



TAFE NSW

TAFE NSW GOULBURN

**ACCOMMODATION
GUIDE**



WELCOME

WELCOME TO THE TAFE NSW GOULBURN ACCOMMODATION FACILITY

We provide on-campus, dormitory style accommodation to students and commercial users.

The facility has 30 single rooms, one double room, two ensuites and one 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.

This is a self catering facility, with a fully equipped kitchen.

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

Office hours are 8.30 am to 5.00 pm 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 three weeks accommodation fees prior to taking up residence. This amount includes fees for the current week and two weeks fees in advance. Residence fees must be two 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.

PROHIBITED: Alcohol, drugs (excluding prescription medication) and weapons of any kind are strictly prohibited on any TAFE NSW property. Returning under the influence of alcohol or drugs is strictly prohibited. NSW Police will be informed, at the discretion of campus management.

ANIMALS of any kind are not permitted.

BLOCK RELEASE: Please 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. This is in addition to the accommodation fees listed. Refund of your bond will be issued at the end of your stay via cheque (sent in the mail) or by direct deposit. Please allow two weeks.

CANCELLATIONS: Residents will be charged for any 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 two weeks prior to exit (or rent is payable in lieu of notice). Please ensure rooms are left tidy and all your belongings have been removed. An additional cleaning fee may be charged if necessary.

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 Officer can be contacted on 02 4823 1864.

ILLNESS: The Team Leader - Student Services and Support, 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.

ENTRY CONDITIONS

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 or direct deposit. Where there are missing keys, the key deposit will be used to recover the cost of replacement keys. Please allow two weeks for your refund.

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 18 years of age or over. Applicants with a particular history will be asked to undertake an interview with the TAFE NSW Counsellor prior to an application being determined.

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. All belongings are to be 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 8.30 pm 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.

STUDENT RIGHTS AND RESPONSIBILITIES: Every TAFE NSW student has rights and responsibilities. These can be accessed at tafensw.edu.au. It is important to be familiar with both your rights and your responsibilities. 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.

SUNDAY NIGHT ENTRY: Students are to be at the campus at 6.30 pm or 8.30 pm 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 8.30 am. Accommodation fees are payable when keys are collected.

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

NO-COOKING OR COOKING APPLIANCES: The safety of our guests, staff, and this facility is extremely important to us. Except for the microwave and refrigerator units that the facility provides, preparation of all food in rooms by any type of cooking appliances is prohibited, including, but not limited to, coffee makers, kettles, deep fryers, hot plates, toaster ovens, heaters, rice cookers, burners, heating appliances or any other item intended for cooking. Cooking appliances are available in the kitchen at all times.

All other electrical appliances brought into the facility by guests should be tested and tagged. Guests will be responsible for all costs should their appliance be the cause of an electrical failure.

UNCLAIMED ITEMS/NO CONTACT: Lost and found items are held for fourteen (14) days while we attempt to contact the guest. If guest contact information is incorrect and we are unable to contact the guest during the fourteen (14) day holding period, the unclaimed item(s) are thrown away, given to local organisations, or disposed of accordingly.

ACCOMMODATION FEES

Accommodation fees include room, all utility costs, weekly cleaning and change of bed linen.

TAFE NSW STUDENTS	PER NIGHT	PER WEEK
Small single	\$26.50	\$141.00
Large single	\$31.50	\$166.00
Ensuite rooms	\$34.50	\$184.00
Fully furnished flat	\$55.00	\$265.00

COMMERCIAL USERS	PER NIGHT	PER WEEK
Small single	\$40.50	\$197.00
Large single	\$49.00	\$239.00
Ensuite rooms	\$51.00	\$255.00
Fully furnished flat	\$55.00	\$265.00

STUDENTS OTHER THAN TAFE NSW	PER NIGHT	PER WEEK
Small single	\$28.50	\$156.00
Large single	\$34.50	\$183.00
Ensuite rooms	\$37.50	\$205.00
Fully furnished flat	\$55.00	\$265.00

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	\$60.00 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.

Written notification of departure is required. A minimum of two 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.

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

ACCOMMODATION FEES

PAYMENTS DUE IN ADVANCE

FULL-TIME TAFE NSW STUDENT

Small single		Large single	
Bond	\$282.00	Bond	\$332.00
Three weeks rent	\$423.00	Three weeks rent	\$498.00
Key deposit	\$60.00	Key deposit	\$60.00
Total	\$765.00	Total	\$890.00

FULL-TIME STUDENT OUTSIDE TAFE NSW

Small single		Large single	
Bond	\$312.00	Bond	\$366.00
Three weeks rent	\$468.00	Three weeks rent	\$549.00
Key deposit	\$60.00	Key deposit	\$60.00
Total	\$840.00	Total	\$975.00

ACCOMMODATION OFFICER

- manages the day to day operation of the facility
- co-ordinates room bookings
- provides orientation program for new residents
- administers housekeeping, maintenance, stores/ equipment and security
- facilitates student discipline issues

CONTACT NUMBERS

ACCOMMODATION OFFICER 02 4823 1880
0417 972 637

COUNSELLOR 02 4823 1864

CUSTOMER SERVICE CENTRE 131 601

OUT OF HOURS CONTACT OFFICERS

There is an out of hours contact officer that resides on campus. They can:

- provide pastoral care to residents where required
- reset power should it trip
- answer any general questions about the facility

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.

HEATING/COOLING: There are NOBO heaters in each room. To use, flick the switch on the right side of the heater to the 'ON' position. Flip the lid on the timer on the top and press the 'OVER' button twice OR you can always set the timer - refer to the instruction manual on the noticeboard. Oscillating electric fans are also available.

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 NSW Goulburn
PO Box 240
GOULBURN NSW 2580

MEALS: No meals are provided.

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

TELEPHONES: The telephone only receives incoming calls on 02 4821 8762. There is a pay phone available.

TRANSPORT: The Campus is located approximately two kilometres 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 three 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.

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 10.00 pm. 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 of \$20.00 per week, or part thereof. The Campus accepts no responsibility for any goods stored.

ACCOMMODATION CLOSURE: The facility will close each year for a minimum of three weeks. You will be required to vacate during this period, making alternative arrangements. 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 11.00 pm. Visitors who are onsite after 11.00pm 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 NSW 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 exiting 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

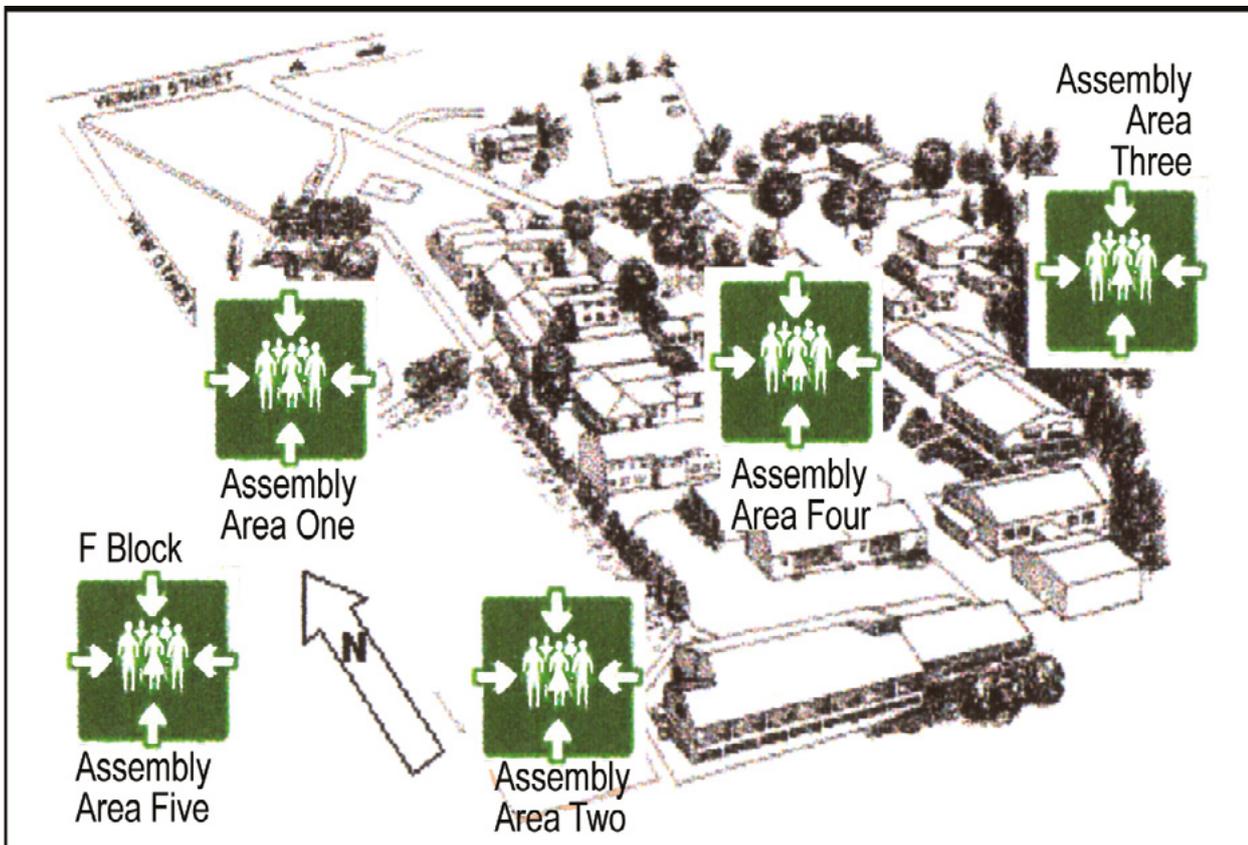
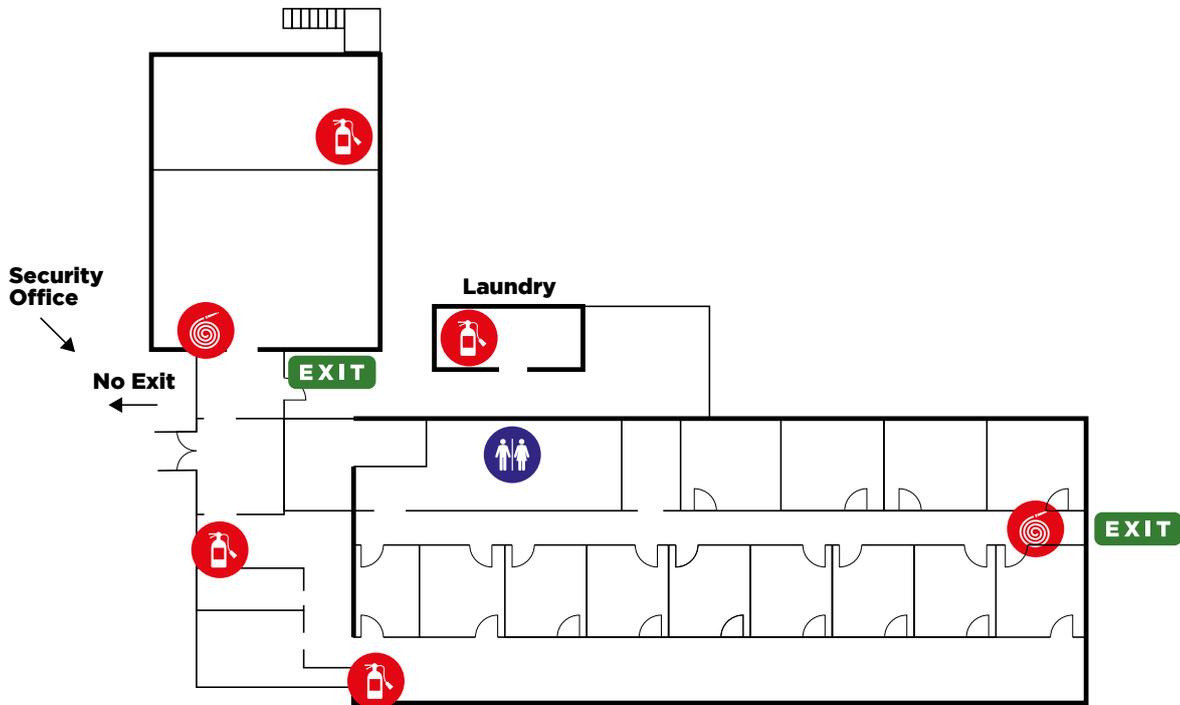
Each floor has a designated fire warden located in the ensuite rooms. Please observe the directions given by these designated people in the event of an evacuation.

FIRST AID

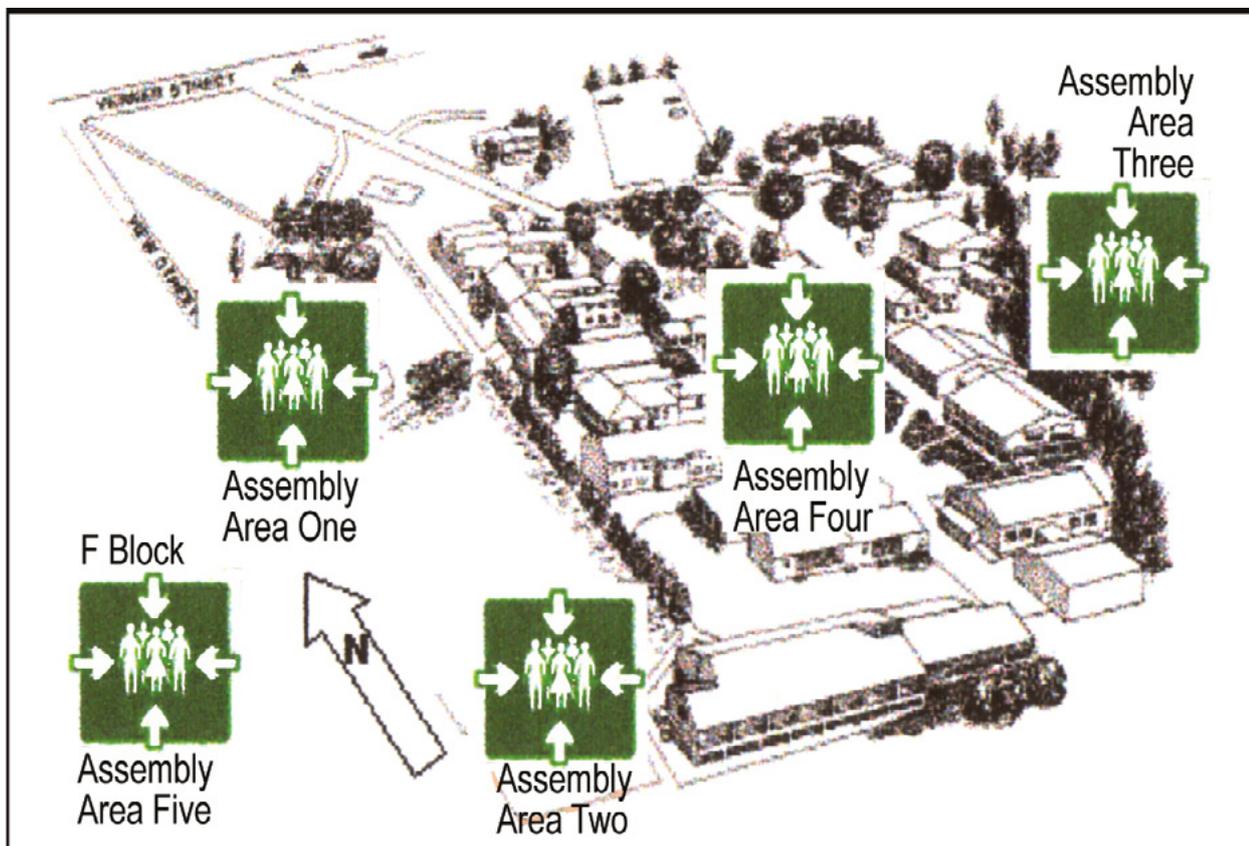
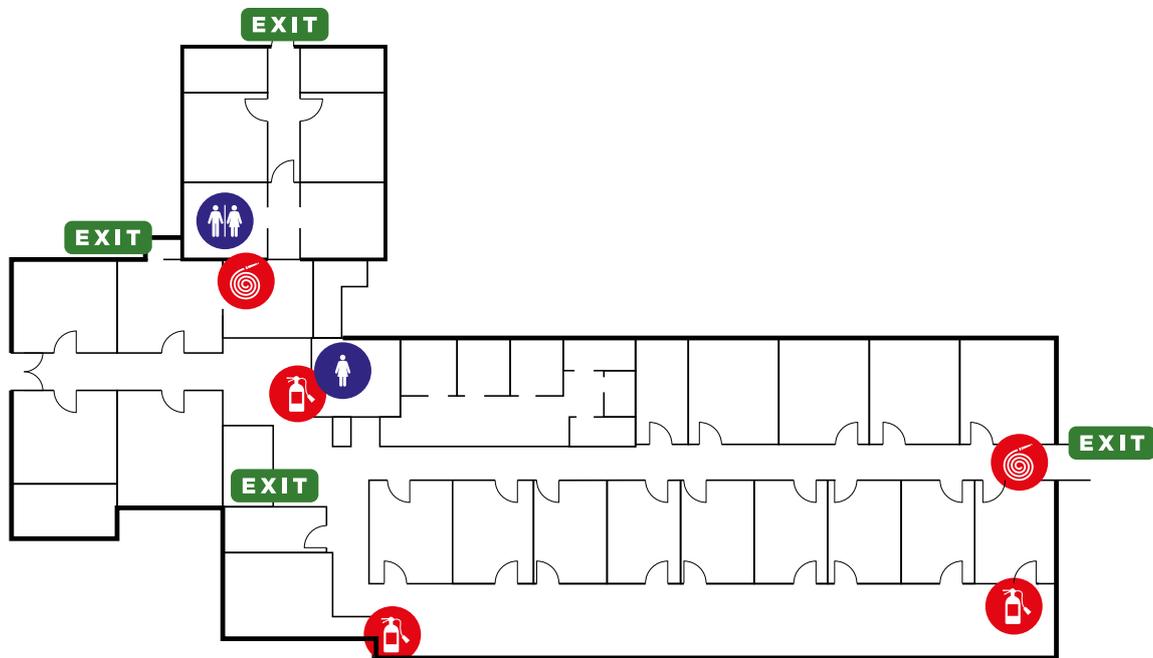
Nominated First Aid Officers are located on the campus during office hours. In the event of first aid being required after hours please contact Goulburn Base Hospital Emergency on 02 4827 3111. Residents taking prescribed medication, or under medical treatment, are asked to notify the Accommodation Officer.



TAFE NSW GOULBURN BLOCK 'A' RESIDENTIAL GROUND FLOOR



TAFE NSW GOULBURN BLOCK 'A' RESIDENTIAL GROUND FLOOR



ACCOMMODATION APPLICATION 2019

TAFE NSW GOULBURN

Last name

Given names

Date of birth

Home address

Telephone

Home

Mobile

Work

Email

Motor vehicle

EMERGENCY CONTACT

Name

Relationship

Address

Contact numbers

ACCOMMODATION REQUIREMENTS

Please indicate the type of accommodation you would prefer:

Full time

Small single

Large single

Ensuite

Overnight stay

Small single

Large Single

Arrival date

Departure date

Enrolled in

MEDICAL REQUIREMENTS (CONFIDENTIAL)

Allergies

Disabilities

Medication

ACCOMMODATION APPLICATION 2019

REFERENCE

Name	Name
Phone	Phone
Relationship	Relationship

STATEMENT BY APPLICANT

I,
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 NSW Goulburn staff members.

I authorise and consent to a TAFE NSW representative disclosing, releasing and discussing my personal information with any doctor, health professional, hospital, other health institutions and members of the police force

Signature	Date
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Please return the completed form to:

**Accommodation Officer, TAFE NSW Goulburn
PO Box 240, Goulburn NSW 2580**

ACCOMMODATION APPLICATION 2019

As part of the conditions of entry to the accommodation facility, all residents must undertake this questionnaire with a nominated TAFE NSW 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, provide the details of your last address and how long you lived there.

What do you see as the difficulties associated with living in a share facility?

How will you overcome these difficulties?

Do you think you may need assistance adjusting to the residence?

Yes

No

ACCOMMODATION APPLICATION 2019

MEDICAL

Do you have a disability? Yes No

Do you require assistance with your disability? Yes No

Do you have a history with any of the following?

Heart problems Respiratory problems

Allergies Serious phobias

Blood pressure Recent illnesses

Recent operations Drug reactions

Drugs required

If yes to any of the above, please provide further details

Do you have a history of violence? Yes No

Have you ever been convicted of a criminal offence?

Yes No

Have you ever been convicted of a child related criminal offence?

Yes No

Are you currently being provided with ongoing assistance from a:

Medical Health Professional

Doctor

Counsellor (psychologist)

Mental health team

Other (please specify)

I authorise and consent to a TAFE NSW representative disclosing, releasing and discussing my personal information with any doctor, health professional, hospital, other health institutions and members of the police force

Signed

Please provide a medical plan with your application. Thank you for completing this questionnaire.

A nominated TAFE NSW staff member will be in contact with you to discuss your application.

ACCOMMODATION EXIT FORM

TAFE NSW GOULBURN

I,
wish to give notice of my intention to vacate the accommodation facility.

Intended date of exit

Forwarding address

Contact phone number

Bank details

Account Name

BSB

Account No.

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.

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



HANDY CONTACT PHONE LIST

▪ Emergency calls	000
▪ Ambulance	131 233
▪ Hospital	02 4827 3111
▪ Police	02 4821 2344
▪ First Aid Officers on campus	02 4823 1800
▪ Community Health Centre	02 4827 3913
▪ Mental Health Service	02 4827 3257
▪ Mental Health Crisis Service	1800 677 114
▪ Sexual Health Service	02 4827 3913
▪ Dental Clinic	02 4827 3917
▪ Drug and Alcohol	02 4827 3111
▪ Goulburn Medical Clinic	02 4823 0200
▪ Argyle Medical Clinic	02 4821 1188
▪ Marima Medical Clinic	02 4821 9755
▪ Clinton Street Medical Clinic	02 4822 7788
▪ Bradfordville Medical Clinic	02 4822 7775
▪ Goulburn Doctors	02 4823 5514
▪ Goulburn Health Hub	02 4816 1500
▪ Lilac City Cinema	02 4822 1616
▪ Taxi	02 4821 2222

