



**GRIFFITH
UNIVERSITY**
QUEENSLAND AUSTRALIA

**Griffith Health
Regional
Accommodation
*Handbook***

The Handbook is a guide to all you need to know about life in one of Griffith Health's Regional Accommodation facilities. This great resource includes information on the facilities and the Community Standards that form the guidelines for living in the accommodation.



Welcome from the Pro Vice Chancellor, Griffith Health

Professor Analise O'Donovan PhD, MCP, BA (Hons)
Pro Vice Chancellor (Health)
Doctor of philosophy; Griffith University
Master of Clinical Psychology; University of Qld Bachelor of Arts (Honours); University of Qld



Congratulations on being selected to undertake a placement in Rural Queensland. I hope that you appreciate the accommodation provided by the University and will regard it as your home away from home during your stay.

Being located away from the University means that you are required to live independently, within a small community of your peers and I ask that you respect each other, and the facilities provided.

I urge you to read this handbook carefully as it contains valuable information. By residing in the accommodation provided, you accept the responsibilities and agree to abide by the standards as set out in this handbook.

I wish you every success with your placement.

Rural Medical Education Australia

Rural Medical Education Australia (RuralMedEd) have partnered with Griffith University to manage the Clinical Training and Accommodation Facilities. There is a RuralMedEd Student and Facility Coordinator (SaFc) and a Residential Advisor (RA) appointed to each facility to ensure your residential experience is positive.





Toowoomba Accommodation

76 Jellicoe Street,
Toowoomba

Griffith University students are accommodated in a furnished seven-bedroom share house by RuralMedEd.

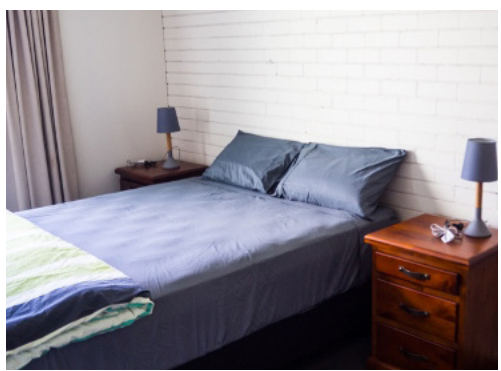
- Individual bedrooms (couples can be accommodated)
- Shared bathrooms shared living, kitchen, laundry and dining areas
- Crockery and appliances supplied
- TV, DVD player and DVD library
- outdoor dining
- pool
- connected internet

Bedroom Facilities

- Single bed or double bed
- Desk & chair
- Bed side lamp
- Mirror
- Reverse cycle air-conditioned units

Kitchen Facilities

- Stove
- Oven
- Dishwasher
- Microwave
- Fridge & Freezer
- Pantry
- Dining table & chairs





Laundry

- Washing machine
- Washing line
- Vacuum cleaner
- Iron
- Dryer
- Ironing board

Lounge

- Lounge suite
- Television
- DVD player
- DVD library
- Coffee table
- Bean bags

Bathroom

- Private toilet
- Twin basins
- Two x private shower
- One bathtub
- Full length mirror

Outdoor living

- Swimming pool
- Undercover deck

Living in Toowoomba

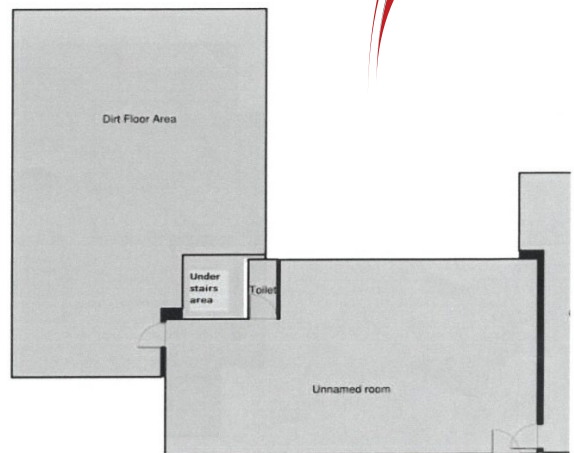
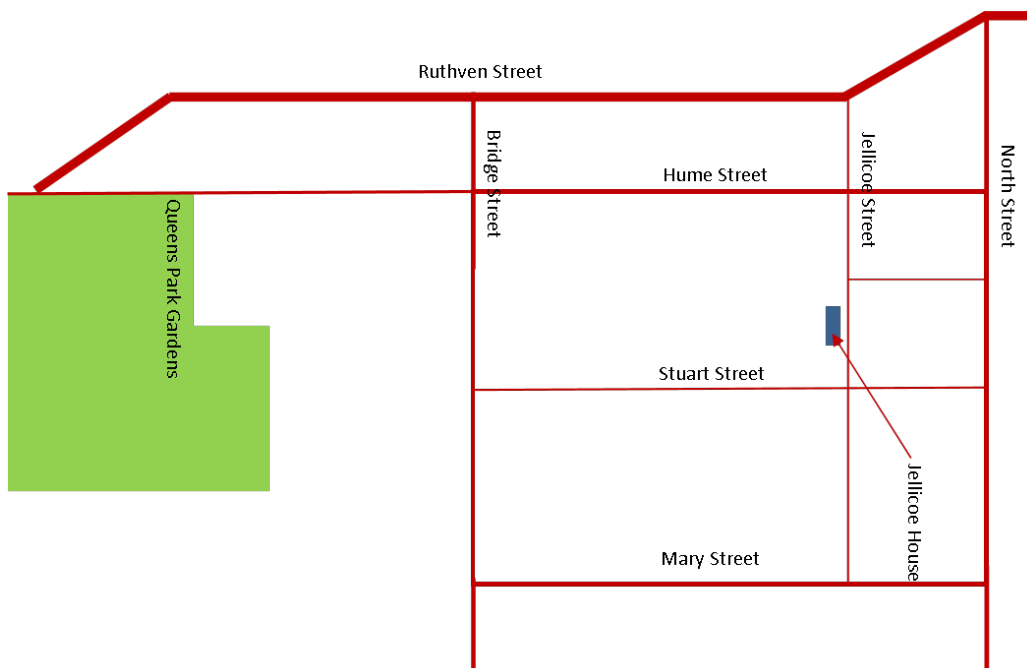
Distance to town centre:
30 min walk

Nearest convenience store:
10 min walk

Public Transport:
Number 2 Line pick up point near
Stuart Street



Darling Downs Accommodation





Toowoomba Accommodation

Unit 1-4 90A North Street,
Toowoomba

The Toowoomba Accommodation is a four-unit complex containing 2 x 2 Bedroom & 2 x 3 Bedroom units. These include:

- Individual bedrooms
- Main with ensuite
- One shared bathroom
- Full kitchen
- Laundry
- Lounge room
- Study areas
- Onsite parking
- Outdoor entertainment area

Bedrooms

- Double bed
- Built in Wardrobe
- Reverse cycle air-conditioning

Bathroom

- Two x bathrooms (one ensuite) with shower & toilet
- Separate Toilet

Kitchen Facilities

- Dishwasher
- Fridge
- Microwave
- Oven
- Stove





Kingaroy, Stanthorpe & Warwick Accommodation

Kingaroy Hospital Student Accommodation 166 Youngman Street, Kingaroy QLD

- Twenty beds

Stanthorpe Hospital Griffith University Accommodation 8 McGregor Terrace, Stanthorpe QLD

- Six beds

Warwick Hospital Griffith University Accommodation 56 Locke St, Warwick QLD

- Twenty-four beds

Facilities:

- Individual bedrooms
- Shared bathrooms
- Shared living, kitchen, laundry and dining areas
- Crockery and appliances supplied
- Large screen TV in lounge
- Connected internet

Bedroom Facilities

- Single king size bed
- Desk & chair
- Task lamp
- Reverse cycle air-conditioned units





Kitchen & Dining Facilities:

- Stove
- Oven
- Dishwasher
- Microwave
- Fridge
- Freezer
- Pantry
- Dining table & chairs

Laundry

- Washing Machine
- Dryer
- Vacuum Cleaner
- Ironing Board
- Iron
- Washing Line

Bathroom

- Showers
- Toilets
- Hand Basins
- Mirrors

Lounge

- Couch
- Chairs
- Television

General Information

Kingaroy

Distance to town centre: 10 min walk
Nearest convenience store: 5 min walk
Public Transport: None - taxi service available

Stanthorpe

Distance to town centre: 500 metres
Nearest convenience store: 1 kilometre
Public Transport: None - taxi service available

Warwick

Distance to town centre: 3 kilometres
Nearest convenience store: 1 kilometre
Public Transport: Bus Service available in Locke Street



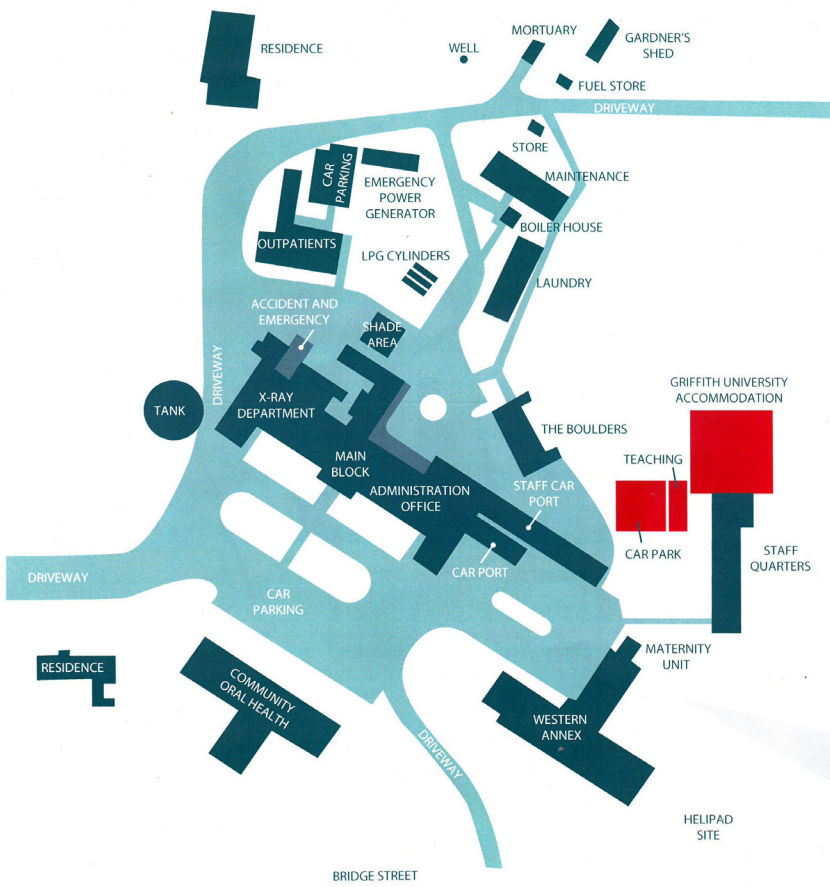


Kingaroy Accommodation

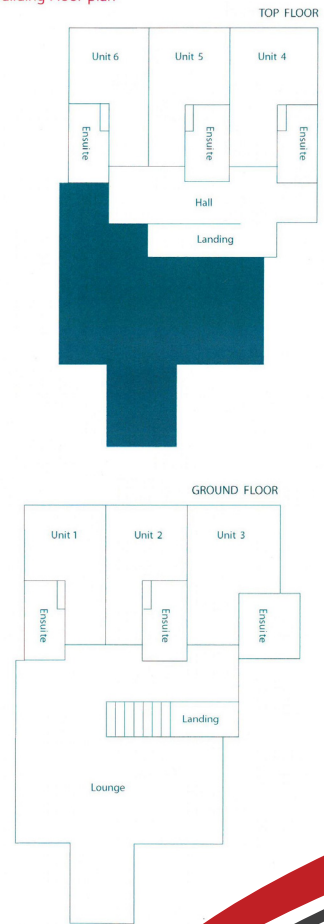
Map of Campus



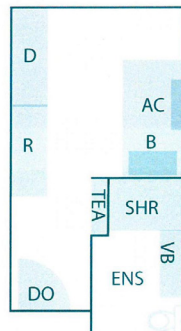
Stanthorpe Accommodation



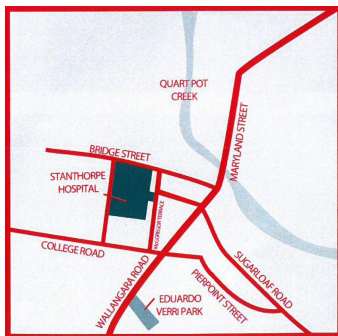
Building Floor plan



Unit layout



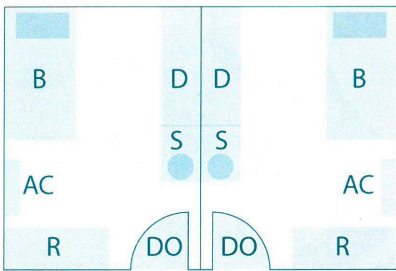
- Key**
- B - Bed
 - AC - Air Conditioning unit
 - R - Robe
 - D - Desk
 - S - Sink
 - ENS - Ensuite
 - SHR - Shower
 - DO - Door





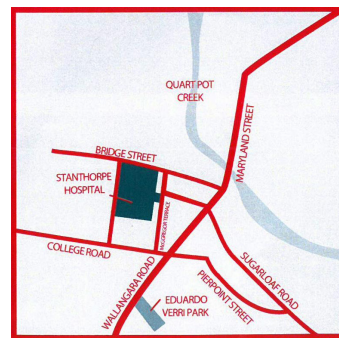
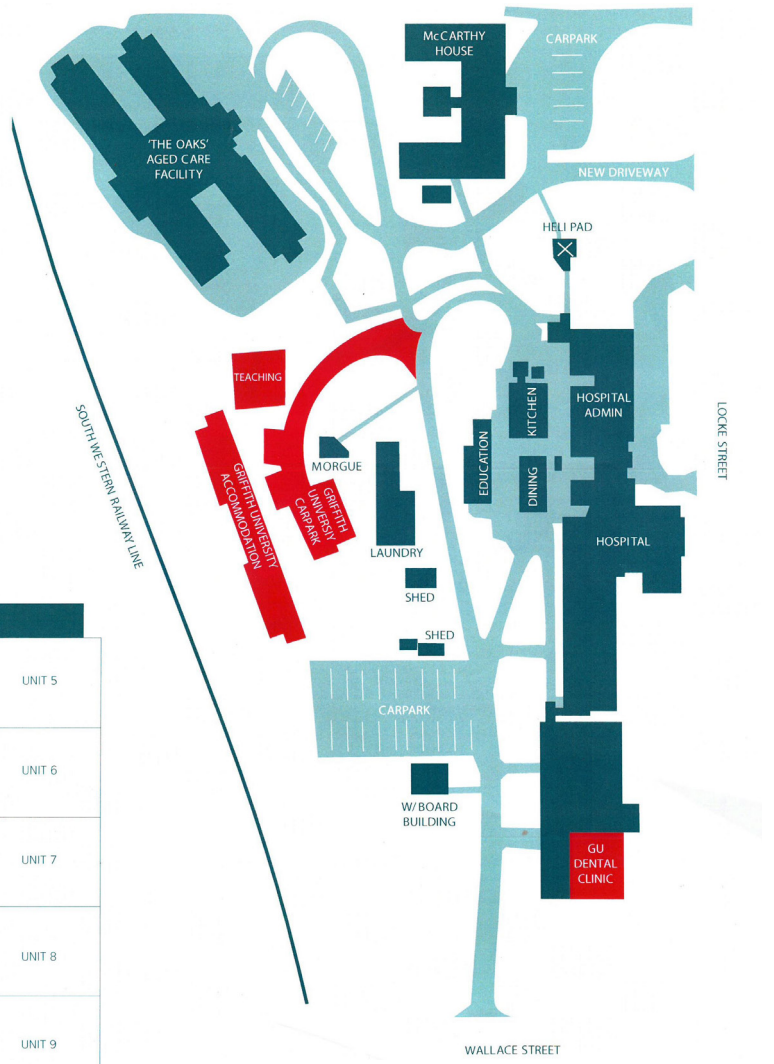
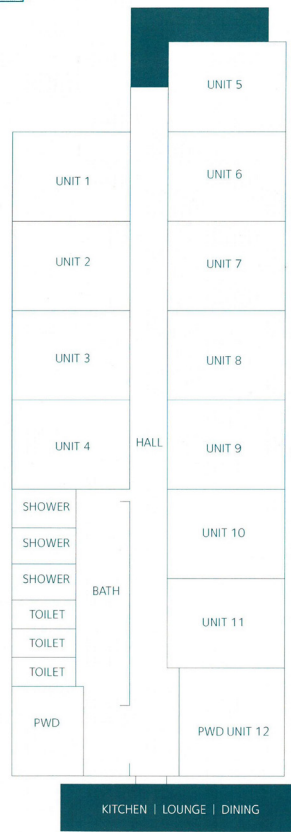
Warwick Accommodation

Unit layout



Key

- B - Bed
- AC - Air Conditioning unit
- R - Robe
- D - Desk
- S - Sink
- DO - Door





Gympie Accommodation

3 Popes Road Gympie

The Gympie accommodation is divided between the main house with seven bedrooms and a cottage on the same property with two bedrooms.

- Stove
- Individual bedrooms
- Bathrooms
- Shared living, kitchen, laundry & dining areas
- Crockery and appliances
- Television
- Connected internet

Kitchen & Dining Facilities

- Stove
- Oven
- Microwave
- Fridge
- Freezer
- Dining Table & Chairs

Bedroom Facilities

- Single king size bed
- Desk & chair
- Task lamp
- Reverse cycle air-conditioned units





Laundry

- Washing Machine
- Vacuum Cleaner
- Ironing Board
- Iron
- Dryer
- Washing Line

Lounge

- Couch
- Chairs
- Television

Bathroom

- Showers
- Toilets (3 in the main house, 1 in the cottage)
- Hand Basins
- Mirrors

Outdoor Living

- Large Lawn and Garden
- Balcony
- Fully Fenced

Carparks

- Two undercover parks
- Plenty of additional parking

Living in Gympie

Distance to town centre: 2 kilometres
 Nearest convenience store: 15 min walk

GYMPIE HOSPITAL



GYMPIE ACCOMMODATION





Beaudesert Accommodation

81B Diamantina Circuit,
Beaudesert, Qld

About the Beaudesert House

Kitchen

- Stove
- Fridge
- Microwave
- Electric Stove
- Oven

Extras

- Air Conditioned
- Internet
- Two bay car shed
- Close to Beaudesert Hospital

Living Areas

- Lounge with couch and tv
- Dining table and chairs
- Bathroom, shower (two x ensuite, one x main bathroom)
- One x downstairs toilet next to laundry
- Reverse cycle air-conditioned units





Dalby Accommodation

54 Swan Street, Dalby

**The Dalby House is six-bedrooms
with three bathrooms.**

- Individual bedrooms
- Bathrooms
- Full kitchen
- Laundry
- Two lounge rooms
- Study area & designated multi- desk study room

Bedroom Facilities

- Queen bed or single bed
- Built-in wardrobe or tall boy drawers
- Study Desk & Chair
- Reverse cycle air-conditioning

Bathroom

- One ensuite with shower and toilet
- Two bathrooms with shower and toilet

Kitchen

- Dishwasher
- Fridge
- Microwave
- Oven
- Stove

Laundry

- Washer
- Dryer
- Outdoor clothesline

Common Areas

- Two lounge areas, one with air conditioning
- Patio with outdoor lounge
- Shaded BBQ area
- Study area

Living in Dalby

Distance to hospital: Next Door

Nearest convenience store: 23 min walk

Public Transport: None - Taxi Service

Available





Dalby Accommodation

2 New Street, Dalby

The Dalby House is a four-bedroom house with four bathrooms:

- Individual bedrooms
- Individual bathrooms
- Full kitchen
- Laundry
- Lounge room
- Study area
- Onsite parking
- Outdoor entertainment area

Bedroom Facilities

- Queen bed
- Wardrobe or tall boy drawers
- Reverse cycle air-conditioning



Bathroom

- Four ensuites with shower and toilet

Kitchen

- Dishwasher
- Fridge
- Microwave
- Oven
- Stove

Laundry

- Washer
- Outdoor clothesline

Common Areas

- Lounge areas
- Study area
- Patio with outdoor lounge

Living in Dalby

Distance to hospital: 5 min drive

Nearest convenience store: 5 min walk

Public Transport: None - Taxi Service

Available





Goondiwindi Accommodation

13 Bowen Lane, Goondiwindi

The Goondiwindi student accommodation is an eight-bedroom facility.

- Individual bedrooms
- Individual bedrooms
- Individual bathrooms
- Full kitchen
- Laundry separate to living area
- Lounge room
- Individual study area
- Onsite parking
- Outdoor living area

Bedrooms

- King single bed
- Wardrobe
- Reverse cycle air-conditioning
- Television
- Bar fridge

Bathroom

- Eight ensuite with shower & toilet

Kitchen

- Dishwasher
- Fridge
- Microwave
- Oven
- Stove

Laundry

- Washer
- Dryer
- Outdoor clothesline

Common Areas

- Two lounge areas, one with air conditioning
- Patio with outdoor lounge
- Shaded BBQ area
- Study area

Living in Dalby

Distance to hospital: Next Door

Nearest convenience store: 23 min walk

Public Transport: None - Taxi Service

Available



Community Standards Living Guide

This A to Z living guide provides information about living in Griffith University accommodation, procedures, and standards expected of you and your fellow Residents. As a Resident you are expected to be considerate of others and adhere to the Community Standards.

RuralMedEd has appointed a person (which may be a Griffith student) at each hospital campus where there is Griffith student accommodation to act as the Residential Advisor. This person will support the operation of the Griffith facilities and will be available to provide advice to Residents. The Residential Advisor is regarded as a member of Griffith University / RuralMedEd staff with respect to the rights and responsibilities outlined within this Handbook.

Abandoned Items

The University does not take responsibility for any items left in the Accommodation once you vacate the premises. If a Residential Advisor is present and finds or is handed an item which can be identified as belonging to an individual, an attempt will be made to advise the individual about the property. Ownership of personal property that is left in a Griffith University accommodation facility is deemed to have transferred to Griffith University at the expiration of 14 days after you vacate or terminate your accommodation. The University may thereafter sell or otherwise dispose of the property without any obligation to you for the property or the proceeds of its sale. Griffith University may recover from you any costs it incurs in the storage or disposal of any such property.

Access to Restricted Areas

A person must not access a restricted area unless specifically authorised to do so. Restricted areas include but are not limited to roofs, secure storage areas or Queensland Health restricted facilities.

Accidents and Incidents

The Residential Advisor should be informed immediately of an accident involving a Resident in the Accommodation block. In the event of a serious accident an Ambulance should be called (on telephone 000) without delay. Workplace Health and Safety legislation requires Griffith Health to record all accidents, incidents, and risks that are identified. To report an incident to Griffith Health, please lodge a GSafe incident report using following link: [GSafe Incident Reporting](#).

An incident report must also be completed and returned to RuralMedEd by the Residential Adviser. The Griffith University Health and Safety Policy can be found here [Health Safety and Wellbeing Policy](#)

Accommodation Arrivals

You are welcome to arrive at the Accommodation at any time. However, in the interests of other Residents, arrival during the hours of 8am – 8pm is preferred.

On arrival you will be expected to undertake a room check, complete the Room Check form and hand it in to the Residential Advisor. Once you have moved in you are responsible for the condition of your room and all University property. For this reason, it is important that you complete your Room Check in Form accurately.

Breaches of Community Standards

Any Breach of a Community Standard will be dealt with under the Student Misconduct Policy Student Misconduct Policy. (If you are not a Griffith student, you will be required to vacate the accommodation.

Building Evacuation

Evacuation signs are posted in various buildings and rooms indicating your location in relation to the nearest exit and steps to take to vacate the premises. Please familiarise yourself with the location of all exits from your Accommodation block. Evacuation maps are part of the building's fire equipment and must not be tampered with.

If the fire alarm sounds everyone must vacate the building immediately and follow the directions of the Residential Advisor who will act as Fire Warden. In the event of an evacuation, please report to your building's assigned assembly point for further instruction. Failure to evacuate when an emergency alarm sounds or when instructed to do so by the Fire Warden, or unlawful use of fire-fighting equipment, may result in termination of residency or prosecution of offenders for a breach of building fire safety regulations.

Any Resident found to have set off a false fire alarm, whether purposefully or because of carelessness is subject to substantial fines that are imposed by the Queensland Fire and Rescue Service. (Refer to Schedule of Charges).

Candles, Incense and Oil Burners

Naked flames, including candles or incense of any sort are not permitted. Experience has shown that candles have caused the majority of fires within University Accommodation. Candles, incense, oil burners and other open flame devices are strictly prohibited. The burning of any of these devices will set off the smoke detectors in your room.

Car parking

A limited number of car parking spaces are available on site. Residents must park in Griffith designated areas. Parking on Queensland health property may result in a fine issued by local security officers. As there are fewer car parking spaces than bedrooms at the campus, Residents are encouraged to consider carpooling where possible.



Carpet Damage

Damage to carpet will be billed to the resident who resides in the particular room or, if the carpet damage is located in the common area of the accommodation, the bill will be divided equally amongst all Residents of the Accommodation if the individual who is responsible for the damage does not come forward. The total invoice amount billed will be the cost to RuralMedEd of materials and labour required to affect the repair plus an Administration Fee for callout to repair damage. (Refer to the Schedule of Charges).

Cleaning and Hygiene

While cleaners are employed to periodically clean shared living areas, this does not remove Residents' responsibility for maintaining the cleanliness of their individual rooms and contributing to cleanliness of share living spaces. It is the Resident's responsibility to make sure that rooms are kept clean and that all rubbish is removed to the designated external rubbish bins. All Residents are expected to contribute to cleaning the facilities. Your Residential Advisor will advise you of your responsibilities regarding cleaning which will be formalised through a Cleaning Duty Roster.

The accommodation block will be inspected on a weekly basis and is expected to be clean and tidy. Any Residents found to have unclean or unhygienic rooms or not have fulfilled their requirements for cleaning common areas under the Cleaning Duty Roster will be issued with a 'Cleaning Warning Notice' and in the event the University needs to step in to carry out cleaning duties on behalf of a Resident chargers will apply (refer to appendix A). The cleanliness of common rooms within the Accommodation is the joint responsibility of all Residents including rubbish removal.

Cooking in Rooms

Cooking is permitted only within the kitchens. No cooking device is permitted in any bedroom. Cooking devices include but not limited to portable BBQ's, hot plates, rice cookers, electric woks, toasters and electric fry pans.

Cooking Facilities

The Accommodation blocks are provided with a stove or hotplates and convection microwave, refrigerator and storage space. Residents will not need to provide other cooking utensils, crockery and cutlery. You will need to make own arrangements concerning the purchase and cooking of food.

Damage Assessment

Costs associated with damage beyond normal wear and tear and acts of vandalism or carelessness will be charged to the Resident(s) responsible. Every Resident needs to be aware of the cost of damage and take an active role in preventing its occurrence.

Reducing damage begins with your acceptance of responsibility for your actions and those of your guests. It also extends to you playing your part in ensuring that acceptable Community Standards are maintained. Wherever possible the cost of damage due to vandalism or carelessness will be attributed to the individual(s) responsible. If the damages cannot be assigned in this manner, then they will be divided equally between all Residents. Proper care of University property within the Accommodation is the responsibility of each and every Resident.

A Resident must not destroy, damage, injure or otherwise interfere with any University property. This includes fire alarms, fire extinguishers, exist signs, lights, outdoor fittings and fixtures and fittings and equipment located in corridors and stairwells. Removal of any University property from its designated location will be reported to RuralMedEd and may be reported to the Police. This includes, but is not limited to furniture, appliances and street signs. The person responsible for interference, loss, damage or relocation of any University property will be charged replacement costs and an administration fee. When responsibility cannot be attributed to a specific person, the costs and administration fee will be divided between all Residents.

Standard charges for replacement of damaged furniture and fittings in the accommodation are set out in the Schedule of Charges – Appendix A.

Decorating Rooms and Shared Areas

Posters may be used to decorate rooms but please ensure that they are only affixed to walls using 'Blutak' or a similar non-marking re-usable adhesive. Please be aware that they must not be placed on any surface other than an interior wall and you will be responsible for the cost of repairing any damage (e.g. Peeled paint), regardless of the method of attachment.

Hanging framed pictures and paintings on interior walls of your room is not allowed because most methods of attachment to the wall will leave holes in the surface or remove/peel paint. Do not attach any form of adhesive decoration to the walls, ceiling or elsewhere in your room and do not use any form of adhesive tape. All will remove paint. The use of nails or screws is prohibited because it will damage the walls and the paint. If any holes are left in the walls or ceilings, or any paint is removed from the wall, you will be billed for the repairs, which will include filling any holes and repainting the entire wall.

You are not permitted to paint murals, signs, messages or any form of artwork on walls, ceilings or any other surface. 'Painting' includes the use of paint, varnish, stain, nail polish, white-out, marker pen, pencil, colouring pencil, charcoal, chalk or any other substance applied directly to the surface. This will result in the entire wall or ceiling being repainted and you will be billed for the cleaning and repair. Murals and other artwork painted directly onto a surface are considered to be vandalism and will incur disciplinary action as well as a repair bill.



Discipline and Misconduct

All Residents are expected to behave in a civil, co-operative and respectful manner appropriate to communal living. Any inappropriate or disruptive behaviour or other disturbance will constitute misconduct and result in disciplinary action being taken against the Resident(s) involved. Any such misconduct will be considered a breach of Community Standards and will be dealt with under the Student Misconduct Policy. If residents do not abide by these rules, they will be requested to vacate the premises and find alternative accommodation at their own expense.

In addition to facing appropriate disciplinary action, the Residents involved will incur a charge for callout to disturbances/disruptive behaviour. This will be billed to each Resident involved in the disruptive behaviour or disturbance. Any illegal / unlawful behaviour will be immediately referred to the Police.

Drugs (Illegal)

According to the Drugs Misuse Act 1986 (Qld) (Part 2) a person must not:

- Trafficking: Unlawfully carry on a business of trafficking of a dangerous drug
- Supply: Unlawfully supply a dangerous drug to another person
- Production: Unlawfully possess a dangerous drug
- Possession: Unlawfully possess a dangerous drug
- Drug Paraphernalia: Have in one's possession anything for use in connection with a drug offence.

RuralMedEd are obliged to assist the Queensland Police Service in respect to the use of illegal drugs and will do so without hesitation. A drug offence in the Accommodation will result in immediate termination of a Resident's stay in the Accommodation.

Electrical Equipment in Rooms

Electrical equipment in rooms is limited to the following items:

- Computer / laptop
- Clock / radio
- Battery rechargers
- CD/DVD stereo equipment
- Music equipment
- Personal/vanity items (e.g. hair dryer)
- Fridges
- Study / bedside lamps
- Television
- These items must be maintained in safe and clean operating condition and be tested and tagged by an approved authority (e.g. electrician). Power boards

must have surge protection where there are more appliances than power points in the rooms. 'Daisy chains' of double adaptors are prohibited. Residents must ensure that all appliances are turned off when they leave their rooms or common areas. Portable heaters are not permitted. All rooms are fitted with reverse-cycle air conditioning.

Electrical Equipment Safety and Energy Conservation

It is your responsibility to ensure that all personal electrical equipment in your room is safe. Please switch off the lights and other electrical appliances in your room whenever they are not required, as thoughtful conservation of electricity can result in enormous savings each year and help to keep rent costs down.

Due to the concern of the risk of fire with faulty lithium batteries in mobile devices, e-scooters etc. Please observe the following recommendations for rechargeable devices:

- Do not leave rechargeable electronic devices such as mobile phones, laptops, tablets or eReaders on charge or plugged in to charge for long periods of time.
- Unplug portable devices from the main power source when you leave your home or go to sleep
- Only charge your devices on solid fire resistant surfaces such as a table or bench rather than soft surfaces like the couch or bed. Recharging devices can generate a large amount of heat that could cause a fire.

Emergencies

For any life-threatening emergency call '000' to contact Queensland Fire and Rescue Service, Police and Ambulance Services.

You are responsible for familiarising yourself with the location of alarms and firefighting equipment, and with the emergency procedures. Fire safety information is posted in all foyers and kitchens.

An emergency evacuation requires a clear and unobstructed path to safety. Any obstruction found in hallways, walkways, fire code violation. Residents are required to keep building common areas clear at all times. Items including boxes, bicycles, mattresses, bed frames, shopping trolleys, food trays and personal items are fire obstructions.

The Queensland Fire and Rescue Service inspect all accommodation regularly for safety and fire code compliance. Accordingly, the law requires us to remove anything left in these areas immediately.

Emergency Contacts

As part of your enrolment you will have provided an emergency contact name and details. It is vital that should this contact information change you notify RuralMedEd immediately and keep your Griffith portal details up to



date.

Fire Protection Systems

In case of fire you must call 000.

Automatic fire detection systems and equipment is installed in the Accommodation block. Fire equipment includes fire extinguishers and hoses, fire alarm boxes, smoke and thermal detectors, exit signs and evacuation maps. Fire equipment that is not in working order jeopardises the safety of all Residents. Consequently, all fire equipment is checked regularly by RuralMedEd and kept in good working order.

It is against the law to interfere or tamper with fire equipment. This includes removing or covering exit signs, damaging exit signs, altering the function of door closers, disabling or covering smoke detectors, discharging fire extinguishers for any purpose other than putting out a fire and doing anything that may compromise the proper functioning of fire equipment.

If the repair or replacement of fire equipment is the result of Resident's misconduct, the cost of that repair or replacement will be charged to the Resident(s) concerned. If the responsible Resident(s) cannot be identified, the damage bill may be divided equally amongst all Residents of the relevant accommodation.

As well as constituting a breach of Griffith University policy, it is against the law to tamper with any fire equipment. Offenders may be subject to heavy fines and possible criminal penalties as well as disciplinary action under the Student Misconduct Policy.

Furniture, Equipment and Other Fittings

A person must only use University equipment and furniture properly and safely and only for its intended purpose. Common area furniture must not be removed or relocated to individual bedrooms.

Within living rooms, and kitchens, there are a number of items of furniture, equipment and other fittings. It is your responsibility to ensure that these items are maintained in good order and to report any faults to RuralMedEd.

Garbage Disposal and Recycling

Garbage and recyclables are to be separated and placed in the appropriate recycle wheelie bins. No items of garbage or recyclable materials are to be placed outside of the bins.

Harassment

The University recognises the right of all students and staff to work and study in an environment free from all forms of harassment, including sexual harassment, bullying and discrimination. Discrimination in any form (including racial, ethnic, religious, disability, sexual orientation, etc.) is unacceptable. Whilst residing in University accommodation you are required to abide by the Griffith University's policy. The full text of this policy

can be found at the following link [Staff Sexual Assault and Sexual Harassment Policy](#)

Hazardous Materials

Hazardous materials must not be used or stored in or around any building, because of the safety risk to all Residents. Examples of hazardous materials include flammable liquid such as petroleum or paint thinner, automotive or industrial batteries, chemicals, charcoal fluid, propane, fuelled camping lanterns, kerosene, corrosive, explosives, dry-ice and acid-like materials. Do not pour motor oil on the ground or down any drain as it is a hazardous waste material and cannot legally be recycled or discarded on campus.

RuralMedEd staff will remove hazardous material found in the Accommodation immediately. Any resulting cleaning costs will be billed to the Resident(s) concerned and, where the Resident(s) concerned cannot be identified, the cleaning bill may be divided equally amongst all the Residents of the building.

Incident Reporting

Workplace Health and Safety legislation requires Griffith Health to record all accidents, incidents, and risks that are identified. An incident report must be completed within 24 hours of the incident.

To report an incident to Griffith Health, please use the following link to the GSafe incident management system here [GSafe Incident Reporting](#).

The Residential Advisor should also be informed immediately of an accident involving a Resident in the Accommodation block.

Indoor Plants

Indoor plants are not permitted in the Accommodation.

Insurance

The University does not take out insurance cover for your belongings nor does it accept responsibility for their loss or damage. You should make sure that you protect your personal possessions by locking your room door and obtaining adequate insurance. Griffith Health recommends students take out their own insurance policy.

Internet Service

Internet services are provided via Eduroam at Kingaroy, Stanthorpe and Warwick. RuralMedEd provides internet access at the other accommodation buildings.

Keys/Access Cards

You are issued with a key to your room and a security card access or key to the front door of your Accommodation. You are responsible for the keys and access cards issued to you by RuralMedEd so please take care of them. If you lose or damage your keys or access card, you must report



it to RuralMedEd as soon as possible. There is a charge to replace lost keys or access cards. If you find the lost key/access cards within a four-week period, the lost key/access card charge may be refunded. If you keys/access card is faulty, advise RuralMedEd.

Laundry Facilities

Washing machines, dryers and clotheslines are available in the Accommodation. You will need to supply your own detergent and pegs. In consideration for others, please remove your clothes from the lines or dryers as soon as possible after they have dried. If you discover clothes that have been left for some time in a washing machine or dryer please place them in their owner's laundry basket, rather than pulling them out and leaving them on the floor.

Legal Status of Residents

It is important that you understand that when you move into Griffith University Accommodation or RuralMedEd accommodation, you have the right to occupy a room only for the period specified. You do not have the rights of a tenant under a residential lease and you do not acquire any legal interest or ownership in your room, or any other part of the Accommodation.

Mail

A mail service is not available at the Griffith University regional accommodation facilities. Mail may be sent via the local hospital, please see hospital staff for details.

Maintenance Requests

All requests for repairs or replacements in your room or shared areas must be reported to the Residential Advisor. Urgent repairs will be handled as soon as possible, whereas others may take longer depending on the availability of contractors and parts.

In the case of an out of office hours urgent maintenance situation, the Residential Advisor must be advised and will authorise repairs.

Residents are not permitted to repair or replace electrical, plumbing, heating, security equipment, glass or any other University property and are not permitted to contract external tradespeople/vendors for any such repairs.

Motor Vehicles – Cars, Motorbikes, Scooters

Signed speed limits and car parking instructions must be observed at all times within the Queensland Health precinct. Vehicles must be parked in the Griffith University car parking area only, not in Queensland Health carparks.

Bicycles and scooters (incl. e-Scooters) must be kept at End of Ride facilities, or other such areas designated for this purpose. Bicycles and scooters should not be left in building aisles or corridors, as they pose a hazard to pedestrians and egress in an emergency situation.

e-Scooters must not be placed on charge in the

accommodation building.

Noise

One of the major challenges of living together in harmony is that of being able to reside in the Accommodation without being affected by undue loud noise. Residents should at all times respect each other's needs in relation to noise.

Prohibited Items

A person must not bring, keep or operate any of the following items into the Accommodation Blocks:

- Drugs (illegal)
- Candles (including decorative, memento or souvenir candles)
- Bottled gas
- Hazardous materials
- Flammable or combustible liquids
- Hotplates
- Hookah
- Floor heaters
- Incense
- Oil lamps or burners
- Smoke bombs
- Fireworks
- Brewing still
- Stolen items (including but not limited to; road and directional signs, shopping trolleys etc.)

This list is not exclusive. Other items may be considered unsafe or hazardous and subject to prohibition at the discretion of the RuralMedEd staff.

Relocating Furniture in Your Room

You are welcome to relocate the furniture in your room to achieve a more personalised living space on the condition that the changes do not damage the furniture, create safety concerns (i.e. beds located adjacent to low windows) and that the furniture is relocated to its original position when you vacate your room. You may not relocate furnishings from another room into your room.

Rental Conditions

Residents are provided with a Rental Schedule at the commencement of each semester. A rental fee is payable by all Residents to cover the costs of operating the facilities.

Please contact accommodation@ruralmeded.org.au to discuss weekly rent rates for any property you are interested in or have any questions.

Rights & Responsibilities of Residents

Residents in Griffith University / RuralMedEd Accommodation are guaranteed all of the rights, privileges and freedoms granted to every Australian



Citizen. However, with these rights come responsibilities. The University is not a place where you can escape the responsibilities imposed by law.

As a resident you are expected to abide by all Federal State and Local Statutes as well as observe University Policies and Community Standards. Failure to do so will result in a Breach of Community Standards and may result in disciplinary action under the student misconduct policy.

Nominated Griffith University/RuralMedEd staff may enter your room and/or flat at any time if there is an emergency situation or suspicion of illegal activity.

Right to Enter and Inspect your Room

Griffith University/RuralMedEd will provide notice according to the purpose of entry, as specified below.

Nominated Griffith University/RuralMedEd staff and contractors may enter your room and/or flat at any time if there is an emergency situation or suspicion of illegal activity.

Purpose of Entry	Minimum Notice
If an emergency	Without notice
If Griffith/RuralMedEd staff has reason to believe that you have abandoned the room	Without notice
If Griffith/RuralMedEd staff suspects illegal activity in your room/flat	Without notice
If Griffith/RuralMedEd staff suspects that another person or a person other than you is residing in your room or in the common areas	Without notice
To carry out repairs and maintenance that you have requested via the 'Maintenance Request' system	As scheduled
To carry out general re-pairs and maintenance initiated by Griffith/RuralMedEd staff	As scheduled
To inspect your room and shared areas to ensure a reasonable standard of cleanliness and hy-giene is maintained	As scheduled
To inspect your room for any other reason	As scheduled

Room Lockout

If you lock yourself out of your room or block and have forgotten to take your key and access card with you, you will have to contact other members of the Accommodation or the Residential Advisor to determine an appropriate time when someone is available to let you in.

If you are unable to locate a fellow resident or residential advisor, an access card and key are available from the Hospital Reception/Security. A lock out charge will be applied. Access cards and keys must be signed out and in. If a key or access card is not returned within 24 hours you will

be charged in accordance with the schedule of charges.

Running a Business from your Room or Accommodation

Residents are not permitted to conduct a business of any description anywhere within the Accommodation Block.

Smoking

Smoking is prohibited in Griffith University Accommodation and on the hospital grounds. This includes E-cigarettes and cultural smoking devices such as Hookahs/shishas.

Storage of furniture

There is no capacity for storage of furniture at any of the accommodation centres. Storage of furniture creates a fire risk and is not permitted.

Substance Abuse

Any substance abuse or personal issues that lead to inappropriate behaviour or that becomes disruptive to other Residents will constitute misconduct and will be dealt with under the Student Misconduct Policy.

Sustainability

The University is committed to the environment. The University has plans that cover waste & recycling, paper, energy management, managing emissions and water conservation. More information can be obtained by visiting the website: www.griffith.edu.au/sustainability.

Telephones

Each Accommodation block is fitted with a telephone to access local numbers, emergency services and "1800" numbers. The phone also allows Queensland Health or Griffith staff to contact you.

Vacating your Room

Prior to vacating your room, you must ensure your room is clear of rubbish and that furniture is in the correct area. You are required to have your room checked prior to leaving, otherwise any cleaning, maintenance or damage will be deemed to be your responsibility and you will be charged accordingly. This includes your food items in the kitchen. Your keys and access cards must be returned to RuralMedEd. Please note your external access door card will be deactivated at 11pm.

Vacuum Cleaners

Vacuum cleaners are available for use by Residents. Residents are responsible for ensuring they are emptied after use.

Visitors

Visitors are welcome provided a Resident has invited them. A visitor constitutes any person that is not a Resident.

Residents are responsible for the proper conduct of



their visitors and accept financial responsibility for them when they extend an invitation. A Resident is regarded as having extended an invitation to visitors not only if they have invited them to enter the Accommodation but also if they have allowed them to accompany them into the Accommodation.

The purpose of this standard is in the best interest of all Residents:

- For safety and security reasons to ensure that Residential Advisors are fully informed of who is visiting the Accommodation; and
- To ensure that the rights of all Residents are respected and that their living environment or normal access to University facilities and services is not compromised.

Visitor Guidelines

Because there are so many different factors which must be considered it is difficult to establish clearly defined rules in this area. This being the case, RuralMedEd simply asks that Residents keep any visits to a level which would be regarded as "reasonable". A list of examples has been developed to assist Residents in recognising what is "reasonable" or "unreasonable". In order to prevent any misunderstanding as to how a visit might be regarded, Residents must seek permission from their Residential Advisor.

Examples of visits which would be considered reasonable are:

- A friend who visits occasionally and stays overnight;
- A friend who drops in to see a Resident on a regular basis for a few hours but who does not stay for extended periods of time.

Examples of visits which would be considered unreasonable are:

- A friend who visits and stays overnight several times each week on a regular basis
- A large group of friends who visit on a regular basis to have meals together.

Resident should note that the consent of fellow Residents to the presence of a visitor overnight or for extended periods of the day is not sufficient. Residents should always discuss visitors with their Residential Advisor.

In hosting a visitor Residents should ensure that:

- The visitor does not cause undue interference to the lives of fellow Residents; and
- Any overnight visitor must sleep in the host Resident's room and is not permitted to sleep in any shared areas.

Unless the host Resident has advised the Residential Advisor, visitors must leave the Accommodation blocks no later than midnight.

Persons under the influence of alcohol are not permitted to visit the Griffith University facilities under any circumstances.

Water Wise

If you see any drips or leaks, please report to the Residential Advisor.

Saving water can be as simple as paying attention to how much water you use every day and trying to cut back. Some easy tips include:

- Turn off tap when brushing teeth, shaving etc.
- Ensure all taps are completely turned off when not in use.
- Don't flush foreign matter down toilets.
- Remember to report leaks.

Weapons

A Weapon is any item, device or instrument designed or through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury. Under no circumstances is it acceptable to possess or use a weapon in University Accommodation.



Appendix A

Replaced Item/Action	Replacement Cost
Access Card (Griffith Health)	\$35.00
Air conditioning unit	\$500.00
Bed	\$200.00
Carpet (in room)	\$460.00
Carpet shampoo (in room)	\$154.00
Chair (in room/study)	\$57.00
Couch (2.5 seater)	\$598.00
Curtains (in room)	\$167.00
Curtains (lounge area)	\$475.00
Desk	\$240.00
Dining table	\$310.00
Door (replacement, painting, refitting lock)(non-fire door)	\$530.00
Door (replacement, painting refitting lock)(fire rated door)	\$990.00
Door Lock	\$180.00
Door Painting	\$100.00
Fire Blanket	\$15.00
Old Fire & Emergency Service Unwanted Alarm Call-Out Fee*	\$1211.70
Fire Extinguisher 2.5kg dry Chemical refill	\$26.00
Fire Extinguisher 2.5kg dry Chemical	\$86.00
Fire Extinguisher 4.5kg dry Chemical refill	\$34.00
Fire Extinguisher 4.5kg dry Chemical	\$109.00
Fire Extinguisher 9L water	\$112.00
Keys (Griffith Health)	\$50.00
Kitchen Table	\$400.00
Labour (minimum of one-hour then charged per half hours)	\$36.00
Light fitting	\$95.00
Lock out access	\$50.00
Lounge Chair	\$114.00
Mattress (Inner Spring)	\$200.00
Mattress Protectors	\$25.00
Mirror (790mmx390mm)	\$270.00
Room cleaning charge	\$150.00
Security Screen	\$230.00
Tradesman's hourly rate	\$70.00
Vacuum cleaner	\$500.00
Waste Paper Bin	\$25.00

* Correct at time of printing



