

Longerenong



College

Student Accommodation Facility Handbook 2021

skillinvest

Table of Contents

1.	General Information for Resident Students	4
2.	Accommodation	4
2.1.	Moving In	4
2.2.	Access to Dormitory	4
2.3.	Keys	5
2.4.	Room Inspections & Maintenance	5
2.5.	Care of Room	5
2.6.	Guests	6
2.7.	Food storage	6
2.8.	Electrical Appliances	7
2.9.	Naked Flames	7
2.10.	Pets	8
2.11.	Vacating early	8
3.	Facilities and Services	8
3.1.	Kitchenettes	8
3.2.	Study Centres	9
3.3.	Laundry	9
3.4.	Cleaning	9
3.5.	Transport	9
4.	Meals	10
4.1.	Dining room	10
4.2.	Kitchen roster	10
5.	Orderly Conduct	10
5.1.	Alcohol	11
5.2.	Smoking	11
5.3.	Noise	11
5.4.	Respect for Visitors	12
5.5.	Care of the Facility	12
5.6.	Sporting Equipment	12
6.	Pastoral Care/Welfare Issues/Residential Services Team	12



7.	Residential Services Team	13
8.	Smoke Doors, Detectors & Electrical Fittings	13
8.1.	Smoke Doors and Detectors:	13
8.2.	Electrical Fittings	14
9.	Emergency and Fire Precautions	14
10.	Evacuation Procedures	14
11.	First Aid	15
12.	Security	15
13.	End of year/Moving out	16

Residential Team Mission:

To provide accommodation facilities and support to encourage students to strive for their academic goals, to develop independence and social responsibility whilst maintaining a strong sense of community.



1. General Information for Resident Students

Living on-campus provides the best possible start to your College experience, fantastic opportunities, invaluable memories and lifelong friends. It is designed so people may share in social and recreational opportunities of collegiate life. The on-campus accommodation is more than just lectures and study sessions. We provide you with plenty of excuses to take a well-earned break and enjoy the recreational facilities including squash court, gym and our new study centres, which means potentially the next two/three years of your life here at Longy could be the best ones yet.

The Residential Supervisor with the assistance of the Residential Caretaker (RC) Residential Assistants (RA), Longerenong Student Association (LSA), College Counsellor and other staff, endeavour to ensure that a residential climate conducive to these aims is maintained, without unnecessarily inhibiting the social life of students. However, this is only possible when everyone accepts responsibility for care and consideration for others in residence.

2. Accommodation

Students accommodation includes single rooms with shared facilities i.e. bathrooms, toilets, kitchenettes and lounges. Facilities include:

- Bed with draws and mattress with protector
- wardrobe with shelving
- study bench, chair and small waste basket
- mini bar fridge
- split system providing heating and cooling
 - term one (1) and four (4) cooling
 - term two (2) and three (3) heating

2.1. Moving In

Immediately upon occupying a room each student is to complete a Room Condition Report, which describes the condition of the room, its fittings and furniture. This report provides protection for both the student and the College, as it will be the basis for any subsequent assessment which accurately reflects the condition of the room, including any non-working or damaged furniture or fittings and the state of cleanliness on arrival.

Posters, whiteboards (other than those already installed) or other similar items are not to be stuck on walls or ceilings. The college provides the Emergency Evacuation Signage in each room. *(students may be invoiced for any damage to College property)*

2.2. Access to Dormitory

Residential students only have access to dormitories during school terms. For students wishing to stay outside these periods, please contact the Residential Supervisor 2 weeks prior to make alternative arrangements.



2.3. Keys

All students are provided with key to access their room, security token for external doors and a mailbox key. Students are required to pay a deposit of **\$150.00** for keys provided.

Any loss of keys/token must be reported immediately to the Residential Supervisor. Missing keys/token are a breach of security and place other students at risk. Replacement costs for keys and or locks may be charged.

Keys and token are to be returned at the end of the academic year. Room keys not returned to college reception within one week of permanently vacating a room in any given year will be deemed to be lost. Such action will result in the installation of a new room lock and key and a fee of **\$200.00** being charged for that replacement lock. Security tokens have a replacement charge of **\$50.00**

Bonds are returned to students at the completion of study at Longerenong College once all room inspections have been completed.

2.4. Room Inspections & Maintenance

Inspections of student rooms will be conducted randomly each term by the Residential Supervisor. You will be given a weeks notice via Facebook message of the date this will be held. It is expected that students make the effort to clean and tidy their rooms in readiness for these inspections.

Occasionally it may be necessary for staff of the College, as delegated by the General Manager, to enter your room. At least 24 hours notice will be given in most situations, except in the case of an emergency or if there is reasonable cause to suggest the student is in breach of their tenancy agreement.

At the end of each term, all rooms will be inspected, and if required maintenance will occur. Please notify the Residential Services Team of any damage prior to inspections.

The Residential Services Team reserves the right to enter a room at any time if damage has occurred. Damage will be photographed, student will be sent an official letter, invoice and photos of all maintenance carried out, seeking reimbursement costs.

2.5. Care of Room

Students are responsible for keeping their room clean and tidy and are expected to empty their waste bin and vacuum their room floor regularly. Vacuum Cleaners are available for use.

- Damages - the individual or group responsible must pay for any damages. Individual students will be held responsible for their room and collectively responsible for their part of the student accommodation facility. All students may be charged for damages incurred in common areas if individuals are unknown.
- End of term - all rooms must be left in a clean and orderly state. All linen to be removed and the College will clean mattress protectors and return to rooms.



- End of year – all rooms must be cleaned and vacuumed upon vacating. Fridges are to be cleaned, switched off and a towel (provided) to be placed under freezer drip tray to prevent water leaking.

2.6. Guests

No guests are allowed in the residential areas during the first two weeks of Semester One. This is to allow new students time to settle into their environment and familiarise themselves with other students.

From the beginning of the third week of Semester One, guests may be invited into the student residential area subject to the following conditions:

- all guests (**must be over the age of 18**) are to complete a form available from either the Residential Caretaker/Supervisor or a Residential Assistant.
- no visitors are permitted after 11.00pm or before 9.00am, apart from overnight guests.
- the student inviting the guests into the residential area is the host and is responsible for the guests' behaviour at all times. Guests are expected to observe all College policies and guidelines, and the host may need to remind them of this. If other students object to the behaviour of a guest, the host must ask that guest to leave immediately.
- one personal guest is permitted to stay overnight in the host's room, if invited to do so, with approval from the Resident Supervisor. If a student has more than one guest, they will need to arrange accommodation through the Residential Supervisor or find other accommodation off campus.
- Overnight guests should at no stage be left alone in the residential area and under no circumstances should they be given a key/security token to let themselves in the student accommodation facility. A room rental charge will apply to situations where more than one guest stays overnight.
- the maximum number of consecutive nights each individual guest may stay is two. Should a guest wish to stay longer than two consecutive nights, they will be required to pay a room rental charge.
- the maximum number of nights each student may have a guest stay is an average of one night per week per term. Additional nights will incur room rental charges.
- Any uninvited guest(s) without a host will be considered a trespasser.

Full time students of Longerenong College are permitted to enter the Student Accommodation (without completing a visitor's form) facility between the hours of 10 am and 4 pm, Monday to Friday, for study purposes if they have been invited by a residential student and stay with that student at all times. All guests must use car park 2.

2.7. Food storage

Vermin, such as rats and mice, are common in this district and loose foods or food waste and crumbs will attract these pests. Therefore, students must keep food in sealed containers in their rooms or in the kitchenettes.

Please ensure rubbish bins are emptied regularly or when full. If vermin are found in your room or common areas, please report to the Residential Services Team.



2.8.1 Plant Collection Assignment

During terms three (3) and four (4), 1st year students will be asked to submit a plant collection assignment as part of your studies. Under **No Circumstances** are these plants to be dried under your mattress. There are drying room facilities available at the science lab. Please speak to the Residential Services Team to book this room.

2.8. Electrical Appliances

All electrical items must be declared for Testing & Tagging. This yearly service is provided at the College for \$20.00 and provides a 12-month coverage.

The following electrical appliances can be used in the student room:

- hairdryer/hair curler/electric razor
- radio/ CD player
- mobile phone charger
- electric blanket
- computer/printer
- iron
- television/DVD
- lamps
- students may have a small speaker in their room to listen to music at a reasonable and fair noise level. Any student who does not comply may have the speaker confiscated and returned at the end of term

The following electrical appliances can be used in the kitchenette areas only:

- kettle
- toaster/oven
- microwave
- small sandwich maker/grill
- electric frypan/wok/air fryer

Additional electrical heaters/coolers, fans or fridge/freezers are **NOT** permitted.

2.9. Naked Flames

The use of candles, incense, or anything with a naked or exposed flame is prohibited due to the unacceptable fire risk they pose. This includes fragrant electric oil burners, flammable liquids such as methylated spirits, solvents or similar are also not permitted.

- Reed diffusers are acceptable as per picture

Any student found to have triggered the fire alarm with a naked or exposed flame or similar, cigarette smoke or aerosol spray or by any other way will be charged all associated call out costs from Emergency Services. This may be in the range of \$1000.



2.10. Pets

Students are not permitted to bring or keep pets/animals (of any kind) in the Student Accommodation Facility. Horse facilities are available, for further information including an application please contact the College office.

2.11. Vacating early

Long term students wishing to move out of the student accommodation facility must give four (4) weeks notice of their intention, in writing, to the Residential Supervisor. These students must remember however, that they have a licence agreement with the College to occupy their room for a specified period and they are responsible for the residential fees for this entire period unless the College agrees to an early termination of the agreement. In this case an Early Termination Fee of \$400.00 will be charged unless there are extenuating circumstances requiring the student to vacate.

The room is to be cleaned and tidied before leaving in readiness for the next student. Rooms not cleaned to a satisfactory standard will be charged a cleaning fee.

3. Facilities and Services

The College provides the following facilities and services:

- Gymnasium (run by the LSA)
- Squash Court (run by the LSA)
- Bristol (run by the LSA)
- Under cover car parking and open car parking car park two (2) and four (4)
- Study centres

The following facilities are cleaned daily:

- Kitchenettes
- Laundry
- Bathrooms
- Lounge areas

3.1. Kitchenettes

Each wing has a shared kitchenette area for students to self-cater during lunch times, weekends and other times. These areas can also be utilised for watching television and group study. The consumption of alcohol is permitted in these rooms. However, they are for quiet use only and this is to be respected by all users.

The kitchenettes have convection/microwave ovens, mini oven, toaster grill, refrigerator and access to boiling water. Students are expected to supply their own, crockery and cutlery and other cooking items. The kitchenettes are the only areas of the student accommodation facility where cooking is permitted.



These areas are to be kept clean at all times. If any crockery or cutlery, microwave, toaster, sandwich maker, refrigerator, or other cooking items are used then the person using them is responsible for cleaning and putting them away.

Residential staff are not responsible for cleaning students dishes, cutlery or cooking items. If these items are left dirty in the kitchenettes the Residential Supervisor may discard them. The kitchenettes will be serviced daily however, students may be charged for any additional cleaning necessary due to excessive mess.

No furniture or equipment is to be removed from the kitchenettes and or bedrooms.

3.2. Study Centres

Each floor has its own study centre and are available for all students to use (including apprentices). These are quiet areas for students to relax, study, watch TV and movies. These areas are a fantastic space to work on group assignments and plan activities.

All study centres are to be left in a clean and tidy manner, please remove all items when you leave. **Alcohol is NOT permitted in these areas.**

3.3. Laundry

The laundry located on the ground floor has coin operated washing machines and dryers which accept \$1 and \$2 coins. Please be respectful of other students requiring machines and remove all clothes once washed/dried. There are four clotheslines located outside two of which are undercover. Please supply own coins, if you require change speak to the Residential Services Team.

3.4. Cleaning

Cleaning staff do a sanitise clean of the common areas daily. However, students are asked to keep these areas tidy and free from litter, dirt and other items. Room bins need to be emptied to the large bins located outside.

Bathrooms will be scheduled for cleaning between 9am and 11:30am. Cleaners will open the door and call out prior to entering the bathroom for cleaning and then at that time signage will be in place advising that cleaning is in progress. Students are not to enter bathrooms while the cleaning signs are displayed and should use alternative bathrooms located nearby.

If there is an unreasonable mess to be cleaned up, then all students may be required to compensate the College for the cost of the extra cleaning necessary.

3.5. Transport

Horsham has a taxi service which can be contacted on 03 5381 1223. There is no public transport servicing the College however students who need travel into Horsham or who have something to collect from Horsham should ask for assistance at Reception.



4. Meals

Meals included as part of the residential package are served in the Dining Room located on the ground floor of the Residential facility. **No EFT facilities available – all extra meals are cash only.**

Students receive meals as follows:

Breakfast: Monday to Friday (7:00am to 8:45am) *Continental breakfast is served Monday, Tuesday, Wednesday and Friday and cooked breakfast each Thursday.*

Lunch: available daily at students own cost

Dinner: Monday to Thursday (6:00pm to 7:00pm) Dinner is served up by our very own Chefs Wayne and Chelsea from eat@. There are two meat options available including salad and or vegetables. Dessert is also served by our Chefs after the main meals has been served to all students. **You will have received a menu plan in your rooms, please complete and return to the dining room.**

If you have any dietary requirements, allergies etc please include on your medical form and please make yourself known to the chefs to assist you in preparing your meals.

Please note - no meals are supplied or available on weekends or public holidays.

4.1. Dining room

The dining room is where all students can eat and enjoy socially, please be respectful of those around you. Any students behaving unacceptably will be asked to leave the room by the Residential Supervisor/Caretaker and or Chefs. Further disciplinary action may take place depending on the behaviour.

4.2. Kitchen roster

A kitchen roster is prepared each term for all students. If you are unable to fulfill your time slot it is the student's responsibility to swap shifts. When swapping shifts please advise our Chefs. Shifts begin at 5:45pm each night. When working in the kitchen please wear closed in shoes etc, thongs are not to be worn. The roster will be posted on Facebook weekly.

5. Orderly Conduct

The Student Accommodation facility is a community for students from varying disciplines and backgrounds. Guidelines and policies governing life in the residence may appear restrictive to some but are there to ensure that personal liberties are preserved, and all students may attain high academic performance. This is possible only if every student abides by the rules and accepts responsibility for the care and consideration of others.



5.1. Alcohol

There is a period at the start of each year during Orientation Week and the last week of College during exams that alcohol is **strictly prohibited** on campus. During this time, you can only consume alcohol on campus at approved College functions.

At all times, students that consume alcohol are expected to do so in an appropriate manner. Students may bring alcohol onto the campus providing:

- They are aged 18 years or older
- They keep the alcohol in their own room, and
- They consume it at an approved area of the campus

Approved areas of the campus are:

- Quiet drinking in your own room
- Quiet drinking in the Student Accommodation kitchenette on each wing
- The Bristol building in the Student Amenities complex

All other areas of the campus including the Study Centres are “dry areas”. Students found with alcohol in these areas will have their alcohol confiscated and may face disciplinary action. The College has introduced a “**No Glass**” policy within the campus grounds/dorms, cans are acceptable.

Students under the age of 18 years are not permitted to possess or consume alcohol.

5.2. Smoking

Smoking is not permitted in any College building or vehicle including the Student Residences. Smoking is also not permitted within 10 metres of the entire residential building except for the designated smoking area referred to as the smokers area on the western side of the building. Please use designated bins provided for smoke butts.

Exposure to the smoke of others (passive smoking) is a health risk. Students are reminded to be considerate of others when smoking outdoors but in the vicinity of buildings or other students.

5.3. Noise

At the beginning of each year the curfew on noise is set at 10:00pm. Curfews ensure that there are sufficient hours for all students to study, relax and sleep.

A certain amount of noise is normal and expected. Students should feel free to play music etc. in their rooms provided they respect other students and curfew times, together with study requirements.



5.4. Respect for Visitors

From time to time the College accommodates visitors to the campus. Students are required to respect the privacy of visitors and should not enter visitor accommodation areas or other facilities while visitors are present.

5.5. Care of the Facility

All students are expected to respect the student accommodation facility. Wilful damage i.e. vandalism, graffiti etc. will **not** be tolerated and may result in a disciplinary fine and/or action which includes being removed off campus. Offenders will also be required to compensate the College for the cost of making good any damage.

5.6. Sporting Equipment

There is sporting equipment available for use including squash and racquetball racquets, pool cues/billiard balls, table tennis bats and balls. The equipment is located in the LSA office at the Squash courts, however if you require something further, please enquire about availability. The use of sporting equipment inside the student residences is strictly prohibited.

6. Pastoral Care/Welfare Issues/Residential Services Team

Students with pastoral care or welfare issues are encouraged to contact the Student Counsellor and or Residential Supervisor for assistance.

6.1 Student Welfare/Medical Treatment

If a student has an impending medical issue, has been hospitalised, had an operation etc, the Residential Team must be notified of the situation, upon the student returning to dorms. The Residential Team will ensure that the student's welfare is supported whilst at the College. Please advise if any new medical information needs to be updated on the students file. All information will be kept private and confidential.

Students who fall ill or suffer an accident should notify the Residential Services Team. If the illness or injury is acute the Residential Services Team will arrange an ambulance or other transport to the Hospital Emergency Department.

Parents are advised to contact the Residential Supervisor and or Counsellor if at all concerned for the welfare/wellbeing of their child whilst residing on dorms. They are both on call if required, please feel free to make contact regarding any concerns. All information is regarded as private and confidential.

Title	Name	Phone Number	Room Number
Residential Assistant	Flick Dean	0490 168 177	110
Residential Assistant	Lucy Butler	0428 286 363	210
Residential Assistant	Doug Mancarella	0499 949 164	223



Residential Assistant	Airley Mulraney	0497 067 370	323
Residential Caretaker	Julie Roiter	0427 516 559	Residential Service Office and on call
Residential Counsellor	Greg Radford	0407 059 671	On Call.
Residential Supervisor	Kym Bateson	0427 847 290	Admin/office and On Call

7. Residential Services Team

Residential Caretaker

Julie Roiter (Jules) is our Residential Caretaker (RC) and lives on residence. Julie's role as part of the Residential Services Team is to ensure a safe and secure environment for all students and visitors whilst in residence.

The Residential Caretaker Hours:

Monday to Thursday during the hours of 5.30 pm to 11.00 pm.

Tuesday to Friday 8:00am to 10:00am

The Residential Assistants Weekend.

At any time over the weekend when assistance, maintenance or support is required, please contact the Residential Assistants, who will contact the Residential Supervisor for further instructions. Students are to respect the Residential Assistants.

Residential Counsellor

Greg Radford (Radders) is the College Counsellor. Students and parents are most welcome to contact him at any time regarding any concerns. Greg and the Residential Services Team are available to assist students with anything that may be affecting their wellbeing and or study at the College. Full details including contact details and times of availability can also be found in the Longerenong Student Guide.

Residential Supervisor

Kym Bateson is the College Residential Supervisor, and can be contacted at any time regarding concerns, welfare/wellbeing, support, maintenance, catering and assistance in the transition into dorm/campus life. Students and parents are encouraged to contact Kym for assistance.

8. Smoke Doors, Detectors & Electrical Fittings

8.1. Smoke Doors and Detectors:

The Student Residences are protected from fire by smoke doors, smoke detectors and a fire alarm system. Smoke doors are fitted at the end and in the middle of each residential wing and will close automatically if the power goes off or if the fire alarm is triggered in that wing.



Smoke doors must never be obstructed or wedged open. Bedroom doors are fitted with self-closers and must not be detached at any time.

Smoke detectors are fitted in the corridor of each residential wing and in all rooms. The detectors in the corridors are wired back to an alarm panel located in the ground floor entry hall that is in turn connected to a remote monitoring system.

If any of these detectors are triggered the alarm will sound, the alarm panel will indicate the wing where the alarm is located, and the local Fire Brigade will be notified by the monitoring system and will attend the College.

The detectors in the rooms are not wired back to the alarm panel. If one of these detectors is triggered it will sound an audible alarm until it is reset by the Residential Supervisor. Please note that smoke detectors are sensitive and will be triggered by smoke from cigarettes, burnt food and naked flames etc.

Any student found to have triggered the fire alarm with a naked or exposed flame or similar, cigarette smoke or aerosol spray or by any other way will be charged all associated call out costs from Emergency Services. This may be in the range of \$1000.

Anyone found to have tampered with a smoke detector; alarm, fire extinguisher or CCTV cameras may be fined a minimum of \$300 plus expenses and/or disciplinary action.

8.2. Electrical Fittings

Students must not tamper with electrical fittings. Any problems or faults with electrical fittings should be reported immediately to the Residential Caretaker or Residential Supervisor.

9. Emergency and Fire Precautions

The Student Residential Building Emergency Information Book details emergency information and procedures.

10. Evacuation Procedures

Evacuation procedures are posted in the common areas throughout the residences and in each individual bedroom. Each term there will be an evacuation drill, this is part of our commitment to OH&S at Longerenong College. Students will not be given warning of an impending fire drill.

The Emergency Team will provide assistance and support during fire drills. The Team will be elected at the start of Term 1, and this will be made up of 1st year ADAM Students and R/A's.

We will require the following:

Fire Warden	Residential Caretaker
Communication Officers	R/A's x 2
First Aid Officer	R/A
Runner	1 st Year ADAM



Kitchen/Dining Room Warden	Chefs.
1 st Floor Warden	1 st year ADAM
2 nd Floor East Warden	1 st Year ADAM
2 nd Floor West Warden	1 st Year ADAM
3 rd Floor East Warden	1 st Year ADAM
3 rd Floor West Warden	1 st Year ADAM

11. First Aid

First Aid is the first assistance given to an injured person. It should only be carried out by a person who has been trained in First Aid.

First Aid Offices are the following:

Residential Supervisor – Kym Bateson

Residential Caretaker – Julie Roiter

Residential Assistants – Airley, Lucy, Doug and Flick

If a person trained in first aid is not available and the student cannot fix him/herself without help, the student should be referred to Accident and Emergency Department at Wimmera Health Care Group or call Nurse on Call -1300 60 60 24.

For those with First Aid Training, or for the use of the student, there is a First Aid Kit located in Residential Caretaker Office. Always wash your hands before treating burns, wounds or eye injuries.

12. Security

The security of buildings and the safety of students is a priority. All students (excluding those underage) are free to come and go as they please but are expected to remember their responsibilities for general College security. Security cameras are installed in and around all common areas of the dorms. This is to ensure students safety as well as deter willful damage.

The College cannot guarantee that theft will not occur. All students are responsible for a co-operative and responsible approach to College security throughout the day/night.

All external doors to the accommodation facility will be locked during the following times:

- 4pm Friday to 6pm Sunday (inclusive)
- 11pm – 7am daily from Sunday evening to Friday morning

Personal safety and security depends upon each student:

- Ensuring the external doors are closed correctly at all times
- Locking doors at night prior to retiring to bed
- Identifying caller/s before opening doors
- All visitors must be referred to the Residential Services Team
- Notifying the Residential Services Team of any strangers seen within the buildings
- Report any suspicious behavior immediately to staff, or ring the police on 000
- Never leave large sums of money in your room. If you happen to have a large sum of cash, contact College Reception who will be happy to lock this in the office safe
- Report even minor theft to the Residential Supervisor



- Levels two and three have lockable storage rooms at each end of the passages to store belongings i.e. suitcases, swags etc. In turn we have lockable sheds to store larger items i.e. fishing equipment, motor bikes, paddle boards etc. Contact a Residential Services Team member to gain access to these rooms.

It is recommended that residential students take out private insurance to cover personal items of value, as the College's insurance does not provide coverage for items, which are not owned by the College.

13. End of year/Moving out

Exam Week/End of Year

There is an expectation that during this last week of the year, students should be concentrating on the completion of all assessment and final exams. To assist in this, the following expectations apply:

- No visitors from the Sunday preceding exam week
- No alcohol on campus during this time

Moving Out/Key Return

Please remember your dorm room is to be cleaned and emptied before leaving the College.

Cleaning involves:

- wiping out all cupboards and benches/desk
- removing all rubbish in and around the room including under the bed
- vacuuming room, under bed and around skirting boards
- fridges are to be cleaned, switched off and a towel (provided) to be placed under freezer drip tray to prevent water leaking

Students must complete the outgoing condition report provided by Residential Supervisor. Rooms not cleaned to a satisfactory standard will be charged a cleaning fee. All keys are to be returned to the front office upon vacating. Once all is completed to a satisfactory standard and keys returned, the students not returning to campus the following year will receive their full bond and key refund.

Residential Services Team are committed to providing a safe environment for guests, students and staff at all times, we expect all students to share this commitment.

On behalf of Longerenong College the Residential Services Team encourage all students to enjoy dorm life, make new friends, respect all students and neighbours, and be committed to your studies and life at Longerenong College.

