rent is payable in lieu of notice. An exit form is located in the back of this book or can be obtained from the Accommodation Officer.

During periods of peak demand, accommodation will be allocated in line with the following priority status:

• full-time TAFE students
• part-time TAFE students
• students other than TAFE
• commercial users

Permanent bookings may be cancelled to allow for this priority order to be enforced.

All applicants must acknowledge and agree to abide by the entry conditions by signing and submitting the application form.
FACILITIES

BBQ
There is a BBQ located in the courtyard for use by all residents. Residents are responsible for cleaning it after each use. BBQ utensils are stored in the kitchen.

BEDROOMS
Each bedroom is equipped with a refrigerator/freezer, a king single bed, hanging space and draws, study desk, chair, crockery and cutlery.

KITCHEN
The kitchen is fully equipped with hotplates, microwaves, toasters, sandwich makers, woks, slow cookers, electric frypans and cooking utensils. Residents are responsible for cleaning up after each kitchen usage as well as the general hygiene of the kitchen area.

BATHROOMS
Male and female bathrooms are dormitory styled shower and toilet facilities. There is a disabled access bathroom which has shower and toilet facilities located on the ground floor.

LAUNDRY
Coin operated washing machines and dryers, along with washing tubs, are available at a cost of $3.00 per machine load. Limited clothes line space is available. Irons and ironing boards are provided.

LINEN
Clean bed linen is supplied each week. Towels are not supplied. Blankets are provided and one pillow. Residents may bring their own doona.

LOUNGE
There is the main lounge area located downstairs with a small TV/reading room located upstairs. Both lounge areas have LCD TV/DVD/video. There are also lounges, tables and chairs located on the upstairs and downstairs verandas.

MAIL
Postal address:
c/- Student Accommodation
TAFE Illawarra Goulburn
PO Box 240
GOULBURN NSW 2580

MEALS
No meals are provided, however, hot meals are available from the Campus Canteen during weekdays (excluding holiday periods). Check with the canteen regarding opening times.

PARKING
Parking is permitted only in the designated general parking area at the Verner Street entrance. This is in close proximity to the accommodation.

RECREATION
Outdoor facilities include sporting fields, cricket practice nets and spacious grounds of gardens and trees. The local outdoor and heated pools are one block away.

TELEPHONES
The telephone only receives incoming calls on 4821 8762. There is a pay phone available.

TRANSPORT
The Campus is located approximately 2kms from the centre of Goulburn. Public transport is infrequent and not available evenings and weekends.
GENERAL PROCEDURES

ABSENCE
PART TIME OCCUPANTS
Written notification is required 3 days prior to absence. Please send to goulburn.accommodation@tafensw.edu.au or fax to 02 4821 8706. You will be required to pay fees where no notification is received.

APPRENTICESHIP OR TRAINEESHIP STUDENTS/REGULAR OVERNIGHT STAY STUDENTS
You are required to book with the Accommodation Officer in advance of each block study period.

CLASS ATTENDANCE
Students must attend class on a regular basis. Students no longer enrolled will be charged at the Community User rate and change of priority status.

DISCIPLINE POLICY
As the accommodation is a TAFE NSW facility, TAFE NSW’s Student Discipline Policy is operational. By signing the Application Form you are agreeing to adhere to this policy and any penalty that may be imposed. In addition, any illegal activity which occurs on TAFE NSW property will be reported to the NSW Police.

MAINTENANCE
Faulty equipment and maintenance requirements are to be reported to the Accommodation Officer who will organise repairs. If a resident, or their visitor, is responsible for any breakage, cost recovery will be required from the resident.

PRIVACY
Everyone has a right to privacy. You are asked to respect this right. Knock before you enter another resident’s room. Do not enter if the occupant is not present. Do not borrow property belonging to others without their consent.

NOISE
Undue noise is regarded as an invasion of privacy. There is to be no noise in the hallways after 10.00pm. Please restrict your hallway conversations when returning late and do not run along the hallways. An added consideration is to hold your door to close it and not let it bang closed. This is an educational facility and residents have assignments and study to complete. It is also important not to disturb those who are sleeping.

VACATION PERIODS
Residents may be required to vacate the accommodation facility by the last Friday of term time and will be able to gain entry one day prior to term commencement. If the accommodation facility is not booked over the vacation period, arrangements may be made to leave your belongings in allocated rooms for a fee. The Campus accepts no responsibility for any goods stored.

ACCOMMODATION CLOSURE
The facility will be closed each year from the end of Term 4 to the commencement of Term 1. You will be required to vacate during this period making alternative arrangements. You are required to remove all your belongings. You will need to re-apply for accommodation if required for the following year.

VISITORS
The resident must accompany any visitor at all times. Evening visitors must leave the TAFE NSW premises no later than 11.00pm. Any visitor found to remain after this time will be charged an overnight fee. Residents will be held responsible for the payment of overnight fees incurred by their visitors. Residents will also be held responsible for the behaviour of any visitors on the TAFE grounds or in the residence.
EVACUATION PROCEDURE

Residents must comply with evacuation drills.

The accommodation facility is fitted with sensitive smoke detectors attached to an alarm system. In the event of the alarm system sounding you must evacuate the building by the nearest exit door.

The designated safety zone is located on the lawn at the front of A Block. You must remain at the safety zone until all residents have been accounted for and the all clear indicated by campus staff/Chief Fire Brigade Officer.

Evacuation guidelines are located on the door in each room. Each fire door is fitted with an alarm system that is activated if the door is operated. The doors are not to be used for general exit of the building.

Fire safety equipment is not to be tampered with. Anyone who tampers with this equipment in any way will be prosecuted in line with fire regulations and will be required to reimburse the campus for all costs.

FIRE WARDENS

Each floor has a designated fire warden located in the ensuite rooms. Please observe the directions given by these designated people in the event of an evacuation.

FIRST AID

Nominated First Aid Officers are located on the Campus during office hours. In the event of first aid being required after hours please contact the Goulburn Base Hospital Emergency on 02 4827 3111. Residents taking prescribed medication, or under medical treatment, are asked to notify the Accommodation Officer.
# ACCOMMODATION APPLICATION 2016

**TAFE ILLAWARRA GOULBURN**

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<tr>
<th>LAST NAME</th>
<th>GIVEN NAMES</th>
<th>DATE OF BIRTH</th>
<th>HOME ADDRESS</th>
<th>TELEPHONE</th>
<th>HOME</th>
<th>MOBILE</th>
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**EMERGENCY CONTACT**

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<th>RELATIONSHIP</th>
<th>ADDRESS</th>
<th>CONTACT NUMBERS</th>
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**ACCOMMODATION REQUIREMENTS**

PLEASE INDICATE THE TYPE OF Accommodation YOU WOULD PREFER:

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<th>COURSE ENROLLED</th>
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**MEDICAL INFORMATION (CONFIDENTIAL)**

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<th>MEDICATION:</th>
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All information contained in this form will be kept strictly confidential in accordance with the Privacy and Personal Information Protection Act 1998.
# ACCOMMODATION APPLICATION 2016

## PAYMENTS DUE IN ADVANCE

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<th></th>
<th>FULL-TIME TAFE STUDENT</th>
<th>FULL-TIME TAFE STUDENT</th>
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<tr>
<td>Bond</td>
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<td>Key Deposit $60.00</td>
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## REFERENCE

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<tr>
<td>Relationship:</td>
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## STATEMENT BY APPLICANT

I (print name) have read and understood the entry conditions of the accommodation facility. I agree to abide by these conditions and accept any directions given to me by TAFE Illawarra Goulburn staff members.

SIGNATURE: ___________________________  DATE: __________

Please return completed form to:
Accommodation Officer
TAFE Illawarra Goulburn
PO Box 240
Goulburn NSW 2580
ACCOMMODATION ENTRY QUESTIONNAIRE

AS PART OF THE CONDITIONS OF ENTRY TO THE ACCOMMODATION FACILITY, ALL RESIDENTS MUST UNDERTAKE THIS QUESTIONNAIRE WITH A NOMINATED TAFE ILLAWARRA GOULBURN STAFF MEMBER.

TAFE NSW has a duty to take reasonable care for the safety and welfare of the students in our charge. That duty is to take all reasonable action to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken.

TAFE NSW is committed to ensuring a safe and healthy working and learning environment for staff, students and visitors at all TAFE NSW colleges, campuses and all other workplaces across the organisation, in accordance with its legislative obligations.

In order to meet its obligations, TAFE NSW will ensure it has systems and procedures in place for the identification and appropriate management of students who behave in a manner, or who have a history of behaviour, which may pose a current risk to the health, safety and wellbeing of any person within TAFE NSW. These systems and procedures will include the undertaking of risk assessment and, where necessary, the development and implementation of risk management strategies, including, in exceptional circumstances, a determination to exclude a student from enrolment in TAFE NSW.

NAME

DATE OF BIRTH

DATE OF ENQUIRY

GENERAL

HAVE YOU STAYED IN THIS FACILITY BEFORE? YES ☐ NO ☐

IS THIS YOUR FIRST TIME OUT OF HOME? YES ☐ NO ☐

IF NO, DETAILS OF LAST ADDRESS AND HOW LONG YOU RESIDED THERE

WHAT DO YOU SEE AS THE DIFFICULTIES ASSOCIATED WITH LIVING IN A SHARE FACILITY?

HOW WILL YOU OVERCOME THESE DIFFICULTIES?

DO YOU SEE THAT YOU MAY NEED ASSISTANCE ADJUSTING TO THE RESIDENCE? YES ☐ NO ☐
# ACCOMMODATION ENTRY QUESTIONNAIRE

**MEDICAL**

<table>
<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>DO YOU HAVE A DISABILITY?</td>
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<tr>
<td>DO YOU REQUIRE ASSISTANCE WITH YOUR DISABILITY?</td>
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<tr>
<td>DO YOU HAVE A HISTORY WITH ANY OF THE FOLLOWING?</td>
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<tr>
<td>HEART PROBLEMS</td>
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<td>RECENT ILLNESSES</td>
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<td>RECENT OPERATIONS</td>
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<td>DRUGS REQUIRED</td>
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<td>IF YES TO ANY OF THE ABOVE PLEASE PROVIDE FURTHER DETAILS</td>
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<tr>
<th>Question</th>
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<tr>
<td>DO YOU HAVE A HISTORY OF VIOLENCE?</td>
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<tr>
<td>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?</td>
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<tr>
<td>HAVE YOU EVER BEEN CONVICTED OF A CHILD RELATED CRIMINAL OFFENCE?</td>
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<thead>
<tr>
<th>Question</th>
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<tr>
<td>ARE YOU CURRENTLY BEING PROVIDED WITH ONGOING ASSISTANCE FROM A</td>
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<tr>
<td>MEDICAL HEALTH PROFESSIONAL</td>
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<tr>
<td>DOCTOR</td>
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<tr>
<td>COUNSELLOR (PSYCHOLOGIST)</td>
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<td>MENTAL HEALTH TEAM</td>
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<td>OTHER</td>
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<td>PLEASE SPECIFY</td>
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*PLEASE PROVIDE A MEDICAL PLAN WITH YOUR APPLICATION.*

Thank you for completing this questionnaire. A nominated TAFE staff member will be in contact with you soon to discuss your application.
ACCOMMODATION EXIT FORM

TAFE ILLAWARRA GOULBURN

I (PRINT NAME)

WISH TO GIVE NOTICE OF MY INTENTION TO VACATE THE Accommodation FACILITY.

INTENDED DATE OF EXIT      YES       NO

FORWARDED ADDRESS

CONTACT PHONE NUMBER

SIGNATURE      DATE

PLEASE RETURN COMPLETED FORM TO THE ADMINISTRATION OFFICE

PLEASE NOTE YOU MUST GIVE TWO WEEKS NOTICE OR PAYMENT IN LIEU

OFFICE USE ONLY

REFUND DUE      SIGNATURE

Accommodation OFFICER

KEY DEPOSIT PAID     RECEIPT NO

BOND PAID     RECEIPT NO

RENT OUTSTANDING

SIGNATURE OF APPROVER DATE

Under Tafe Nsw Delegation T211

For credit card payments. Any payments made by credit card may be refunded to the original credit card number only.

PLEASE PROVIDE A MEDICAL PLAN WITH YOUR APPLICATION.

Thank you for completing this questionnaire. A nominated TAFE staff member will be in contact with you soon to discuss your application.
HANDY CONTACT PHONE LIST

Emergency calls: 000
Ambulance: 131 233
Hospital: 4827 3111
Police: 4821 2344
Community Health Centre: 4827 3913
Mental Health Service: 4827 3257
Mental Health Crisis Service: 1800 677 114
Sexual Health Service: 4827 3913
Dental Clinic: 4827 3917
Drug and Alcohol: 4827 3111
Goulburn Medical Clinic: 4823 0200
Argyle Medical Clinic: 4821 1188
Marima Medical Clinic: 4821 9755

FIRST AID OFFICERS ON CAMPUS
Michael Church: 4823 1818
Jamie Kay: 4823 1801

Lilac City Cinema: 4822 1616
Dominos Pizza: 131 888
Taxi: 4821 2222
Wilson’s Plumbing: 0419 294 225