

The **Western Australian Centre for Rural Health (WACRH)** recognises that access to accommodation is a key factor in students being willing to undertake a rural/remote placement. WACRH is committed to providing quality, affordable, shared accommodation for Allied Health, Pharmacy, Nursing, and Midwifery students participating in WACRH placement programs in the Midwest and Pilbara of Western Australia. Subject to availability, WACRH also provides accommodation to other students, organisations, and health professionals when required.

Policies and guidelines are in place to ensure the welfare and safety of all residents and their rights and responsibilities.

## **Definitions**

Within this policy:

- the term “**residents**” refers to anyone staying in our accommodation and can include:
  - Students on rural placement,
  - WACRH Staff,
  - WACRH’s partner organisation staff,
  - Non-WACRH UWA Staff, and
  - Staff from external organisations.
- the term “**WACRH Centre Management**” includes the Director, and Senior staff.
- the term “**WACRH Administration**” includes the WACRH Executive Officer, Facilities Officer, Administration Officer, Accommodation Officer and Student Support Officer.
- the term “**WACRH Contact**” is the primary WACRH employed contact for the resident. For students, this may be their placement supervisor, clinical facilitator, or placement liaison. For other residents, it may be a liaison, or the regional administration officer.

## **Policy Statement**

The right of residents to use WACRH premises is confined to the contract period dates as specified in the online accommodation booking request, and subject to approval by WACRH Supervisors, Administration and Centre Management. Residents are admitted and remain in residence at the discretion of WACRH’s Centre Management. Failure to abide by any WACRH/UWA policy or guideline may result in residents being asked to vacate premises.

WACRH operates under State and Commonwealth laws and The University of Western Australia (UWA) by-laws. WACRH supports and follows relevant UWA policies.

Behaviour which may cause offence or annoyance to the general body of residents, or which brings discredit upon WACRH’s reputation will be cause for disciplinary action.

Each resident, prior to receiving keys, must acknowledge they have read and understood, and agree to abide by this policy, including WACRH’s Terms and Conditions of Stay.

WACRH respects the rights and privacy of all residents. The premises provided is regarded as the resident’s private space. That said, each resident has a responsibility to maintain a clean and safe living environment which does not infringe on the rights and privileges of other occupants or neighbours. Upon vacating the premises, resident must leave it in the same state of cleanliness, or even better standard, as when they first arrived, ready for the next person to move in.

If WACRH policies and guidelines are breached, it may be necessary for the resident’s enrolling university or employer to be involved and, in extreme cases, for the police to be notified.

The following behaviours will not be tolerated and are subject to disciplinary action or termination of WACRH accommodation:

- Harassment, intimidation, and bullying.
- Sexist, racist, or discriminatory behaviour.
- Use of illegal substances.
- Possession of illegal substances and drug paraphernalia. **Note:** Residents are considered responsible for substances or equipment located in their unit.
- Alcohol related potentially dangerous or harmful behaviour e.g., binge drinking, excessive drinking and drinking games.
- Underage drinking of alcohol.
- Disruptive, discourteous, or dangerous behaviour.
- Damage to, or tampering with, safety or fire equipment.
- Theft, vandalism, or damage to WACRH property, facilities containing WACRH accommodation or property belonging to another resident.
- Use of social media that contravenes UWA Code of Ethics and Conduct.
- Smoking in the accommodation. **Note:** Smoking is not permitted on any UWA controlled premises.

Please note for those on placement with WACRH or its placement partners, above behaviours may also result in the termination of their student placement and/or notification of these breaches of WACRH Policy to your enrolling institution.

## **Room Allocation**

If a resident has housing requirements based on accessibility or religious grounds, these must be communicated to the appropriate Accommodation Officer as soon as possible.

WACRH's accommodation is mixed gender. WACRH allocates rooms for bookings based on maximizing the use of all accommodation, and residents of one gender may be allocated an individual room in a property shared with people of other genders.

## **Arrival and Departure**

### **Arrivals**

- Standard check in dates are one day before commencement of rural placement, unless otherwise negotiated.
- Residents are welcome to check into their accommodation up to 48 hours prior to their placement commencing, where possible, and with the approval from the Accommodation Officer.
- The Accommodation Officer will communicate the key collection arrangements with you via email prior to arrival. Keys can be collected from WACRH office during office hours. After hours the keys can be retrieved from the locked box at the property.

### **Departure**

- Residents are asked to vacate within 24 hours of their placement completing to allow for the property to be available for the next student arriving.
- Keys are to be returned to the WACRH office during office hours or as advised by the Accommodation Officer. After hours the keys can be left in the locked box, as directed by the Accommodation Officer.
- Due to the accommodation generally being booked back-to-back; residents are not permitted to extend their accommodation period. Should a resident require an extension on their accommodation, written permission must be obtained from the Accommodation Officer at least two weeks prior to the vacate date.

## **Fire and Emergency Procedures**

All accommodation facilities are fitted with smoke detectors and alarms. In the case of fire students must evacuate the facility as guided by the emergency evacuation procedures located in each room of the accommodation facilities, then ring '000'. The Executive Officer/Site Coordinator should also be called.

Residents should familiarise themselves with the emergency procedures upon arrival to their accommodation.

## **Incidents on WACRH Property**

Any incidents occurring on WACRH property must be reported to WACRH Administration and Centre Management. Student residents must also inform their individual WACRH Contact of any incidents in which they are involved.

## **Accommodation and Administration Fees**

Rental tariffs vary based on the category of student/resident. This will be outlined at the time of booking enquiry.

**Where fees are due, accommodation charges must be paid upfront/weekly/ or prior to vacating the premises. Invoiced charges must be paid within 7 days of invoice.**

- Payments must be made in person by EFT, or by bank transfer.

## **Cancellation policy & fees**

The following policy outlines WACRH's fees and charges for cancellations and late notice booking changes. Unless otherwise negotiated:

- For cancellation or booking changes where circumstances are within a resident's reasonable control:
  - If cancellation/change of booking is at least 2 weeks prior to the commencement of an accommodation booking, two weeks' payment will be forfeited with the remaining payment refunded to the resident
  - If cancellation/change of booking is less than 2 weeks prior to the commencement of an accommodation booking, the full payment amount will be forfeited
  - Should a resident depart their accommodation earlier than the booked time frame, the resident will be charged the full amount of the original booking.
- For cancellation or booking changes under extenuating circumstances that are out of the resident's control, there will be no charge for cancelled accommodation and any fees paid for cancelled accommodation will be refunded. Such circumstances are, but not limited to:
  - Public Health outbreak (e.g. Pandemic)
  - Weather event
  - Public emergency (eg Bush Fire, Flooding, Road Closure, Police Operation)
  - Health or Personal matters (A medical certificate or equivalent approved documentation is required for any personal and/or family illness or situation)



## **Relevant UWA policies**

Code of Ethics and Code of Conduct

[http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics#307](http://www.hr.uwa.edu.au/publications/code_of_ethics#307)

Charter of Student Rights and Responsibilities (UP07/132)

<https://www.uwa.edu.au/policy/-/media/Policy/Policy/Student-Administration/Charter-of-Student-Right-and-Responsibilities/Charter-of-Student-Rights-and-Responsibilities.doc>

Policy and Procedures for dealing with Equity and Diversity Enquiries and Grievances

[http://www.hr.uwa.edu.au/policy/toc/appointment\\_and\\_employment/equal\\_opportunity/policy\\_and\\_procedures\\_for\\_dealing\\_with\\_equity\\_and\\_diversity\\_enquiries\\_and\\_grievances](http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/equal_opportunity/policy_and_procedures_for_dealing_with_equity_and_diversity_enquiries_and_grievances)

UWA Policies relating to Equity and Diversity

<http://www.equity.uwa.edu.au/welcome/policies>

UWA Drug and Alcohol Policies

<https://www.uwa.edu.au/policy/-/media/Policy/Policy/Sustainability/Wellbeing/Alcohol-and-Other-Drugs/Alcohol-and-Other-Drugs-Policy.rtf>

UWA Smoking Policy (UP07/150)

<https://www.uwa.edu.au/policy/-/media/Policy/Policy/Sustainability/Wellbeing/Smoking/Smoking-Policy.rtf>

## **State and Commonwealth legislation**

Disability Services Act (1993)

[https://www.legislation.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_267\\_homepage.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_267_homepage.html)

Equal Opportunity Act (1984)

<https://www.wa.gov.au/government/publications/equal-opportunity-act-1984>

Sex Discrimination Act (1984)

<https://www.legislation.gov.au/Details/C2021C00420>

## WACRH - Terms and Conditions of Stay

1. Residents and their guests must ensure they are aware of the house rules for these premises, and that they do not interfere with the reasonable peace (e.g. keep noise to a minimum), comfort or privacy of other residents.
2. No overnight guests are permitted.
3. All furniture and inclusions must remain as they are and not removed at any time. Missing items must be reported to the WACRH Facilities Officer, or the regional Accommodation Officer.
4. All damage to the accommodation, furniture or inclusions, repairs and maintenance must be reported to the WACRH Facilities Officer and site Administration Officer as soon as noticed, via email at: [maintenance-wacrh@uwa.edu.au](mailto:maintenance-wacrh@uwa.edu.au).
5. Should any malicious damage occur at the accommodation, the responsible resident(s) will be charged for the damage.
6. Residents are responsible for the conduct of their guests including payment for any damage or breakage that may occur.
7. Illegal substances (e.g. drugs) or illegal possessions (e.g. weapons) are not to be kept at the property at any time by residents, or their guests.
8. Consistent with the University of Western Australia's Smoking Policy (UP07/150) Smoking is prohibited at all times on all University (WACRH) Property and Workplaces; this includes all WACRH housing and the surrounding grounds/property. Smoking while not on University premises, while not encouraged, must not occur within five metres of a work, meal or living environment and also not expose others to smoke. You must not leave cigarette butts lying around or in containers anywhere on the property. Failure to comply could result in the resident(s) being asked to vacate the property.
9. The property is not to be utilised for commercial use, or for the purpose of operating a business.
10. Burning candles, oil burners, incense burners, bar/oil heaters etc are prohibited at all times.
11. No animals are allowed at the accommodation.
12. Residents receive an allocated set of keys upon check in. All allocated keys and fobs (where relevant) are the responsibility of the resident to whom they are allocated.
13. Residents must not tamper with/change any lock in the premises or make copies of keys.
14. Residents must never give their keys to guests to use.
15. If a resident is locked out, they may collect a key from the WACRH office during office hours. An after-hour call out fee may apply outside of regular office hours.
16. Should a resident's keys be lost, misplaced, or stolen, it must be reported to WACRH immediately.
17. All keys must be returned when vacating the property.
18. Residents who lose their room key/s/fobs may be charged for the replacement of the lock, keys and fobs.
19. Residents must not share WiFi/internet access user names and passwords with others.
20. Residents are responsible for regularly cleaning their bedrooms and keeping the shared areas (kitchen, bathroom, lounge room etc) of the accommodation clean and tidy.
21. Residents and/or their guests must ensure they leave common areas (kitchen, bathroom, lounge room etc) clean and tidy after using them.
22. BBQ's are to be cleaned after each use.
23. Laundry room is to be kept in a clean and tidy condition.
24. Upon vacating, the premises must be left clean and tidy, ready for the next occupant to move in.
25. WACRH may request that the resident have the property professionally cleaned at their expense upon vacating the property.
26. WACRH will endeavour to give residents prior notice whenever possible, before entering their buildings. However, WACRH reserves the right to enter any of their facilities, including accommodation sites without giving notice, for emergency maintenance or safety reasons.
27. WACRH may request a routine inspection of the property during a resident's stay. The appropriate notice of routine inspection will be given.
28. All residents must ensure all lights, fans and air conditioners are turned off when not in use or if they are not home.
29. All residents are to ensure that the property is locked and secured (doors and windows) when the property is not in use.
30. For security reasons, residents who know they will be away overnight or longer are asked to inform WACRH administration staff.
31. In case of emergency or illness, WACRH reserves the right to:
  - a. contact resident's emergency contact.
  - b. obtain medical assistance, or to send residents home or to hospital, at the residents own expense.