



STUDENT ACCOMMODATION INFORMATION

1300 996 573 | www.northregionaltafe.wa.edu.au | info@nrtafe.wa.edu.au
RTD Code: 52788

Contents

General Information

Karratha.....	3
South Hedland.....	3
Booking Accommodation.....	4
COVID-19 Requirements	4
Travel and Accommodation for Apprentices or Trainees.....	4
Accommodation for Students under 18	4
Departure Requirements	5
Cyclones	5
Electrical Safety Requirements	5
Emergency Access to Rooms	6
Emergency Contact Details	6
Insurance.....	6
Keys	6
Laundry	6
Parking	7
Room Inspections.....	7
Security	7
Visitors	7
Code of Conduct	8
Resident Rights	8
Resident Responsibilities	8
Alcohol and Drugs	8
Smoking.....	9
Breaches of the Code of Conduct	9
Damage/Loss.....	9
General Conduct	9
Harassment and Discrimination.....	10
Noise	10
Pets.....	110
Safety	11
Subletting Rooms	11
Accommodation Agreement	12

North Regional TAFE Student Accommodation

Welcome to your North Regional TAFE student accommodation. We hope you enjoy your stay.

Our aim is to provide you comfortable and secure accommodation which supports an environment of meaningful study whilst you complete your TAFE courses.

In this booklet you will find valuable information about your stay in our accommodation as well as an outline of the key responsibilities you have as a resident. Please take the time to read this thoroughly as it will ensure your stay with us is both enjoyable and safe. Do not hesitate to ask any questions at any time, we are here to support you during your stay.

Karratha

Karratha has seven fully furnished houses located behind the campus, with views of the Karratha hills. All houses contain five lockable bedrooms and two bathrooms with communal laundry, kitchen and living area. Each bedroom is air conditioned and contains a desk with chair for private study. The houses are self-contained with microwave, fridge, oven and stove available for use. Linen is also supplied. You are required to provide your own kitchen provisions during your stay. The campus cafeteria is open from 7.00am to 3.00pm. Arrival times are customised to your needs and departure time is 10am sharp.



South Hedland

South Hedland has 14 self-contained units located on Somerset Drive. There are one- and two-bedroom units available, including two units available for disability requirements. Each unit is self-contained and air-conditioned with a fully equipped kitchen and washing machine. Linen is also supplied. You are required to provide your own kitchen provisions during your stay. The Pundulmurra campus cafeteria is open from 7.30am to 1.30pm. Arrival times are customised to your needs and departure time is 10am sharp.



Booking Accommodation

Accommodation bookings can be made via our website at

www.northregionaltafe.wa.edu.au/we-are-here-you/student-accomodation

Once your booking has been confirmed, you will receive details regarding your stay, check-in and check-out times, collection and return of key instructions as well as out of hour's contact information.

COVID-19 requirements

We remind you that all students must comply with state government requirements and any North Regional TAFE signage in relation to health and safety of students, staff and the community due to COVID-19.

Examples may include but are not limited to: Wiping down any equipment used, maintaining physical distancing within the accommodation grounds, limiting occupancy numbers in line with guidance provided and reading information provided by North Regional TAFE within the accommodation.

North Regional TAFE advice and restrictions may be subject to sudden change based on community events, health advice or government requirements and North Regional TAFE will communicate any changes with you, providing as much notice as possible.

Travel and Accommodation for Apprentices or Trainees

The Department of Training and Workforce Development (DTWD) provides financial assistance to support off-the-job training being delivered to apprentices (including trainees) who are required to travel long distances to attend training.

If an apprentice is eligible for a Travel and Accommodation Allowance and books into our Student Residences for the duration of their training block, they will not need to pay any costs for their accommodation. North Regional TAFE will claim the apprentice's accommodation allowance on their behalf to pay their accommodation costs.

The apprentice needs to complete an accommodation booking form to reserve their room at least one week prior to arrival.

For further information, please visit www.dtwd.wa.gov.au or contact North Regional TAFE's Employment Based Training Coordinator on 9159 6772 or email apprenticeships@nrtafe.wa.edu.au

Accommodation for Students under 18

Accommodation bookings for students who are under the age of 18 (minors) will be handled on case-by-case basis. Please phone our information line on 1300 996 573 to talk with our Client Services staff who will be able to advise of alternative accommodation options.

Departure Requirements

Departing residents must adhere to the following guidelines:

- All accounts must be settled prior to departure.
- When you vacate your room/unit please lock the door and return your key to the caretaker or lock box. Any keys not returned will be charged in full for replacement lock and key.
- Please wash, dry and put away your used dishes.
- Empty all of your items from the fridge
- Place rubbish in the wheelie bins located outside your house/unit
- Leave used towels in the laundry/unit

Cyclones

NRT is located in a cyclone prone area. Cyclone season is between 1 November and 1 April each year. Residents should remain in accommodation and follow the instructions in the event a cyclone comes into the region. NRT operates in accordance with the warning levels issued by DFES.

Blue Alert: You need to start preparing for cyclone weather

Yellow Alert: Take action and prepare for arrival of a cyclone

Red Alert: Take shelter immediately

Detailed information is available in each dwelling. Should a cyclone enter the area during your stay, please refer to the cyclone information provided in each house/unit and follow DFES and Bureau of Meteorology advice and warnings. URLs are provided below for more information:

Bureau of Meteorology - <http://www.bom.gov.au/cyclone/about/warnings/advice.shtml>

DFES - <https://www.emergency.wa.gov.au>

Electrical Safety Requirements

Electrical appliances brought by residents into NRT student accommodation must be approved for use in Australia (meet 240v requirements), be safe to use, and comply with all relevant Australian Standards (AES).

All double adaptors are a potential fire risk. Piggybacking double adaptors is extremely dangerous and is not allowed. Power boards are safer but must have a cut-off switch.

Emergency Access to Rooms

NRT reserves the right to enter all bedrooms/units in the case of any emergency.

Emergency Contact Details

Residents must ensure that the emergency contact details on record are current at all times.

NRT reserves the right to contact this person if we believe a resident's well-being is at risk.

Insurance

Please note that personal belongings are the responsibility of the owner. Management cannot insure property that belongs to another person.

Make sure that your room and vehicle are locked at ALL times.

NRT does not provide insurance cover or assume any liability for any personal items or motor vehicles lost, damaged or stolen on or within NRT property.

NRT accepts no responsibility for personal property, including any valuable or breakable possessions left in rooms. Doors should always be kept locked.

Keys

You are responsible for the safe keeping and return of all keys issued to you. If you lose them at any time report it to Client Services immediately at campus Reception or by phoning 1300 996 573.

Residents must NOT obtain their own copies of keys.

Replacement of lost keys, remotes for gate and swipe cards is at the expense of the resident and will incur a replacement fee.

Laundry

Both of our accommodation establishments have laundry facilities. In South Hedland you have your own washing machine in your unit. In Karratha each house has a washing machine located in the laundry.

Rooms and units are not fully serviced and if you are staying for an extended period, you will be required to wash your own linen during your stay.

Parking

Motor vehicles and motorbikes are to remain in designated areas at each student accommodation site.

Motorbikes are not to be parked on pathways or under verandas.

Room Inspections

NRT reserves the right to conduct room/unit inspections at any time with reasonable notice and at any time without notice if the NRT believes there are reasonable grounds to suspect that a serious breach of residence safety has occurred.

Due to Health and Safety Regulations periodical room/unit inspections will be conducted.

NRT will give at least 24 hours' notice before any general room inspection.

Security

There is a caretaker available at South Hedland accommodation site to assist you in case of emergency. And at our Karratha Accommodation an after-hours number is in the room.

All houses, apartments and individual rooms are lockable to ensure your safety. Always lock your bedroom/unit door when you leave.

NEVER loan your keys, access swipes or remotes to anyone else.

Visitors

A visitor is any person visiting the NRT student accommodation at the expressed invitation of a resident. No uninvited visitors are allowed within the student accommodation complex.

It is the responsibility of the resident to explain the Code of Conduct to their visitors.

Residents will be accountable for the actions and behaviour of their visitor(s). This includes being financially responsible for any costs related to damages caused by their visitor(s).

Residents are not permitted to give their keys to non-residents to provide use of their room.

Visitors must leave the premises before 10.00pm.

Should NRT receive a complaint about any visitor, NRT reserves the right to ban that visitor from the premises.

Visitors displaying antisocial or aggressive behaviour will NOT be tolerated.

Code of Conduct

The Code of Conduct applies to all residents and visitors to ensure every resident has the opportunity to live in a harmonious environment.

Resident Rights

You have the right to expect the following:

- The ability to sleep and study free from undue interference, unreasonable noise, and other distractions
- Personal privacy within the limits of the residences
- A clean-living environment
- Freedom from harassment. This includes harassment for reasons of race, religion, gender, gender identity or expressions, sexual orientation, age, disability or veteran status.
- Assistance and support from NRT Staff

Resident Responsibilities

As residents you have the responsibility to:

- Maintain an environment conducive to study
- Treat fellow residents and staff with respect, consideration and cooperation
- Understand and comply with relevant NRT accommodation policies and regulations
- Report any situation that interferes with your rights or the rights of others
- Exercise an individual commitment to personal community security
- Exercise an individual commitment to safety by not knowingly placing oneself, or others, at risk
- Comply with all reasonable requests from TAFE Staff

Alcohol and Drugs

No alcohol or drugs are permitted at NRT's student accommodation including consumption of alcohol. Disruptive behaviour as a result of consumption of alcohol and/or drugs that infringe on the safety and rights of other residents is prohibited.

No resident shall sell, possess or use illegal substances within the environs of the residential precinct or NRT campus.

Smoking

SMOKING IS NOT ALLOWED IN ANY PART OF ANY BUILDING OR ON CAMPUS GROUNDS.

NRT is a smoke free campus.

Please don't litter, smokers should dispose of cigarette butts in bins provided if they choose to smoke outside the NRT campus grounds and accommodation.

Breaches of the Code of Conduct

Any breaches of the Code of Conduct will be managed in accordance with the relevant Student Code of Conduct.

Damage/Loss

Residents are expected to treat NRT accommodation with respect and keep it in good condition.

Damage that is determined to be more than wear and tear will be charged to the responsible resident.

Cost of additional cleaning due to the accommodation not being left in reasonable condition will also be charged to residents.

General Conduct

Residents shall respond, cooperate and adhere to the reasonable request of any NRT staff member or contractor.

No resident shall engage in conduct which is likely to bring NRT or the student accommodation into disrepute.

Residents must not enter and/or make use of uninhabited bedrooms/units, or use the items contained in uninhabited bedrooms.

Residents will be liable for monetary fines for missing or damaged NRT property in their assigned bedroom/unit.

Residents living in group share arrangements will be jointly charged for losses of, or damages to, NRT property including furniture and other items provided in the common areas.

Residents must not change rooms/units without approval from an appropriate NRT staff member.

Harassment and Discrimination

NRT is a discrimination-free and harassment-free environment. All residents are required to abide by the NRT policy regarding discrimination and harassment.

No residents are permitted to initiate, participate in or encourage pranks that are malicious and/or offensive to residents and/or staff.

No resident shall engage in racist, discriminatory or sexist conduct or other behaviour likely to cause offence, or in conduct which is prohibited by law of the State of Western Australia or the Commonwealth of Australia.

No resident shall engage in conduct which:

- Is likely to harass, intimidate, threaten, bully, assault or cause harm to any person, or place other residents at risk
- Interferes with the quiet or comfort of any person
- Damages or defaces the property of any person or the residences

Noise

NRT student accommodation is intended primarily for study.

Noise curfew hours are between 11.00pm and 8.00am. Noise outside of these established hours is to be kept to a minimum.

Excessive noise will NOT be tolerated at any time.

Pets

NRT prohibits residents from bringing animals of any kind into the accommodation. Exclusions to this condition are visually impaired residents who have a guide dog.

Safety

Fire alarms, hoses, smoke alarms, fire blankets and extinguishers are to be used only for their intended purpose. Misuse is a criminal offence. Fines may be passed onto residents for setting off a fire alarm.

Use of the following is prohibited within the residences:

- Room heating appliances other than those provided by NRT. DO NOT use any appliance with an exposed heating element
- Candles, incense burners or any appliance or other item that produces flame or smoke
- No resident shall light any fires in buildings or on the grounds, including fires in bins or receptacles
- No resident shall carry or keep a firearm or other weapon within the grounds of the accommodation or campus
- No resident shall possess or use a knife, firearm, or explosive device of any description that can be used to threaten or harm another person.

NRT staff reserve the right to enter a resident's room in the event of an emergency or if there is a cause for concern over the safety and wellbeing of residents or the integrity of the residences.

Residents are required to leave the building immediately in the event of a fire alarm or official instruction to vacate the building.

Any person who endangers the lives of other people (through tampering with fire safety equipment) will be referred to the Police.

Subletting Rooms

Residents are NOT permitted to sublet their bedrooms under any circumstances.

Accommodation Agreement

I confirm that I have read this booklet and thoroughly understand and agree to my obligations as a tenant of the North Regional TAFE Student Residences.

I will comply with all of the terms and conditions outlined in this booklet as well as any reasonable instruction or request given to me by a North Regional TAFE staff member.

I understand that inappropriate behaviour and/or failure to strictly follow these terms and conditions may result in disciplinary action, immediate expulsion from accommodation and/or termination from North Regional TAFE.

I understand that my behaviour should not cause offence or annoyance to other residents, nor should it discredit North Regional TAFE's reputation.

I confirm that I have signed this agreement prior to receiving the keys, unless previously authorised by a TAFE staff member.

I will ensure I have an adequate level of knowledge regarding emergency evacuation procedures and will review the additional information which has been left in the accommodation.

I understand that my authority to stay in the accommodation only remains until the final day of my booking. On this date I must vacate the accommodation prior to the departure time.

I accept full financial responsibility for any damage to the student accommodation and its contents if North Regional TAFE deems, I am responsible.

I accept full financial responsibility for extra cleaning charges should I leave the accommodation and my room in an unreasonable condition.

This agreement was made on the _____ day of _____ 20____ between North
Regional TAFE and _____ (Name of resident)

_____(Resident signature).