



# Camillus and Managed Residence **Student Handbook**

[acu.edu.au](http://acu.edu.au)

ACU's Living & Learning Communities assumes that standard residential operations will resume as normal in 2021. Residents are encouraged to refer to regular communications regarding COVID-19 restrictions and guidelines which will be provided via email by the management team.

ACU Living and Learning Communities have, and will continue to, implement the following health guidelines in order to minimize risk of COVID-19 transmission:

- Social distancing
- Educational signage that focus on hygiene measures and guidelines
- A compulsory COVID-Safe module which will be delivered during Orientation Week of 2021

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# RESIDENTIAL LIFE

## WELCOME

New friends. Exciting experiences. Memorable moments. University should have them all. And living in student accommodation is one of the best ways to get the most out of your university experience. In our accommodation, you'll get academic support, make lifelong friends, and be part of a diverse and close-knit community. You'll also have access to unique sporting, leadership, spiritual, and community engagement opportunities. Our student accommodation isn't just a place to stay – it's a living and learning community.



## RESIDENTIAL SUPPORT TEAM

### RESIDENTIAL MANAGEMENT & ADMINISTRATION TEAM

Our Residential management and administration teams are responsible for the management, strategic direction and daily operations of each residence. Our administration teams are available within office hours during Monday to Friday to provide service and support to all residents.

### RESIDENTIAL ADVISOR TEAM

Our Residential Advisor Team (RAs) consists of full-time students who live in residence. They are responsible for developing and delivering the Residential Life Program. This program consists of regular in-house events that are aimed at ensuring each resident has a positive and enjoyable experience living in residence. The RAs are also on hand to assist with any enquiries. If you require an RA to respond to a situation, please contact them via the duty phone (see Important Contacts on page 18).

RAs are chosen for their leadership skills, community participation, and demonstrated commitment to improving student life in ACU's Living & Learning Communities. We welcome any of our residents to apply for the role. Applicants must commit to staying in the property for at least two semesters.

## ARRIVAL PROCESS

### CHECK-IN

You will be contacted prior to check-in to arrange a suitable arrival time. Once you arrive, a staff member will provide you with a welcome pack containing your key, wi-fi information, maps of the local area, transport information, and a room condition report.

### ROOM CONDITION REPORT

Please complete the room condition report and return to the front desk within two days of check-in. The report is in place to support you to communicate any pre-existing damage so that you are not held liable upon check out, so please ensure you complete it thoroughly.

## UNDER 18s

There are special requirements and considerations for students living in residences who are under the age of 18.

Before being offered a rental agreement, each applicant, who will be under 18 at the start of their tenancy, will be required to have interview with one of the residential team members, either face-to-face or via an online video service. This is to ensure that the adult environment of student accommodation will be right for them. Once approved, a parent or guardian will be required to co-sign the residential agreement.

While a student is under the age of 18 on residence, a parent or guardian will be contacted in the instance of ill health, breach of agreement, disciplinary actions, or any other concerns regarding the student. It is expected that students under the age of 18 adhere to a zero alcohol policy.

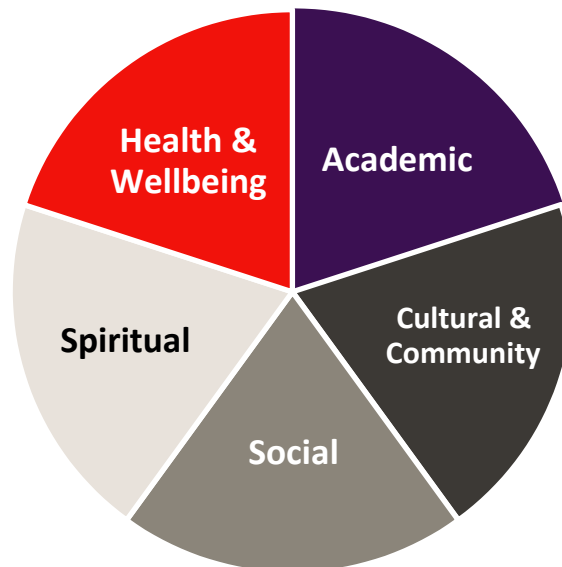
These procedures have been put in place to ensure the safety of students under 18 years of age while living in student accommodation. All ACU student accommodation staff have completed Working With Children Checks.



## RESIDENTIAL LIFE EVENTS

ACU's Living & Learning Communities aim to provide opportunities for personal development and connection with peers. We encourage greater academic achievement, promote health and wellbeing, and help to develop teamwork skills and provide a positive overall student experience.

Our RAs host regular events to ensure that there is never a dull moment or missed opportunity for our residents to make the most out of living in residence. Our Residential events focus on one or more of five focus areas:



All LLC events are promoted via the ACU Life platform. Our Residential administration teams will add you to your relevant residential group when you check in. Otherwise, you can join the group by scanning the relevant QR code upon arrival.

## SERVICES FOR RESIDENTS

The Accommodation Services office is open from 9am to 5pm Monday to Friday.

If you require an RA to assist you with an urgent situation after-hours, please contact them via the duty phone number, **0455 053 173**. Residential Advisors will not respond to requests via their personal phone or social media.

Staff can be contacted during office hours on 03 53365321. Please ensure you have the office and duty phone numbers noted down.

Contact hours may be reduced over holiday periods; residents will be notified if any changes occur.

### MAIL

Managed Residences mail should be addressed to your accommodation address directly.

Camillus - your address will need to be prefixed by your house number e.g:

House 12, 79-83 Gillies Street South, ALFREDTON VIC 3350

## MAINTENANCE

Please lodge a maintenance request via the accommodation portal if you need to report a maintenance issue either in your bedroom or in the common areas. This is the same [portal](#) you used to apply and pay rent. Please report maintenance issues as soon as possible to ensure they are resolved in a timely manner.

If a resident has caused damage requiring maintenance, the resident will be required to pay for the cost of repair and/or replacement of the damaged items.

If a maintenance request has been lodged by a resident or noted during inspections, Management reserves the right to enter the premises without prior warning to resolve maintenance issues. Residents will be given advance notice as far as practicable.

## LAUNDRY

Each house has a washing machine and dryer, an iron and ironing board and some cleaning equipment (mop bucket etc) available for use. Should you need these items replaced or repaired, please log this via the maintenance portal. Expendable cleaning products (soap and cleaners) are a household responsibility to be discussed as a group.

## PARKING

Parking is available at Camillus and requires a remote control for the car park gates. You need to pay the \$100.00 security deposit online, through the accommodation portal before collecting a remote control from accommodation staff in Burke House on the main campus.

Managed residence parking is unique to each house and where there is a garage, please discuss as a house group for equitable use.

## BIKE SHARE

At Camillus, we provide 3 bicycles for residents to use. Residents must provide their own helmet. Please see RA's in House 1 to rent a bike.

## RUBBISH REMOVAL

Please ensure rubbish is always removed in a timely manner. Bins are located behind your house.

Be sure to make use the yellow bins for recycling and the red bins for general rubbish.

Camillus: Students are responsible for putting their bins out in the service road on Monday night and bringing them back in, no later than Tuesday night.

Managed Residences: Students are responsible for determining when rubbish is collected for their property and putting their bins out on the appropriate night and bringing them back in, no later than the following night. This information is available on the [Ballarat City Council website](#).

## PEST CONTROL

Please ensure that you do not create a situation in your house conducive to an infestation. Please ensure that:

- Crumbs and food scraps are disposed of
- Dirty dishes are not left out
- Benches and stove tops are regularly wiped down
- Food is sealed or covered properly
- Cupboards are wiped clean as necessary
- Rubbish is emptied in a timely manner
- Kitchen floors are mopped regularly

If you do not adhere to these guidelines and this causes or exacerbates an infestation in your house, you will be held liable for the cost to eradicate pests from your house. We conduct pest control treatments to support your efforts for a clean house.

## UNIVERSITY SUPPORT SERVICES

### COUNSELLING

ACU offers free and confidential counselling to ACU students who are experiencing mental health, personal, study or work-related issues.

As an ACU student, you can make an appointment with our counselling service to reduce stress and get back on track.

Our counsellors are experienced and trained psychologists or social workers who deliver specialised programs in the areas of mental health, emotional wellbeing and enhancing mental resilience. And they are trained to help students to successfully complete their studies.

As an ACU student, you'll have access to six free counselling sessions per year. Appointments with ACU counsellors can be made by current students through the Student Portal.

### DISABILITY SERVICES

If you are a student with a diagnosed health condition, disability, mental health condition, or have significant carer responsibilities that may impact your studies, we can give you the support you need. Our disability support team can help you access a range of learning support services, including educational adjustments, such as exam arrangements, assistive technology and course materials in alternate formats.

We'll also help you make physical access arrangements. The disability support team provides a confidential service. If you would like further information, please email your campus Disability Advisor.

### ACU INTERNATIONAL

By enrolling at ACU, you will be joining students from approximately 100 countries. We know it's a big decision to study overseas so we don't expect you to make it alone.

Contact ACU International **+61 3 9007 0643** for all of your queries about arriving, living and studying in Australia.

### CHURCH SERVICES

Saint Thomas Aquinas Chapel on the Ballarat Campus holds mass every Wednesday at 12pm. The chapel is also open for private prayer and reflection most days.

## OUR COMMUNITY

### COMMUNITY SPIRIT

ACU strives to ensure that all its student accommodation residences are respectful, supportive, safe and secure. We encourage and nurture inclusive residential environments through the deployment of our Residential Life Program that is spearheaded by our Residential Advisor teams.



As a resident of ACU's Living and Learning Communities, you are expected to adhere to the values and ethos of our residential community and university. All residents are expected to behave in a way that is respectful, accepting, safe and connected. Contributing to the community spirit of our residences isn't just grounded in behavior, but by responsiveness and enthusiasm.

We align behavior expectations within our residences, to that expected by ACU students.

### [ACU Conduct and Discipline Policy](#)

### [Procedures for Dealing with Alleged Breaches of Student Conduct](#)

## **COMPULSORY INDUCTION PROGRAMS AND MEETINGS**

You will be required during your tenancy to attend/complete compulsory induction briefings and meeting prior to your arrival at residence, and during your tenancy.

### **Residential Induction**

All residents will receive an email outlining how to complete their residential induction. There are two components that students will need to complete/attend:

#### **1. *Respect.Now.Always***

This online component will be compulsory for all residents to attend prior to arriving at residence. It will focus on ACU's Living and Learning Communities' zero tolerance for sexual harassment and assault.

A Respect. Now. Always survey will be conducted within residence. The data collected from this survey will assist the University to track its management of any sexual misconduct in residence. This data helps to improve our support for students, incident management and response.

#### **2. *Face-to-Face Inductions***

Face-to-Face inductions will be delivered during or around O'Week and on an ad hoc basis throughout the year as required. We will focus on understanding the Community Spirit of our student residences, what to expect during your first few weeks of Semester, highlight key rules and provide additional information about the residential facilities.

Residents who fail to attend and/or complete their residential induction will receive a disciplinary breach.

### **Community or disciplinary related meetings**

From time to time, you will need to attend any community or disciplinary meetings. These will be arranged by LLC Management as required.

ACU's Living & Learning Communities will communicate with you mainly via email and ACU Life during your stay, but may also contact you by phone, text, social media channel or in writing delivered to your door in person. It is your responsibility to ensure LLC Management has your updated contact details. Should your contact details change during your time in residence, you can update these via the housing portal.

Failure to respond or community with LLC Management within a reasonable time frame may result in disciplinary action.



## BEHAVIOUR & RESPECT

### **SEXUAL MISCONDUCT (ASSAULT & HARASSMENT)**

Sexual harassment and assault are never OK. All our students, staff and visitors should feel safe and respect at ACU. We have zero tolerance for sexual harassment and assault, and we expect our staff and students to behave in a manner that is respectful, inclusive and fair on every ACU campus, at all times.

Sexual assault is unwanted behavior that can take many forms – touching, kissing, exposure, sexual images being taken without consent to any form of sexual penetration. Sexual assault or harassment is never the fault or responsibility of the victim/survivor. If you feel that you have been sexually assaulted or harassed, there is support available to you.

You can find information on:

- Consent
- Reporting an incident
- Finding support

Via the ACU [Respect.Now.Always website](#). Please also refer to ACU's Student Sexual Misconduct Prevent and Response [Policy & Procedure](#) for more information.

**To report sexual assault or sexual harassment, residents can talk to one of the Living & Learning Communities staff (Monday to Friday, 8am-6pm) or a Residential Advisor; or contact the ACU National Security Centre on 1300 729 452.**

**ACU students can also report sexual misconduct via the ACU Student Portal or by using the SafeZone app.**

**If you require an emergency response, call Emergency Service on Triple Zero (000).**

## **HAZING, DISCRIMINATION AND HARASSMENT**

LLC focuses on providing welcoming, supportive and a friendly home-away-from-home. Every resident deserves respect from their peers. We encourage all of our residents to one other as equals and to be a valuable member of their residential community.

We will not tolerate any form of bullying (including cyber-bullying), harassment or discrimination against any resident of our community. This includes any activity or event that aims to humiliate, degrade or impose emotion and/or physical harm to an individual. Additionally, any verbal, written communication that offends, humiliates or intimates another resident will also not be tolerated.

If you are subject to bullying or have witness this behavior in our community, please report the incident to staff immediately.

## **VISITORS**

Visitors are permitted until 10pm Sunday to Thursday, and until 11pm Friday and Saturday. Visitors are not permitted to stay overnight in the premises.

Visitors to the property must be let into the house by their host, through the front door only. Visitors are not to be left in common areas unaccompanied by their host.

Visitors must observe property rules and may be asked to leave if they fail to do so. You are responsible for any visitors you invite into the property and are liable for the cost of any damage they may cause. If you are inviting multiple visitors, please see member of the RA team and please refer to the 'Gatherings' section below.

## **GATHERINGS**

Please contact accommodation staff to discuss your wish to organize a gathering within our accommodation. Prior approval is required for any gathering within any residence and we reserve the right to refuse the request.

Visitors must observe property rules and may be asked to leave if they fail to do so. You are responsible for any visitors you invite into the property, and are liable for the cost to repair any damage they cause. If you are inviting multiple visitors inside, please ensure that you are able to be with your group at all times.

If a staff member is called to ask your visitors to leave after 10pm Sunday to Thursday, or after 11pm Friday and Saturday, you may be charged a callout fee of \$120.

## **SMOKING**

Smoking is strictly not permitted inside any building or around the perimeter of the building, including the front door, balconies, fire exits, and garages.

If residents wish to smoke, they must be outside and at least 3 meters from any building opening. Residents are responsible for disposing of their cigarette butts thoughtfully.

## **DRUGS AND ALCOHOL**

Moderate alcohol consumption is acceptable in residence. Excessive consumption of alcohol will not be tolerated, and alcohol-fueled misconduct will lead to disciplinary action.

The use and possession of illegal drugs is prohibited. If a resident is found to be in possession of an illegal substance, police will be called immediately. The resident involved will face disciplinary action under [Student Conduct and Discipline Policy and Procedure](#).

Student welfare is our primary concern, so if you or a friend is in need of help, please call the duty phone so staff may assist you.

## **NOISE**

Please keep noise (including in your house) to a level that does not interfere with the other residents' sleep or study. Noise within the residence and around the perimeter of the residence must cease by 10pm Sunday to Thursday, and by 11pm Friday and Saturday.

## FEES & PAYMENT INFORMATION

### RENTAL FEES

Rental fees are all-inclusive, covering electricity, water and a basic internet package. Residents can purchase data add-ons and data packs through our internet provider, SuperLoop.

The rental fee is charged by fortnightly direct debit only. Our payment schedule operates in advance, in accordance with rental fee schedule page 12). For international students, we are able to take credit card payments until you open an Australian bank account. If you are unable to pay via direct debit, staff will need to be advised immediately to arrange a payment plan with you.

If a direct debit payment is declined, residents may pay via the online portal. If payment is not reconciled by 5pm the following Monday, you will incur a late payment fee of \$30.

If you need an extension on your payment, please speak to the team at the front desk by the Monday of the week rent is due.

## Miguel Cordero Residence – Fortnightly Rent Schedule

		Period Covered		
Rent Day		From	To	Days
<b>Thursday</b>	31 December 2020	05/01/21	19/01/21	14
<b>Thursday</b>	14 January 2021	19/01/21	02/02/21	14
<b>Thursday</b>	28 January 2021	02/02/21	16/02/21	14
<b>Thursday</b>	11 February 2021	16/02/21	02/03/21	14
<b>Thursday</b>	25 February 2021	02/03/21	16/03/21	14
<b>Thursday</b>	11 March 2021	16/03/21	30/03/21	14
<b>Thursday</b>	25 March 2021	30/03/21	13/04/21	14
<b>Thursday</b>	8 April 2021	13/04/21	27/04/21	14
<b>Thursday</b>	22 April 2021	27/04/21	11/05/21	14
<b>Thursday</b>	06 May 2021	11/05/21	25/05/21	14
<b>Thursday</b>	20 May 2021	25/05/21	08/06/21	14
<b>Thursday</b>	03 June 2021	08/06/21	22/06/21	14
<b>Thursday</b>	17 June 2021	22/06/21	06/07/21	14
<b>Thursday</b>	01 July 2021	06/07/21	20/07/21	14
<b>Thursday</b>	15 July 2021	20/07/21	03/08/21	14
<b>Thursday</b>	29 July 2021	03/08/21	17/08/21	14
<b>Thursday</b>	12 August 2021	17/08/21	31/08/21	14
<b>Thursday</b>	26 August 2021	31/08/21	14/09/21	14
<b>Thursday</b>	09 September 2021	14/09/21	28/09/21	14
<b>Thursday</b>	23 September 2021	28/09/21	12/10/21	14
<b>Thursday</b>	07 October 2021	12/10/21	26/10/21	14
<b>Thursday</b>	21 October 2021	26/10/21	09/11/21	14
<b>Thursday</b>	04 November 2021	09/11/21	23/11/21	14
<b>Thursday</b>	18 November 2021	23/11/21	07/12/21	14
<b>Thursday</b>	02 December 2021	07/12/21	21/12/21	14
<b>Thursday</b>	16 December 2021	21/12/21	04/01/22	14
<b>Thursday</b>	30 December 2021	04/01/22	18/01/22	14

# YOUR ROOM

## CLEANING

Residents are responsible for cleaning their room and house regularly. You are responsible for cleaning your individual room, as well as working with the other residents in your house to ensure that common areas are kept clean and tidy.

Residents are able to access mops and vacuum cleaners from the laundry. Apart from these items, residents will need to purchase their own cleaning materials for their house.

If residents are having trouble negotiating cleaning with their housemates, our team can assist to develop a cleaning roster.

## INSPECTIONS

Cleanliness and safety inspections are conducted quarterly. Residents will be given advance notice of when inspections will occur.

Through these inspections we are able to address cleanliness issues or health and safety risks, note any damage to the property, and log outstanding maintenance items.

If you do not pass the first inspection, you will be given ample opportunity to remedy the issues noted during inspection. If you do not pass the second inspection, external cleaners will be contracted to clean the house, at a cost to you. The cost to clean a house will be divided between the residents in the house.

## PETS

No pets may be kept or brought into the residence. Please contact the front desk to discuss if you have a support animal.

## DECORATING

It is a great idea to decorate your house to make it feel like your home. However, to avoid damage:

- Do not use nails, pins, or screws
- Do not use adhesives
- Do not apply stickers to the ceiling, walls or furniture.

If you use blu tack to affix posters or materials to the wall, it must be totally removed and the wall must be sugar soaped to remove any marks prior to check out.

If you cause any damage while decorating your house, you will be liable for the cost of repair, including repainting the wall if necessary.



## SAFETY AND SECURITY

### KEYS

Your key provides access to your house and room.

Keys must only be used by residents and must never be lent to a guest or visitor.

Never let anyone into the premises who you do not know. If someone tells you they are locked out, tell them you are not allowed to let them in and ask them to call the duty phone number. If you are concerned for your safety, please call the duty phone.

### LOST KEYS AND LOCKOUTS

If you lose your key, you will be required to pay \$20 for a replacement key. This charge is non-refundable if you recover your lost key.

You are responsible for ensuring that you have your key on you when exiting your house. If you lock yourself out, staff will be able to let you by calling the duty phone or the office during office hours.

If you are locked outside the normal office hours you will need to call the duty phone number in order to receive instruction on how to access the lock box for a temporary key. You will be charged a \$50 administration fee. From time to time, office hours may vary.

### HEATERS

Fan and element heaters are not to be used in the residence as they pose a high fire risk. If you wish to have a heater inside your room, please purchase a safer oil column heater. If you are found to have a fan or element heater in your room, it will be removed. Oil column heaters can be hired from the front desk for the colder months.

### FIRE SAFETY

Residents must always vacate the premises in the case of a fire alarm. Failure to do so puts yourself and others at risk and will lead to disciplinary action. Please familiarise yourself with the emergency evacuation diagrams posted in your house, and follow instructions from staff.

To prevent a false fire alarm:

- Do not use candles, incense, or any type of flame
- Do not smoke in the property
- Always cook with the range hood fan on
- Pay attention while cooking to prevent smoke
- Do not spray any aerosol cans directly under the smoke detector
- Utilise the false fire alarm button if you do not have a real fire in your house.

If the alarm goes off in your house, contact the duty phone. If there is not a fire, please:

- Press the fire alarm button
- Turn on the range hood fan and ceiling fan
- Open any windows and fan the smoke away from the alarm

Please familiarise yourself with instructions on using fire extinguishers and fire blankets. It is illegal to tamper with fire equipment, which includes covering or sealing smoke alarms and removing fire blankets or fire extinguishers, except in the case of a fire. Perpetrators will face disciplinary action.

### EMERGENCIES

In the case of an emergency, please contact emergency services by calling 000. After contacting emergency services, please immediately contact staff by calling the duty phone number 0455 053 173.



## GETTING AROUND

### THE LOCAL AREA

Ballarat is a regional city with all the modern amenities of larger cities while retaining the country feel of a large town. Parking is usually easy to find and navigating the city is easily done with residents recognizing that the city revolves around Sturt St as the main thoroughfare.

### PUBLIC TRANSPORT

ACU campus is close to most of our accommodation but there are public transport options.

There are buses running throughout the city and you can find your best options [here](#).

### TRAVELLING TO ACU CAMPUSES

Travel to the Ballarat campus is easy and as most students drive, if you don't have transport, its more than likely you can catch a ride with fellow residents and parking is plentiful. Just talk with your housemates. Most houses are easy walking or bike riding distance from campus as well and there are buses and taxis available as well.

## DEPARTING FROM RESIDENCE

Residents are responsible for noting the end date of their contract and preparing for check-out. Please advise the accommodation team if you are checking prior to the end of your contract end date.

### EARLY DEPARTURE

Please keep in mind that our rental agreements are legally binding contracts. You are bound by the terms stated on the reference schedule once your rental agreement is signed and executed. If you leave or are evicted from the property for whatever reason, prior to your rental agreement end date, you are still obliged to continue to pay rent for the remainder of your rental agreement.

If you are able to find another student willing to take over your lease for the remainder of your contract, you may be released from your obligations under the reference schedule. The prospective resident will need to submit an application online, and the break-lease will only be confirmed once the student has signed their new lease and their security deposit is paid. A break-lease fee to the value of one week's rent as per your rental agreement, applies. For further information, please ask accommodation staff for the break lease information sheet.

### FINAL CLEAN

Before you check-out, please ensure that your house is thoroughly cleaned, and all personal items and rubbish are removed to avoid additional cleaning charges. All residents are required to pay a standard \$90 maintenance fee via the portal prior to checking in to ACU. This fee is required to cover items that need regular cleaning, such as steam cleaning carpets and mattresses. This fee is not intended to cover a final clean of your room when checking out of the property.

### PRE-DEPARTURE INSPECTIONS

Houses are inspected **after** departure. You will be held liable for any damages not raised in your room condition report on check-in. If the room is not thoroughly cleaned, professional cleaners will be contracted to clean the house at a cost to you. The final clean of the house is a responsibility shared between all residents in the house. If issues are found in the final inspection and not remedied by house mates, professional cleaners will be contracted to clean the house. The cost of cleaning common areas will be divided among the residents in the house.



## **KEY RETURN**

Once you have cleaned and removed all personal items from your house, you can return your key to the accommodation office during office hours. At the end of the year, there will be information sent directly to confirm arrangements for key return across the residence.

## **SECURITY DEPOSIT**

Security deposit refunds are processed following a departure inspection. Residents will be held liable for the cost of professional cleaning if required, as well as the cost to repair damages or replace damaged goods. These charges, as well as any outstanding fees on your account, will be deducted from your security deposit.

The remaining security deposit will be returned to the account from which it was first deducted within 30 days of check out. If this account has closed, please speak to staff prior to check out to arrange a new security deposit refund form and a statutory declaration to verify the closure of the initial account.

## IMPORTANT CONTACTS

ACU Accommodation – Important Contact Details	
Contact	Phone/Email
Emergency Services (Fire, Ambulance & Police)	000
Residential Advisor	0455 053 173
Student Accommodation Office	03 5336 5321 or 05336 5323 studentaccommodation.vic@acu.edu.au
SuperLoop	1300 739 822
ACU Counsellors	Counselling.Ballarat@acu.edu.au
Campus Ministry	5336 5402 or hannah.hladik@acu.edu.au
Ballarat Health Services	(03) 5320 4000
Eureka Medical & Dental Centre	(03) 5309 1111