



University of
South Australia

Department of
Rural Health

Accommodation Handbook



A Great Rural Experience

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WELCOME

The University of South Australia Department of Rural Health (UniSA DRH) is part of a Commonwealth funded project referred to as the Rural Health Multidisciplinary Training Programme. Our role is to improve the recruitment and retention of nursing and allied health professionals in rural and remote Australia. This is achieved in part by supporting domestic nursing and allied health students to undertake a rural placement, and work in, and engage with, local communities.

We support nursing and allied health students from universities and vocational education and training organisations, to undertake placements in rural South Australia.

The UniSA DRH supports students undertaking a rural placement throughout South Australia including; Barossa Valley, Eyre Peninsula, Far North, Fleurieu Peninsula, Limestone Coast, Mid-North, Murraylands, Riverland and Yorke Peninsula

Our administrative centre is located at the Whyalla Campus of the University of South Australia. We also have staff located throughout rural South Australia including Mount Barker, Tanunda, Port Augusta and Port Pirie.

CONTACT INFORMATION

If you require any further information regarding your placement, please contact either of the below:

Email: DRHStudents@unisa.edu.au

Phone: 1800 905 825

Website: www.unisa.edu.au/drh

ACCOMMODATION

We have shared accommodation available for students who undertake a rural placement throughout South Australia.

Food, cleaning products and personal items are not provided and are your responsibility.

Most UniSA DRH accommodation has free Wi-Fi to assist with placement studies, monthly limits apply. For locations where this is not available you can apply for a free WIFI modem device on the placement support page of the [UniSA DRH website](#).

DRH managed accommodation sites include:

- Barmera
- Clare
- Mount Barker
- Mount Gambier
- Murray Bridge
- Port Lincoln
- Port Pirie
- Strathalbyn
- Tanunda
- Victor Harbor
- Wallaroo

Other sites include:

- Port Augusta*
- Port Pirie*
- Whyalla*
- Minlaton*
- Maitland*
- Ceduna*

*externally managed accommodation

Financial assistance is available if your place of placement is not listed above. Please contact DRHStudents@unisa.edu.au or 1800 905 825 for more information.

For further information on the region of your placement please refer to the local tourism centre or council website. A link to these sites can be found on the [UniSA DRH website](#).

Applying for accommodation

Once placements have been added to the UniSA DRH Student Information System (SIS), students will receive an automated email with their access details. As soon as students receive this information they will be able to make their formal request for accommodation via this site. If you do not request accommodation through this system, you will not be allocated accommodation.

If you have been allocated a placement but have not received an email, you should contact the UniSA DRH at DRHStudents@unisa.edu.au or 1800 905 825 as soon as possible.

About DRH accommodation

The following list is common to all accommodation provided by the UniSA DRH.

Note that you need to supply items such as (but not exclusive to) those listed in the far right column

ROOM	TYPE OF SPACE	FEATURES	YOU NEED TO BRING
Bedrooms	Per Individual	Single occupancy rooms Lockable door King single bed Bedside table/drawers Bedside lamp Clothes airer Coat hangers (limited)	Bed linen including sheets, pillowcase, blanket/quilt, Pillow etc Clothes and other personal items Coat hangers
Kitchen	Shared	Stove Oven Microwave Fridge/Freezer Basic crockery, cutlery, glassware and cookware Tea towels, oven mits	Food Dishwashing liquid Cleaning supplies Glad wrap, alfoil, bin bags
Laundry	Shared	Washing machine Trough Ironing board & Iron Clothesline (<i>outside</i>) Vacuum cleaner Mop & bucket Pegs Washing basket	Washing detergent
Bathroom	Shared	Toilet Shower Bath (<i>some locations</i>)	Towel(s), hand towel, Bath mat Toiletries Toilet Paper
Living room	Shared	TV Lounge suite Coffee table Board games and cards	
Dining area	Shared	Dining suite	

If you are travelling to your accommodation after business hours or on the weekend make sure that you take some food supplies with you, as most regional grocery stores close at 5pm.

Facilities

The houses are fully furnished and have several shared spaces including; kitchen, laundry, bathroom, living and lounge room.

Bedrooms

Bedrooms have their own individual lock for privacy and security. Each bedroom is furnished with a king single bed, fitted sheet and a pillow. Each bed has its own mattress protector which is mandatory to use. You will need to supply your own linen; ie sheets, quilt/blanket, pillowcase etc.

Kitchen

The kitchens are fully equipped with fridge, stove, microwave, cutlery and crockery for your use. Food is not provided and it is your responsibility to supply and label your own food and other consumables.

Lounge & Dining Areas

The lounge room and dining areas are shared space. The lounge room contains a lounge suite, television, coffee table and games. The dining area is furnished with table and chairs.

Bathroom/Laundry

Toilets and bathrooms are shared between all students occupying the accommodation

Note - toilet paper is not provided.

The laundry is equipped with a washing machine, trough, ironing board, iron, vacuum cleaner, mop and bucket, broom, clothes airer and pegs.

Note: washing detergents are not provided.

Games area and gym equipment (where available)

Some houses have been supplied with table top games such as table tennis and air hockey. Gym equipment has also been supplied in some houses. Use of this equipment is at the individuals' own risk. The UniSA DRH accepts no liability for injury should this equipment not be used in the manner for which it was intended.

Parking

Car parking is available in the accommodation driveway or on the street where applicable/appropriate. It is the responsibility of all students to negotiate parking amongst themselves. Car parking is at risk of the owner.

Getting around

You may wish to bring your bicycle with you whilst on placement. If you do, please note that bikes are not to be housed inside the accommodation, but can be stored in the back yard. If you bring your bike please ensure that you also use the appropriate equipment such as helmet, lights and a lock. Make sure that your bikes is locked securely when at the accommodation.

Your responsibilities

As a student staying in the UniSA DRH Accommodation you have obligations in regard to its access and use. Breaches of these obligations may result in your removal from the accommodation and liability to pay the costs for damage to the accommodation or items within.

Please note the following core responsibilities:

- You must not remove or dismantle any furniture in individual rooms or in common areas.
- University equipment and furniture must be used safely and only for its intended purpose.
- Common-area furniture must not be relocated to individual student rooms.
- You must take an active role in ensuring that furniture and equipment is protected from theft by ensuring that doors and windows are kept locked.
- Under no circumstances are bar heaters/radiators, candles, incense or oil burners to be used in any rooms of the accommodation. These are fire hazards and their use is banned.
- Lights, air conditioning and ceiling fans must all be switched off when leaving the accommodation for the day.

It is your responsibility to ensure that all items are maintained in good order and to report any faults to the DRHStudents@unisa.edu.au.

Bathrooms and Laundry

Bathrooms are a shared space. You are responsible for providing your own towels and toiletries including toilet paper. Please clean up after using the bathroom.

Hair dryers, or electrical appliances are not to be left in the bathroom. Please return them to your own room after use.

Washing machines are provided for your personal laundry. You need to supply your own washing detergent.

Irons and ironing boards are also provided in your accommodation. Make sure the iron is switched off, unplugged and stored away properly after each use.

Please be considerate of other students when utilising the laundry facilities, as noise will disturb those students who are allocated rooms closer to the laundry.

Please be water wise. Report any drips, leaks or water faults to the DRH Student Coordinator and conserve your water use whenever possible.

Bedrooms

Each bedroom has a separate lock and house key to assist your safety. Rooms are furnished with a king single bed and mattress with pillow protector. All supplied bed linen must be washed and replaced on each bed at the end of each placement for the next student.

You are responsible for ensuring any personal electrical appliances are certified by Australian Standards.

Double adapters are not permitted as they are a high fire risk, however, a power board with a safety switch may be used instead.

Kitchen

Each residence has a self contained and equipped kitchen. After using the kitchen, you are responsible for washing and drying all items that you have used. Please ensure that benches, cook tops and appliances are wiped down after each use.

It is the responsibility of all students to negotiate food and beverage storage arrangements. You are responsible for storing food and beverages appropriately. No food items are to be kept or stored in the bedrooms. Ensure you regularly clean your sections of the fridge/ freezer and pantry.

All preparation of food/drinks must be undertaken in the kitchen. If you spill something, clean it up! Cleaning equipment is supplied and located in the laundry. You are all expected to contribute to maintaining the cleanliness of the communal areas.

Garbage bags should not be left lying around – please ensure that rubbish is moved into the outside bins regularly.

Minor breakages and breakdowns will occur from time to time - please let us know if this occurs so that we can replace or repair items

Mail

Each property has its own letterbox for mail delivery. It is not recommended that you redirect your mail to your placement address unless you are staying for longer than four months.

Please ensure that the mail box is cleared regularly to avoid a build up of junk mail and to check if anything interesting is going on in the community.

Departing the accommodation

When leaving accommodation at the completion of your placement, the residence must be left clean and tidy.

This includes

- all your food items to be removed from fridge, freezer and pantry
- all rubbish is cleared and placed in the external bins
- kitchen items are washed and put away
- wipe down all surfaces throughout the house with cleaning sprays and tools
- clean shower alcove (remove soap residue and clean drain).
- disinfect toilet (i.e. wipe down surfaces including bowl, top and bottom of seat).
- ensure all furniture is in the locations you found it when you occupied the accommodation
- all UniSA bed linen washed and beds made ready for the next occupants
- floors swept and mopped, carpets vacuumed
- all keys returned to the key safe.

If you leave your accommodation in a dirty or untidy state we will organise professional cleaners to attend and you will be charged the cost of cleaning.

ACCOMMODATION/MAINTENANCE SERVICES

Cleaning, gardening and maintenance are scheduled on a periodic basis. These services are conducted by contractors to maintain the property. They are not there to “clean up” after you or your colleagues. You are expected to maintain a high level of cleanliness/tidiness at all times. Property inspections occur on a regular basis.

Please help keep the grounds looking good by removing rubbish and not dropping, or allowing your visitors to drop litter in the grounds or gardens.

If any maintenance services are scheduled during your stay in the accommodation, you will be notified by email via the Student information System.

Cleaners

Cleaners are scheduled every 4-6 weeks to clean the entire house, including bedrooms.

On the day designate for cleaner attendance, please leave your door closed and unlocked to allow access. All floors and surfaces should be clear and all valuables securely stored away.

Gardening

Gardeners are contracted to maintain the gardens on a 4-6 weekly schedule depending on need.

Maintenance and repair

Please contact the UniSA DRH on 1800 905 825 or DRHStudents@unisa.edu.au to report any maintenance issues. This includes breakages of household items such as glasses or plates.

Please report damage/maintenance issues immediately so that we can organise repairs/replacement. Please note that any breakages or damage not considered to be part of normal daily use (wear & tear) may result in payment being required from the student(s) responsible.

Any urgent repairs will be carried out as soon as possible, with trades persons accessing the property as required. In the case of less urgent repairs you will receive notification via email/phone regarding access. Under no circumstances are you or any other students to undertake repairs yourself.

Council Rubbish Collection:

Students are responsible for placing the wheelie bins out during their stay, further information please refer to the local council website:

- Barmera: <https://www.berribarmera.sa.gov.au/waste>
- Clare: <https://www.claregilbertvalleys.sa.gov.au/page.aspx?u=145>
- Mount Barker: <https://www.mountbarker.sa.gov.au/recyclingandrubbishcollection>
- Mount Gambier: <https://www.mountgambier.sa.gov.au/page.aspx?u=3520>
- Murray Bridge: <https://www.murraybridge.sa.gov.au/page.aspx?u=640>
- Port Lincoln: <https://www.portlincoln.sa.gov.au/page.aspx?u=474>
- Port Pirie*: <https://www.pirie.sa.gov.au/bins#.WhzUQf0UmUk>
- Strathalbyn: <http://www.fleurieuregionalwasteauthority.com.au/kerbside-collection/kerbside-waste-collection-search/>
- Tanunda: <http://www.light.sa.gov.au/bins>
- Victor Harbor: <http://www.fleurieuregionalwasteauthority.com.au/kerbside-collection/kerbside-waste-collection-search/>
- Wallaroo: <http://www.coppercoast.sa.gov.au/page.aspx?u=1815>

GENERAL INFORMATION

Keys

You will receive a key code via email from the Student Information System (SIS) once the accommodation process has been finalised. This code allows access to a key safe that contains a set of keys for the property for use whilst on placement.

Your keys are **not** to be given to any other person (including partners or family). Failure to adhere to this ruling could result in eviction from the accommodation.

These keys are your responsibility for the duration of your placement. Lost or misplaced keys must be reported to the DRHStudents@unisa.edu.au immediately. There will be a cost charged for replacement.

Images of the key safes can be found at Appendix B

Room Allocation

You must not swap rooms with other students once allocated. Allocations are made balancing both existing and future bookings.

If you have any concerns regarding your room allocation please contact the UniSA DRH at DRHStudents@unisa.edu.au

Guests & Visitors

Students are not permitted to share their room with any other person at any time during their placement. Overnight guests are not allowed in the University accommodation.

Students who have visitors are responsible for their behaviour at all times. Any damage that should occur as a result of visitor's actions becomes the responsibility of the student.

Noise

All students have the right to a quiet environment to ensure uninterrupted sleep and study at any time. Noise will be considered to be excessive or unreasonable if it interferes with the ability of other resident students to sleep, study or enjoy their living environment.

Consideration is needed with respect to use of showers, kettles, televisions and music devices at inappropriate times. Ensure you communicate with other students occupying the accommodation to get a better understanding of appropriate times for making noise, as each of you may be working different shifts throughout the placement.

SAFETY & SECURITY

You must familiarise yourself with the Emergency Procedure Booklet located in the living/kitchen area of the house. This booklet contains relevant information regarding fire, medical emergencies and evacuation procedures.

Make sure that you familiarise yourself with the location of the fire extinguishers and fire blankets provided and the exit points of each house. Please also read the [EVACUATION or EMERGENCY PROCEDURE](#) section of this document for further information.

While staying in the UniSA DRH accommodation we encourage you to download the SafeZone App using the following URL <http://w3.unisa.edu.au/facilities/security/safezone.asp>. This smart phone safety initiative is utilised at UniSA DRH accommodation sites. The free App will connect you directly to the UniSA security team should you need assistance or emergency support during your stay.

Security considerations include making sure that doors and windows are locked when leaving the property to ensure the safety of all students who may still be inside the accommodation.

It is suggest that you remove all articles of value from your vehicle to minimise the risk of vandalism or theft. The onus is on you to ensure that your car is secure. The University accepts no responsibility for any theft or damage that may occur.

In the confirmation email you will receive a document titled Key_contacts_Gas_Power_Lockout.pdf, **Please ensure that this document always remains accessible** during your placement. This has contact details in the event that you happen to lock yourself out of your accommodation as well as other useful information.

Unacceptable Behaviour

Each student has the right to a safe living environment. The University of South Australia supports the rights of individuals to be free from any form of harassment while living in the accommodation. It is expected that students and their visitors will behave respectfully at all times.

Abusive behaviour includes; physical, verbal, psychological, sexual and racial harassment or bullying of any kind. Please visit the [Respect.Now.Always](#) pages of the UniSA website for more information on getting help and more.

In the event of a concern/complaint contact DRHStudents@unisa.edu.au or 1800 905 825 to discuss the matter or contact emergency services.

Damages

Damages to property, furnishings or other students personal items will not be tolerated and will result in action being taken. Consequences include eviction, recovery of the cost to repair or replace and/or police involvement. Where damage has occurred and is unable to be traced to an individual, the cost of damages will be equally split between all occupants residing in the accommodation.

This includes tampering with security and fire safety equipment.

If damage occurs or is found, it should be reported to the DRH Student Coordinator as soon as possible via Email.

Insurance

The University of South Australia, and the Department of Rural Health is unable to insure your personal belongings on your behalf whilst on placement. The University is not responsible for any loss or damage to students belongings. You are advised to check your current contents insurance policies or take out appropriate cover.

The University of South Australia recommends that you take out Ambulance Cover. Any costs you may incur for treatment by a doctor or transport by ambulance are your responsibility. Before undertaking placement it is suggested that you ensure you have suitable medical/ambulance cover. A short ride in an ambulance is an expensive exercise and if you are in a remote or rural area the ride may be costly.

Conflict

In the event of disagreements with other students please endeavour to communicate respectfully with the other students in the house as the first step in resolving any interpersonal differences. If unresolved and if further assistance is required, contact DRHStudents@unisa.edu.au or 1800 905 825 to discuss the matter.

Drugs

The possession, use, sale or supplying of illegal drugs or substances within the accommodation by students or students' guests will not be tolerated. Any reported instance will result in immediate eviction and police action will be initiated.

Alcohol

Consumption of alcohol within the UniSA DRH accommodation is permitted provided that it does not adversely effect other students and is within acceptable limits. Disturbances to other students and or neighbouring residents will not be tolerated under any circumstance. If any student has concerns please contact DRHStudents@unisa.edu.au or 1800 905 825 to discuss the matter.

Smoking

The University of South Australia is a smoke- free environment and smoking is not permitted on any University grounds, including the accommodation and immediate surroundings. Consequences for smoking inside the property includes eviction and charges for cleaning. It is the students responsibility to ensure visitors also adhere to this policy.

Weapons & Firearms

Firearms and/or dangerous weapons are strictly prohibited at the UniSA DRH accommodation. Police will be notified and formal action will be taken.

Petrol, Oil & Paints

Flammable materials such as petrol, oil and paints in any form are not to be brought into, or stored in the UniSA DRH accommodation or on the premises (including the back yard & garden/tool shed). They risk combustion and could potentially cause fire or damage to the property and the students residing in the accommodation.

Candles & Incense

Open flames including the burning of candles or incense is classified as a fire hazard in UniSA DRH accommodation. Use of these items is strictly prohibited to ensure the safety of all students.

Pets

No pets (including any small animal) are to be kept within the accommodation or on the premises.

HEALTH & WELFARE

First Aid & Medical:

The accommodation is equipped with basic first aid supplies, including Band-Aids, Dettol and bandages. In the event of serious injury students should visit the doctor or hospital for further treatment.

For the purpose of stock replenishment please contact DRHStudents@unisa.edu.au or 1800 905 825 to arrange replacement.

EMERGENCY PROCEDURE

In case of an emergency call 000 and activate the SafeZone app

Fire:

Properties are fitted with smoke detectors.

When an alarm sounds, follow the points below:

- Don't panic, keep calm and think rationally
- Alert other students by shouting "Fire"
- Call Security by using your "SafeZone App" Or call 000
- Get everyone outside - ensure no one re enters the property

All fires, no matter how small, and even if extinguished must be immediately reported to Security via "SafeZone".

Evacuation:

This includes gas leak, personal threat, power outage, natural disaster and environmental emergency

- a) When an evacuation is required, it is to be done in an orderly manner- don't panic as it may cause others to do so
- b) Leave the property by the safest exit
- c) If you are aware, or think someone is trapped in the property, let Security know by the SafeZone App, or emergency services
- d) Under no circumstances should anyone re-enter until clearance has been given by authorities

Fire Fighting:

- a) Extinguish a fire only if it is safe to do so using the supplied firefighting equipment
- b) Prompt use of firefighting equipment can often extinguish or contain a small fire until emergency services arrive
- c) If the fire is large, get out of the building and follow evacuation procedures above

The use of firefighting equipment must be reported to DRHStudents@unisa.edu.au or 1800 905 825 immediately to arrange replacement.

APPENDIX A – List of Policies

UniSA Code of Conduct for Students

<http://i.unisa.edu.au/policies-and-procedures/codes/students/>

Anti-Racism

Policy No. C-21.2

<http://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-21/>

Sexual harassment

Policy No. C-12.3

<http://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-12/>

Smoke Free Work Environment

For full details of all policies, please head to the University of South Australia website, under Occupational Health Safety and Welfare. Please make yourself familiar with these policies

Respect.Now.Always

Link to site for further information

<https://i.unisa.edu.au/students/student-support-services/wellbeing-at-unisa/respect-now-always/>

APPENDIX B – Key safe images

Below are examples of the two styles of key safes at the UniSA DRH accommodation



APPENDIX C – UniSA DRH Moodle Site

For further educational opportunities on placement, check out the UniSA DRH Moodle Site

Students who undertake a placement in regional South Australia are given the opportunity to come together virtually by the Student education Moodle site. This site is designed to stimulate students from various disciplines to gain a broad understanding of being a health professional in a rural and remote context

Instructions on how to enrol in the Course site are [here](#)

Click on [this link](#) to go to the UniSA External Moodle log in page

The Enrolment Key is [DRH@2016](#)

For further assistance, contact [ISTS Help Desk](#)