

**UniLodge**

*Where I want to be*

2025

**RESIDENT  
HANDBOOK**

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# Welcome Statement

Welcome to UniLodge Academie House! We are absolutely delighted to have you join our vibrant community. Whether you are here for your studies, work, or simply to enjoy a new chapter of your life, we are committed to providing you with a comfortable, welcoming, and safe environment throughout your stay. If you need anything, don't hesitate to reach out. We look forward to making your experience here a memorable one!



## Contact Details

**Your Mailing Address:** Mail being sent to you should be addressed as follows:

*<Your Name>  
Academie House*

*Apartment No \_\_\_\_  
34 Marcus Clarke Street  
Canberra ACT 2601  
Australia*

### **Your Mail:**

All mail is delivered directly to your mailbox located on the ground floor. Any parcels will be delivered to the Academie House reception and can be collected during reception hours.

Monday to Friday 9am to 5pm

Saturday, Sunday & Public Holidays it is closed

Contact: 02 6262 8269

Reception should be your first point of contact for any residential enquiries including checking your accounts, lockouts, collecting parcels and all check-ins and check-outs. Staff at Reception can also help you with any general questions you may have about the local area.



# Facilities and Services

## Laundry

A coin-operated laundry with washing machines and dryers is located on each floor of Academie House (behind the lift). For effective cleaning and drying, do not overload the machines.

## Services from Reception

Service	Cost
Afterhours Lockout: Sunday - Wednesday (5pm – 9am)	Charged by Class Locksmith
Afterhours Lockout: Thursday to Saturday (5pm – 9am)	\$50 per lockout. Will be charge in your account.
Replacement of Apartment Key	\$70.00 per Key
Departure Clean	Upon departure all residents are charge departure cleaning fee of \$150. Extra cleaning fee: \$50 per hour will apply thereafter.
Rubbish Removal	\$50.00 per bag/box
Maintenance	Fees are varied according to damages/repairs
Internet Data Usage	Are to be arranged and paid for by resident.
Utilities (gas, electricity, data connections water)	Included in the rent rates
Vacuum Cleaner	Free to borrow, located on 1 <sup>st</sup> , 3 <sup>rd</sup> , and 6 <sup>th</sup> , floors



# Getting Settled

We understand that it may take you a little time to get used to your new surroundings at UniLodge. Feeling homesick or lonely is not unusual. As many of you are living away from your family and friends for the first time, we encourage you to become involved in student activities and events, to make new friends and begin to feel more 'at home'.

There are numerous cultures and nationalities represented at UniLodge. If you are having any difficulty settling in, with language for example, or if there is anything you are unsure of, please be assured our friendly staff are here to help you. We welcome your contact, not only during reception hours, but also after hours. For after-hours assistance (Thursday – Saturday during the academic year), we have Resident Advisors on site that can help you with various issues ranging from security, and room-related issues, to general advice you may need.

Again, please feel free to come and have a chat with us – we aim to help you in gaining your independence and confidence.

## RECEPTION ENQUIRIES

Our staff will be happy to assist with questions and queries you may have regarding the complex, but they also have a wide range of local area knowledge, medical assistance, travel, general information etc. Remember, we are here to help wherever we can.

## ON ARRIVAL

This handbook outlines the 'Rules of Occupancy' and forms part of your signed 'Residential Tenancy Agreement.' In accordance with the relevant legislation, residents are required to review the contents of this handbook upon taking up residence and agree to comply with the building rules and contract obligations. Failure to adhere to these obligations may result in eviction, in accordance with the applicable tenancy laws.

The items you receive on arrival are:

- A digital copy of your Tenancy Agreement
- A digital copy of the Owner Cooperation Rules
- A copy of the Condition Report pertaining to your room
- An Apartment Swipe Key Card
- A digital copy of the Renting Book



## USING YOUR KEY CARD

To open a door, Swipe the key card on electronic reader and when the light turns green push the door handle to open.

PLEASE NOTE: If your light goes green followed by red flashes, your batteries are low. To avoid being locked out, report the issue to reception as soon as possible.

## IMPORTANT RULES & GUIDELINES ABOUT YOUR KEY CARD

The Key Card must be carried by Residents at all times when moving around the building.

If you lose your key card or are locked out of your apartment, immediately contact Reception. If this occurs afterhours, you will need to call CLASS Locksmith on **(02) 6280 6611**. See below for charge details

A Resident's Key Card is for their sole use only and must not be given to any other person without the permission of UniLodge.

If UniLodge Staff find any person in unauthorised possession of a Key Card that is not their own, that Key Card will be confiscated.

Furthermore, if any such person found in possession of a Key Card is not a UniLodge Resident or an authorised visitor, they will be asked to leave the premises immediately.

**Any lockouts occurring after hours will be payable to CLASS Locksmith at their rates. This is payable via cash or credit card to CLASS Locksmith at the time of call out.**

The rules listed above are put in place to ensure the safety and security of all Residents. UniLodge Management treats any breaches of these rules very seriously.



# Rights & Responsibilities

## Resident's Rights

1. Access to an apartment that is fit to live in, reasonably clean, and in a reasonable state of repair
2. Quiet enjoyment of the premises
3. A reasonably secure environment

## Resident's Responsibilities

1. Pay the rent by the due dates and through the agreed method of payment
2. Do not use the premises for illegal purposes
3. Do not cause a nuisance or interfere with the reasonable peace, comfort, or privacy of a neighbour
4. Keep the premises and inclusions clean
5. Be responsible for your guests' behaviour
6. Do not intentionally, maliciously, or negligently damage, or allow anyone else to intentionally, maliciously or negligently damage the premises or inclusions
7. Report to UniLodge any damage to the premises
8. Pay for charges as outlined in the Tenancy Agreement
9. Abide by the terms of the Tenancy Agreement and rules and regulations of the building
10. Only use the premises for residential purposes

## UniLodge Rights

1. To issue notices of breach to Residents who break the terms of the tenancy Agreement and/or cause damage to any parts or inclusions of the building and/or cause inconvenience to others
2. To issue notices of breach to Residents defaulting on their rental payments, and for continued offences to issue an eviction notice
3. To enter the apartment on reasonable grounds to carry out inspections or repairs and for other reasonable purposes (as relevant to the terms of the tenancy agreement)
4. To maintain rules and regulations (permitted by law) regarding the prohibition of smoking, alcohol consumption and the use of illegal drugs within the premises

## UniLodge Responsibilities

1. To make sure the apartment is fit to live in, reasonably clean and in a reasonable state of repair at the start of the agreement
2. Provide a reasonable level of peace, comfort and privacy in the premises





3. Ensure the premises are reasonably secure
4. Ensure compliance with laws regarding the health and safety of persons using or entering the premises
5. Maintain the premises and inclusions in good repair and keep common areas clean



# Your Agreement with UniLodge

## Bond

All Residents are required to pay a bond(worth 4 weeks of rent). The bond is to be paid in full on the commencement of the agreement. The bond is then submitted on the resident's behalf to the ACT Revenue office the term of the tenancy and for any further period in which the Resident may the apartment.

The cost of repair or excessive cleaning may be deducted from the bond upon departure. Upon departure, the resident is required to return a Bond Refund form, and all outstanding fees are to be paid in order to process your bond refund. A refund is then payable within 6 weeks after the Occupancy Agreement has expired.

## Condition Reports

At the commencement of the Occupancy Agreement, a Condition Report will be completed and signed by both the Resident and a UniLodge representative. This Condition Report will be used at the end of the Occupancy Agreement to assess any damage to your bedroom or apartment, its furniture and equipment.

**The completed Condition Report must be returned to Reception within 7 days of your arrival.**

## EXTENDED/ENDING YOUR STAY AT UNILODGE

To assist us with future room allocations, you must provide the reception with no less than 6 weeks written notice regarding your intention to sign a new Agreement or to vacate at the end of the fixed term of the Agreement.

# Paying for your accommodation is easy

## Direct Transfer

Residents pay directly into the Academie House bank account and agrees to pay two weeks in advance, from the check in date to the End Date. Please label each transaction with your last name and room number for identification purposes.

A Schedule of Fees, including rental payments was included in your letter of offer.



Utilities are included in the rent. Internet and phone are not provided by UniLodge and must be set up and paid by the resident to the provider of your choosing.

Academie House does not accept cash, EFTPOS or credit card payments and is not equipped to handle any of these forms of payment. All payments must be made online or at your bank.

### **KEEP TRACK OF YOUR ACCOUNT**

To check your account and statements, please contact the Customer service manager or reception during opening hours.

The rental fees are to be paid at the commencement of the Occupancy Agreement.

Accounts must remain in credit throughout the term of the Occupancy Agreement.

### **UTILITIES FEES AND OTHER SERVICES**

Utilities are included in the rent. Internet and phone are not provided by UniLodge and must be set up and paid by the resident to the provider of your choosing.

### **OTHER CHARGES**

Other charges payable by Residents include repairs and/or replacements required for apartment maintenance. Apartment repairs include consumable items (such as batteries for remote controls) and damages or loss caused by negligence or misuse. Residents may be charged for any costs associated with apartment repairs including labour. These charges are to be paid in full once accrued.

Fines may also be imposed for any action that poses a threat to or disrupts the overall wellbeing of the UniLodge community. Examples include but are not limited to smoking in the building, leaving shopping trolleys in or around the building, leaving garbage in public areas, not cleaning up after events, causing repeated noise issues that disrupt residents' sleep or study, intoxicated behaviour, consumption of illegal drugs, or making a mess that requires professional cleaning. These fines are charged in addition to the cost of repair, replacement, or rectification of the problem.



## TABLE OF SUNDRY CHARGES

After Hours Lockout Fee	Rates set by CLASS Locksmith – Cash or Credit Card at time of call out
Departure Clean	\$150. Every hour after that \$50.00
Rubbish removal	\$50 per bag
Maintenance	Fees are varied according to damages/repairs
Internet Data Usage	Privately arranged by resident
Nuisance (False) Fire Alarm Call-out Fee	\$1500 per call-out (subject to change without notice)
Utilities (gas, water, electricity)	Included in Rent Rate for Academie House



# Your Room, Your Apartment – Your Place

## WHAT IS PROVIDED?

All Apartments are fully furnished! We hope you find your rooms cosy and comfortable.

### Each Apartment comes furnished with:

Dining table + chairs\*  
Sofas\*  
Fridge  
Microwave  
Gas cook top  
TV & remote control

### Each bedroom comes furnished with:

Desk  
Desk Chair  
Bookshelf  
Wardrobe  
Bed  
Mattress + mattress protector

\*One Bedroom Apartment only

## WHAT DO I NEED TO BRING?

You'll need to supply the following items for your room or apartment, or you can conveniently order them online through <http://unilodge.com.au/shop/> and items will be delivered to your apartment:

- Bed linen, quilts/blankets and pillow
- Towels and tea towels
- Cooking equipment, crockery, cutlery, glasses, cooking utensils
- Laundry detergent and dish washing detergent
- All food and meals

## ACCESS TO SOMEONE ELSE'S APARTMENT

Entering another Resident's apartment without consent is not allowed – it's going to result in the same action as a member of the general public entering anyone's home without approval. You could face being detained and charged with trespass by the appropriate authorities.

To prevent trespassing and in particular theft, everyone needs to keep their doors closed and locked regardless of whether or not they are in their apartment.



## KEYS & LOCKS

Residents are responsible for any cost associated with the replacement of their apartment Key Card and also changes or repair of door / window locks.

## WHAT ELSE IS IN YOUR APARTMENT?

### a) Smoke Detectors

Smoke detectors and fire alarms save lives – it's that simple. You must not cover, remove, interfere with, or permit any of your visitors to cover, remove or interfere with any smoke detector in the building. Interfering with a smoke detector is a serious breach of your responsibilities. If you are caught tampering with a smoke detector in your room, apartment or anywhere else in the buildings, there will be severe penalties, including fines and possible eviction.

The smoke detector in your room is connected to the automated fire alarm system. The smoke detectors in corridors are connected directly to the Fire Control Panel, which relays to the Fire Brigade automatically.

If you are cooking and the smoke alarm goes off in your apartment, stop cooking immediately!

Ensure the extractor fan is pulled out, open the windows and if necessary, vacate the room with any other residents or guests in your apartment. The Resident Advisor needs to be notified immediately. Be sure not to open your apartment door to clear any smoke or steam, as this will cause the corridor alarms to go off, automatically calling the Fire Brigade and sending the building into full evacuation. The call out fee for the Fire Brigade starts from \$1575.00, which will be directly passed onto the responsible resident. With just a little extra care, we can all reduce the chance of false alarms.

Also, be careful when using items such as irons, electric blankets, aromatherapy supplies, heaters, or cooking equipment. Residents are solely responsible for ensuring that any equipment they bring in does not present a fire hazard. Any breach of these rules may result in people getting hurt. Any damage to the facilities as a result of unauthorised equipment or equipment usage will result in costs and fines being borne by residents. They may also serve as grounds for eviction.

***DO NOT TAMPER WITH OR COVER THE SMOKE DETECTORS – it is against the law!***



## **b) Walls and Ceilings**

Please be very careful of what you stick onto the walls. The walls could become damaged, or paint removed if care is not taken, and a charge will apply if this does occur. You can buy special hooks such as 3M adhesive / removable hooks from supermarkets or hardware stores, which are designed to not damage the walls once removed. Do not fix sticky stars, blue tac or other adhesives to the walls, ceiling or elsewhere in your room or apartment and do not use tape of any nature. The use of nails or screws will damage the walls and the paint. If any holes are left in the walls, and require patching, you will be charged for the cost of repairs.

## **c) Roller Blinds**

*Operating Instructions:* You will find a chain on the side of the window or sliding door. Pull the chain gently and smoothly to either raise or lower your window blinds.

## **d) Kitchen Benches, Tables, Study Desktops and Cupboards**

Chopping and cutting directly onto the kitchen tables and benches will damage the surfaces. To prevent this happening, always use a cutting or chopping board. Sliding of heavy objects can cause scuffing of the surface. Residents will be charged for replacement of the surface if severe cuts and scratches occur.

*Cleaning Instructions:* A wipe over with a clean, soft damp cloth should be sufficient to keep all surfaces clean. Soiled surfaces or light stains are best removed with warm soapy water or with a common detergent.

## **e) Glass, Mirrors, Aluminium and Other Surfaces**

Please note the following suggested points for the care and maintenance of the glass and aluminum in your apartment. *Cleaning Instructions:* Gently wipe with a damp cloth.

Never use abrasive cleaners on glass such as scouring pads or other harsh materials to clean windows. Other glass products and powder-based cleaners are to be avoided to prevent scratching.

Avoid causing extreme temperature changes as this may lead to thermal fracture of the glass (i.e. Do not splash hot water on cold glass, or freezing water on hot glass).

## **f) Tiled Surfaces**

Please don't clean tiles with any abrasive materials, and please don't place pot plants directly onto tiles.



## ]g) Windows

Due to strict regulations by the ACT Government, please be aware that all laundry or display of clothing on windows is forbidden. There are clothes dryers provided in the Laundry. If you prefer, use a clothes rack in your apartment or placed discreetly behind the roller shades.

## REMOVAL OF PROPERTY IS PROHIBITED

Residents are asked not to remove from their apartment any item, furniture or piece of equipment that has been provided by UniLodge.

## PETS

Under no circumstances are residents permitted to bring pets or animals into the complex without seeking prior written approval from the owner.

## COMMON PROPERTY

Residents must not interfere with or damage any common property, nor leave anything on or obstruct the use of common property. The Resident is liable for all damages caused.

- All rubbish must be placed in the appropriate bins or chutes and not left for others to pick up.
- Shopping trolleys are not permitted within the building.
- Clothes or other articles must not be hung on any landing, stairway or any other part of the common property (that is, outside your apartment), or on any part of the exterior of the building.
- Bicycles must be stored in the Ground Floor Bicycle Room only, or on racks outside the premises.
- No signs in relation to sale or lease of an apartment or advertising material are allowed to be displayed without prior approval of the general or customer service manager.

## GARBAGE & RECYCLING

A garbage chute is located on every floor. All rubbish must be placed down these chutes. Residents found leaving garbage in common areas will be heavily fined. Do not place large objects down the chutes, as this will cause blockages an unpleasant and unhygienic build-up of garbage. Residents do not have access to garbage rooms but can contact reception to handle large article disposal.





Recycling items, newspaper, magazines, cardboard, bottles, cans, plastic containers etc, should be placed in the yellow-lidded bins placed on each floor(except level 2) in the Recycling Room.

**Any items left in a room after checking out will be considered as rubbish as charged for removal (\$50/bag or box).**

Anyone caught dumping rubbish on the property may be charged for cleaning costs. The charge will vary, starting from \$50 per bag or box, depending on the amount and type of waste.

## Cleaning & Maintenance

### WHAT AM I EXPECTED TO CLEAN?

All residents are expected to:

- Clean and vacuum their room on a regular basis.
- Maintain their room in a hygienic manner; and
- Clean internal windows and walls in their room

Residents who live in Double Occupancy Apartments are also expected to:

- Participate equally with other residents in keeping the apartment common areas clean.
- Clean all appliances and surfaces within an Apartment.
- Clean the internal areas of the cook top, range hood, oven, and refrigerator equipment; and
- Remove garbage from the Apartment regularly.

### ***MAINTENANCE REQUESTS AND REPAIRS***

All maintenance issues are to be reported immediately.

UniLodge has a substantial asset management and maintenance schedule, which is continually being implemented, to ensure that the buildings are maintained in an excellent condition. All maintenance is carried out by qualified trades' people.

All requests for repairs or replacements in your Room/ Apartment can be logged at via email at [academiehouse@unilodge.com.au](mailto:academiehouse@unilodge.com.au). Maintenance is typically carried out on a Wednesday or at the availability of contractors. Residents should report any problem that may constitute a safety or security risk to Reception as soon as possible.



Depending on the nature of the problem, our maintenance team does their best to ensure that urgent repairs are dealt with as soon as possible, however this may not always be possible due to the availability of contractors and parts required for repairs. Residents are not permitted to repair or replace electrical, plumbing, heating, security equipment, glass or any other item at UniLodge nor are they permitted to contract with any third party for such repairs.

All Residents are liable for replacement costs of consumable items in their apartment (i.e. light globes) as well as all costs to repair and/or replace damaged or misused items, fittings and fixtures.

It is sometimes necessary for maintenance costs to be passed on to Residents as UniLodge has an obligation to ensure all apartments, common areas and general facilities are maintained to the highest of standards for the enjoyment and comfort of both current and future Residents. However, in all instances UniLodge strives to keep Resident’s maintenance charges as low as possible within the constraints of costs levied by commercial service providers, contractors and suppliers.

**Maintenance Emergencies**

Issue	Name	Contact Number
EMERGENCY (Police/ Fire/ Ambulance)	EMERGENCY SERVICES	000
Plumbing	O’Neil & Brown	02 6297 2022
Gas and Electricity	O’Neil & Brown	02 6297 2022
Afterhours Lockouts	CLASS Locksmith	02 6280 6611
Lift	Schindler	02 6129 8600

In the event of an emergency, please contact a tradesperson from this list, and then send an email and the manner of the emergency – this will enable us to follow up with you when we reopen.

An “EMERGENCY SITUATION” is interpreted as a situation that, if not rectified immediately, further damage to the property and/or injury to a person or persons could occur.

These could be considered the following:



- a burst water service
  - a blocked or burst lavatory system
  - a serious roof leak
  - a gas leak
- 
- a dangerous electrical fault
  - serious storm or fire damage
  - a failure of gas, electricity, or water supply to the property, essential for hot water, cooking, heating, cooling or laundering
  - a fault or damage that causes the residential property to be unsafe or insecure
  - a serious fault in any door, staircase, lift or other common area which inhibits or unduly inconveniences the tenant in gaining access to and the use of the property.

Clause 61: (tenant may authorize urgent repairs in certain circumstances)

If the lessor (or lessor's nominee) cannot be contacted, or fails to effect the urgent repairs within a reasonable time, the tenant may arrange for urgent repairs to be effected to a maximum value of up to 5% of the rent of the property over a year.

## Internet

### WIRED INTERNET ACCESS IN YOUR ROOM

Plug in the blue Ethernet cable from the wall socket (or from the data out port of your room phone in some rooms) into your computer's Ethernet port. You will need to make your own arrangements for an Internet Service Provider.

## In Case of Emergencies

### MEDICAL

Please call 000 if you or a neighbor has experienced a serious medical emergency. They will attend, assess the situation and contact the relevant people, ambulance, security etc. For matters of a less urgent nature, visit the [ANU Health Service](#) if you are an ANU student.

### FIRE

All apartments are equipped with smoke or fire detection devices. All rooms have information about what to do if you hear a fire alarm and evacuation procedures. Please do exactly as your fire warden asks in an emergency.



**You must** familiarise yourself with the location of alarms and firefighting equipment and emergency exits.

**Call 000 for any life-threatening emergency**

## WHAT CAN CAUSE A FIRE?

**Cooking Fires:** Cooking fires are a major cause of building fires. They are usually caused by cooking oil overheating (without someone to watch it), grease that has accumulated on the stove or range hood, and dish towels or pot holders left too close to burners.

When preparing food, don't leave the cooking area unattended. If a pan catches on fire, do not carry it, leave it on the stove, turn off the heat, cover the pan with a lid, fire blankets or use a fire extinguisher. Provide a safe place for dishtowels and pot holders away from the heat of the stove. Don't wear loose clothing while cooking and never reach across a burner. Do not pour water on an oil fire!

**Furniture Fires:** Fires in couches, chairs and bedding are usually caused by someone carelessly dropping cigarettes or matches between the cushions. Smoking and naked flames are not allowed at UniLodge.

**Electrical Fires:** Cracked and damaged appliance cords are the most common source of electrical fires. Check all electrical cords periodically to determine their condition and, if damaged, replace immediately. NEVER use water on Electrical fires. Turn appliance off if safe to do so.

## Fire Safety

Detectors for heat and smoke are located throughout the building, and it is an offence to tamper with them or cover them in any way. Any such action may result in the cancellation of your Occupancy Agreement.

Residents will be held liable for any cost associated with inspecting, resetting, or recalibrating any equipment which has been tampered with.

### Fire alarm



During a fire alarm, a loud signal will sound in the building. If this happens, you must follow the directions posted on the back of your room door and/or common area noticeboards.

There will be fire drills during the year. For your own safety, please treat them seriously.

False fire alarms caused by neglect and/or mischief will attract a fine. Intentional false alarms or disobeying the instructions of a Fire Warden can result in the termination of your Occupancy Agreement.

### **Nuisance (False) Fire Alarm Call-out Fine**

Nuisance and damage Activation of the fire alarms in Academie House's building either by accident or malicious acts will result in a fine being applied to the person responsible for setting of the alarm. The call out fee for a False Fire Alarm is starting from \$1575. This fine covers the costs incurred by Academie House from the ACT fire department and external contractors whenever a fire alarm is activated.

All residents will be provided advice and guidance at the beginning of your contract on how to avoid triggering the fire alarms. Similarly, careless, or irresponsible triggering of break glass alarms may result in a fine or disciplinary action.

### **Fire safety prohibited activity**

The use of candles and incense in rooms is strictly prohibited.

### **Items in the corridors**

No items of any kind, including shoes, bicycles, shopping trolleys, baggage, boxes etc., are to be left in the corridors or foyers of the floors or any public area of Academie House. These constitute a safety issue in the event of an evacuation.



## Requests of staff

Residents must comply with all reasonable requests from UniLodge Management, Residential Advisors and Support Staff.

### BEHAVIOUR

Residents must agree not to engage in unacceptable behaviour. Unacceptable behaviour includes interfering with another person's living conditions or personal security and is further described in clause 3.3(a) of your Occupancy Agreement. Management will deal with unacceptable behaviour.

All Residents and visitors agree to be bound by the security regulations or as instructed by Management.

Residents are responsible for the behaviour of their visitors and must understand that visitors are also bound by all the Rules of Occupancy whilst in the facility.

Any damages caused by your visitors will become your responsibility to rectify.

## NOISE LEVELS

All residents must observe consideration for their neighbours. No excessive noise is permitted between 10:00pm to 7:00am, as in accordance with Australian Law. Noise disturbances can potentially lead to eviction and / or legal prosecution.

You are expected to ensure that the noise you make does not cause problems for others during the hours of 10:00pm to 7:00am **and** during the hours of 7:00am to 10:00pm.

Residents are expected to be considerate of the needs of others. If, however, you are disturbed by noise from other people, please be confident in your right to express your concerns in an appropriate manner to the people involved. Should you feel uncomfortable talking directly to the people or if your request is ignored, please call the police or see reception the following day during office hours.



## Social Media Guidelines

UniLodge is actively using social media sites to build an online community.

Prospective and current students and their families, alumni, staff and friends of UniLodge can share content, ideas and experiences, and find helpful information on UniLodge's various official and associated social media sites, such as the Academie House Facebook page. We invite you to use them to connect with UniLodge and our community of residents.

To keep the sites enjoyable and lively, please respect the rules of the various social media platforms, and also observe the following guidelines. UniLodge reserves the right to remove posts that don't comply or are judged to be unacceptable.

These guidelines will grow and change as the social media networks themselves grow and change.

Please contact [academiehouse@unilodge.com.au](mailto:academiehouse@unilodge.com.au) if you believe these guidelines need to be changed, or additional guidelines added.

## General Principals

- Think before you post. The internet has a history of thoughtless posts that user's later regret.
- Be respectful. UniLodge is committed to showing respect for the dignity of others and to the civil and thoughtful discussion of differing ideas. If you wish to voice a complaint or disagree with another post, please do so in a polite and constructive manner. Obscenities, personal attacks, and defamatory comments about any person, group, organisation or belief will be removed.
- Be accurate. Please check your facts before you post and ensure you use the most up to date information available. Cite – and link to – sources wherever possible. If you have made an error, correct it visibly and apologise. Posts containing factual errors may be removed or corrected.
- Be honest. Be honest about who you are. State your sources when quoting others.



- Be ethical. Ensure your posts are fair to all concerned and do not exploit others in any way.
- Don't breach copyright. Be particularly careful in regard to music (including video soundtracks), videos and photographs.
- Add value and don't spam. Supply and share information that is relevant and of interest to the UniLodge community.
- Don't use UniLodge sites to promote businesses, causes, ideologies or political parties. Any posts of this kind will be removed.
- Protect your privacy. Your comments are visible to all. Never include yours or others phone number, email address or other personal information in a post. Adjust the privacy settings on your social media sites to only disclose information you are happy for others to see.
- UniLodge recognises that your personal social media accounts are your private property and does not require you to engage with UniLodge online (for example by becoming a fan on Facebook, joining a group in LinkedIn, or subscribing to us on Twitter) using your personal accounts.

## Drugs, Alcohol, Smoking & Gambling

### ALCOHOL

UniLodge encourages a responsible attitude towards the use of alcohol in the community and reminds residents and their guests that they each share a duty of care toward fellow residents and guests within UniLodge and in all situations including events and functions where alcohol is made available.

This policy is intended to allow residents to live and socialise happily in UniLodge, respecting the rights of other residents.

The objective of this policy is to enable those residents to enjoy alcohol responsibly and in moderation. Equally, UniLodge is respectful<sup>24</sup>of those residents who choose not to





consume alcohol. Thus, there is an obligation upon all residents who consume alcohol to do so responsibly and with consideration for others.

UniLodge will be responsive to the needs of residents with alcohol related problems through appropriate support and referral mechanisms. Within the University, the sale, supply, consumption and advertising of alcohol is regulated by the Alcohol Statute 2006.

## Alcohol – the Rules

- Alcohol is only permitted within your Apartment at Academie House. Residents must keep noise to a minimum.
- Alcohol may only be sold or supplied to a resident or guest who is 18 years or over. A person under 18 years of age must not purchase, be served or supplied with, or consumer alcohol at UniLodge.

## SMOKING

Smoking of any substance not limited to cigarette and vaping is NOT PERMITTED in any room, apartment, stairwell (fire stairs) or indoor area of the building.

Smoking is not permitted within 15 metres of any entrance or exit to the building

Persons who wish to smoke outside Academie House are required, while smoking, to keep at least 15 metres away from any entranceway, doorway, window or ventilation intake of the building, and are strongly urged to use any designated outdoor smoking area determined by UniLodge.

If you feel you must smoke, please:

- DO NOT smoke near non-smokers. People should be able to come and go without walking through a cloud of cigarette smoke.
- Ensure that you are at least 15 metres away from the windows of first floor apartments. It is intolerable and unhealthy for residents to have cigarette smoke blow into their rooms.
- Please dispose of your cigarette butts responsibly. We take pride in our building, and litter (cigarette butts are litter) gives a very poor impression of the calibre of our community.

Residents who wish to stop smoking should contact the [University Health](#) service for assistance, visit the [Quit now](#) website or call the Quit line 13 78 48



# NOBODY SMOKES HERE ANY MORE

## GAMBLING

Gambling is not permitted on the premises.

## DRUGS / ILLEGAL SUBSTANCES

The use of / or being under the influence or in possession of any illegal substance in the building is strictly forbidden. This means that under NO circumstances are any illegal substances permitted within the complex. Failure to comply with this rule will result in immediate eviction. If you feel you are having problems due to drug use (or know somebody in the building who is), please talk to your Customer Service Supervisor, or ANU Counselling. We can certainly put you in touch with people who can help you.

## Party Policy

Social gatherings are an important part of University life and residents may hold parties at UniLodge. UniLodge needs to balance social gatherings against issues such as noise, security, and the use of communal space by other residents. The following policy has been formulated to assist in ensuring that social gatherings can take place at UniLodge while being mindful of the needs of other residents. Other benefits of the policy include minimising risks to the organiser and residents of an apartment in which a party is held.

## EVENTS IN-ROOM

Residents may generally hold small events in their room without filling an event request form. Any in-room event which has the potential to be disruptive to the community will be shut down if required.



## **NON-RESIDENTS AT UNILODGE**

Unfortunately, it is common for problems associated with parties and social functions to be linked guests of residents. UniLodge has several rules that apply to non-residents.

## **CONDUCT ISSUES**

Residents and their guests at UniLodge are to show respect for each other and for our building as members of the UniLodge community. Residents are responsible for their guests and will be held financially accountable for any misconduct on their part.

Residents are also responsible for the conduct of their guests and any misconduct, injury to any person or property damage, which they cause. Any non-compliant non-residents may be asked to leave the premises.

## **TRESPASSING**

Any person whose behaviour is unacceptable, or who is behaving in a suspicious manner will be deemed as trespassing and will be asked to leave.

## **EXAM PERIODS**

During official University exam periods, it is important to be considerate and respectful of your neighbors, many of whom may be focused on studying. We kindly recommend that social gatherings, especially large ones, be held off-site to avoid disturbing those who need a quiet environment. By showing respect for your fellow residents, you contribute to a peaceful atmosphere that benefits everyone during this busy and stressful time. Let's all be mindful of each other's needs and create a supportive community for studying and well-being.

## **CRIMINAL ACTIVITY**

Any criminal activity associated with a party will be reported to the appropriate authorities. Criminal activity includes the supply of alcohol to those less than 18 years old.

## **UniLodge Rules & Expected Behaviour**

All guests are expected to read the Owner Cooperation Rules and comply with all our Rules and regulations during their time with us.

Residents are responsible for the actions of their guests. Any damages or losses will be charged to the resident.



# Residential Life

## STUDENT SUPPORT

UniLodge is proud to offer a variety of different academic and pastoral support models. When you join our community, you will find there is always something to do and someone to talk to.

Connecting you to services, people and places is just one of the important roles to play here at UniLodge.

So whether you want to connect with other students, the local community or just want to know the best places to 'hang out' we can help you.

We want to assist you wherever possible to fit into your home away from home as quickly, safely and securely as possible so you can get on with the job of studying and enjoying your time here.

At UniLodge we strive to provide community-based support. If you become worried or concerned over anything the sooner, you discuss it the sooner we can connect you to someone who can help. You can be assured of a sympathetic ear, regardless of the size or nature of your problem. Your privacy is paramount, and confidences are kept.

As a new Resident you may experience difficulty adjusting to:

- The transition from school to tertiary education / university life
- A different education system and different demands
- Living away from home and being wholly responsible
- Being away from the support of family and friends
- Settling into city life, a new state or a new country
- Language barriers
- Finding your way around i.e. transport, clubs, churches etc.
- Setting up bank accounts



# Living Together

Living in a close community like UniLodge can be a lot of fun, but it will take effort and compromise. Follow these steps if conflicts arise

If you have an issue with a flatmate or a neighbour, try first to talk about that issue respectfully and politely with the person concerned. Try to talk about it before the issue becomes a major problem and try to come to an agreement.



If you feel that you are unable to come up with a suitable solution you can call your Reception Staff to discuss your problem.



If these steps have been followed and you find that the conflicting issues are still present, please contact the Customer Service manager for further assistance with dealing with the matter. Keep in mind that it is very difficult to arrange a room move.

## TIPS FOR A HAPPY APARTMENT

- Always do your fair share of cleaning
- Take out the garbage when the bin is full
- Decide on a cleaning roster for the kitchen, bathroom and vacuuming
- Decide if you are going to share the cooking, it's a great way to try new foods and cut costs
- Be aware of the noise you and any guests you have over produce. This is a common courtesy which should extend to all residents.
- Always store valuable items in your room
- Don't leave dirty dishes overnight.
- Be considerate with your use of shared facilities and equipment.



# Personal Issues

Do not be afraid to confide in any UniLodge staff to discuss any personal issues that are getting you down, they are here to support you and provide guidance, assistance, and referral where necessary. We work closely with community provided health specialists, should you require specialist support.

## GET TO KNOW YOUR NEIGHBOURS!

Here are some handy hints towards getting to know and living happily with your neighbours:

- Introduce yourself to your neighbours and have conversations with them whenever you can – don't be shy, you may have lots in common!
- Respect others' sleeping and studying habits by not creating excessive noise
- Don't leave your belongings or rubbish lying around in shared areas. Clean up after yourself
- Don't use other people's things without asking
- Have consideration and respect for others in all facets of life
- Remembering that most Residents of UniLodge are students. You could assist each other with study and/or have study groups together
- Suggesting social activities that you and your flatmates could attend together within or outside of UniLodge may be a great way to make new friends and meet more people!

## FINANCIAL ISSUES

If you are experiencing any financial difficulties, please speak to the Customer Service Manager. Often, these difficulties can be managed by the implementation of a financial plan. In addition if you are student, the university has a number of [services](#) to help students in financial need. Please advise us if there will be a delay with your rent being paid on time. We understand that financial problems can occur. But you need to let us know and we can discuss it.

## STUDY ISSUES

If you have an academic problem, talk to the Customer Service Manager as soon as it arises - don't leave it until it is too late! Should you experience any concerns regarding; course and subject selection; preparation for examinations; dealing with tutors and lecturers; or special consideration due to sickness or family troubles we can help to refer you to the relevant department or faculty that will be able to resolve any issues.



## EXAMS – SPECIAL ARRANGEMENTS

Special arrangements are in place for the week before exams until the completion of the last exam during exam periods:

- Residents are requested to be particularly careful not to disturb others, particularly on residential floors.
- Non-urgent maintenance work likely to create disturbance will not be scheduled during the exam period.
- Parties and events are not to be held at UniLodge– celebrate by all means when you finish your exams but do it away from UniLodge out of respect for those still studying for exams.

### Special consideration letters

As a general rule, UniLodge Management will not issue letters requesting special consideration for exams and assignments. It is the responsibility of the student to approach their lecturer, Counselling, the Health Service, the Academic Skills and Learning Centre to obtain such letters if needed. The Property Manager of Operations is available to refer residents to these services as appropriate.

## HARASSMENT

UniLodge will not accept any discrimination or bullying from residents against a person on the grounds of gender, marital status, family status, sexual preference, transgender identity, race, social origin, colour, nationality, national extraction, age, political opinion, religion, impairment, mental disability, physical disability, psychiatric disability, intellectual disability, criminal record, medical record, and trade union activity.

UniLodge is a friendly and supportive community, and it is expected that members will be pro-active in ensuring that it remains so. Any member of UniLodge who indulges in any form of discrimination or sexual harassment may be asked to leave.

If you think you have been subjected to any form of discrimination, please contact the Management and the appropriate steps will be taken.



# Health & Wellbeing

## HEALTH AND SAFETY @ UNILODGE

As Residents you must not partake in any act or behave in a manner that does that will promote a hazard to yourself or someone else. This includes but is not limited to preventing easy access or exit from the building by leaving personal articles or rubbish blocking any thoroughfare including exits, or interfering with any fire safety notice or equipment.

## EMERGENCY MEDICAL PROCEDURES/TRANSPORT TO HOSPITAL

The non-emergency transport to hospital is a private matter. Where appropriate, UniLodge will recommend the use of a taxi. Where a resident chooses to be taken to hospital in a private vehicle, UniLodge will recommend that a friend, in addition to the driver, also travel with the person seeking medical care.

The only appropriate transport in an emergency is an ambulance. Ambulance costs are the responsibility of the person seeking medical care. It is highly recommended that Residents have health cover that includes ambulance travel.

If staff accompany a resident to a hospital, there is no requirement for them to remain after medical care has commenced.

## INFORMING EMERGENCY CONTACT PERSON(S)

As a general rule, informing the nominated emergency contact person(s) is at the option of the resident. However, in cases where there is grave concern for the health or wellbeing of a resident, management, staff, or residential advisor may contact the emergency contact person(s) nominated by a resident in their Room Agreement.

## SHORT-TERM ILLNESS

UniLodge accepts the possibility that residents may suffer a debilitating illness that is neither communicable nor notifiable, for a short time. In such cases, UniLodge undertake to extend every reasonable support, and to encourage residents in the pursuit of their studies.

## SEVERE PSYCHOLOGICAL DISTRESS

Where a resident seems to be showing signs of significant psychological distress (such as self-harming behavior, symptoms of a psychotic episode or suicidal ideation), a designated staff member will attempt to ensure that appropriate support is made available. This may include consultation with and/or referral to health or counselling services including ACT Mental Health, University Counselling Centre, or another health service provider. A 'Safety Plan' may also be developed in collaboration with the resident. As with a medical





emergency, where there is grave concern for the health or wellbeing of a resident. UniLodge may contact the emergency contact person(s) nominated by a resident in their Room Agreement.

### **LONG-TERM ILLNESS/DISABILITY**

In addition to communicable diseases, which may have a direct impact on the operation of UniLodge, residents occasionally suffer from long-term illnesses or disabilities. Where a resident suffers from a long-term illness or disability that imposes a significant burden upon UniLodge, and it is unreasonable for UniLodge to continue to make further adjustments for this illness or disability, UniLodge reserves the right to terminate a resident's Room Agreement. Before considering whether to terminate a Room Agreement, UniLodge will:

- advise the resident of the impact that their illness has upon the operation of UniLodge and the other residents; and
- hold discussions with other relevant areas of the University, including Disability Services Unit, the University Health Service and their academic area to examine alternative methods and reasonable adjustments that will enable UniLodge to assist in the management of the illness.

See also the [Disclosure of Information by Students with a Disability or Illness Policy](#): Only if the above discussions/resultant actions do not produce a reasonable and appropriate management process will Management exercise its discretion to terminate the Occupancy Agreement.

### **COMMUNICABLE DISEASE**

In the case of contracting an infectious disease such as measles, a resident should, if possible, leave UniLodge for the infectious period. If this is not possible, the resident is to cooperate with UniLodge to ensure in-house isolation by: Restricting himself/herself to his/her own study bedroom and a dedicated bathroom area; Avoiding common areas of the building; Excluding himself/herself from any UniLodge activities during the infectious period; Careful hand washing etc if the infection is contagious by that route; and Care with coughing, sneezing in common areas, etc. If there is a breakout of an infectious disease involving a significant number of residents, Management will seek medical advice from University Health Service about how best to contain it.



## NOTIFIABLE DISEASE

Where a person has a reasonable suspicion that a resident has a notifiable disease, they will refer the matter to Management. Where Management reasonably believes the resident has a notifiable disease, it will refer the resident to the University's Health Service or the resident's own GP for a medical assessment of whether the resident has a notable disease.

If the resident does have a notifiable disease the Health Service or GP is required to report the disease in accordance with the *Public Health Act 1997*. They (or the Chief Health Officer of the ACT) may direct the University (and UniLodge) on how any public health aspect of the disease is to be managed within the University or Hall, where applicable.

If a resident fails to attend a GP examination on request of Management, they may be excluded from UniLodge until such time as they obtain medical advice demonstrating that they do not pose a disease risk to other residents.

If a resident who does attend a GP examination is required to leave UniLodge because they have a communicable disease, their return is dependent on them obtaining medical advice demonstrating that they are fit to return and present minimal or no risk to fellow residents. Where a resident is required to leave because they have a communicable disease, UniLodge will provide reasonable assistance to enable the resident to locate suitable alternative accommodation. Financial hardship for relocation will be assessed on a case-by-case basis.

## Security

### INSURANCE & SECURITY FOR YOUR APARTMENT

All Residents are strongly advised to take out contents insurance cover on their personal belongings and items such as stereos, computers, CD players, bicycles, clothing etc as they are not covered by UniLodge policies. Any large complex is vulnerable to petty theft and unfortunately UniLodge is no exception. We suggest that you keep your doors locked at all times.

UniLodge is not responsible for any damage caused to personal items during your stay with us.



## INTRUDERS

Although we take all possible precautions, intruders may occasionally gain entry to the building. If you see anyone behaving suspiciously, contact Reception or Customer service Manager on duty immediately or emergency services (dial 000). You may watch the person or persons from a distance, but do not put yourself at risk.

Be aware that people have been known to walk around a complex with a clipboard pretending they are on official business of some kind.

Do not show any person to a Resident's apartment or tell them where they live - the Resident concerned may not wish to see the visitor.

Do not swipe your card for any other person at the front door, in any common areas or in the lifts.

Tell the visitor to see the Reception or the Residential Advisor on duty.

Should you feel threatened by or uncomfortable due to the presence of an unfamiliar person at UniLodge, please discuss your concerns with police (000) or with management during office hours.

## SECURITY CAMERAS

The Lobby of Academie House is monitored 24/7 by security cameras. While these can be of assistance in managing issues, the best defence is for all residents to maintain a vigilant attitude towards safety and security.



# Transport

## PUBLIC TRANSPORT (BUSES)

ACTION is the ACT Government provider of local bus services. Call 13 17 10 for bus information or visit [www.action.act.gov.au](http://www.action.act.gov.au).

## Air Line Shuttle

Operates a service every hour between the Canberra International Airport and Canberra City. Please call 02 6299 3722 for more details or go to [www.deanesbuslines.com.au/queanbeyan/](http://www.deanesbuslines.com.au/queanbeyan/) for timetables and route map or ask Reception.

## BICYCLE STORAGE

In order to preserve carpets and other fittings and fixtures, bicycles are not to be brought into any Resident's apartment. All Bicycles must be registered at reception for security purposes and stored in the allocated area on ground floor.

# When things go wrong – UniLodge Complaints Procedure

Life in a community as large and as complicated as the Lodges can sometimes throw up challenges that are difficult to manage on your own. You might have a problem with a fellow resident or a staff member, or a decision that has been made by UniLodge Management. If you do come across some difficulty in your life at UniLodge, don't hesitate to raise it with the Customer Service Manager. In most cases, problems can be resolved through informal enquiries and discussions.

Here are the steps to follow if you need help to resolve a problem:

**Step1. Talk politely and openly to the person involved**

(Not resolved?)

**Step2. Inform the person that you will take the matter to the Customer Service Manager**



(Not resolved?)

**Step3. Inform the Customer Service Manager that you will take the matter to the General Manager of UniLodge**

### **PRINCIPLES OF RESIDENTS COMPLAINT/DISPUTE RESOLUTION**

Before initiating the formal resolution procedures, residents should try to resolve the complaint directly with the person/s concerned wherever possible. Residents are strongly encouraged to seek advice about how to resolve their complaint. The Customer Service Manager can mediate between the parties involved where appropriate.

Wherever possible, such concerns should be resolved by a process of discussion, cooperation and conciliation as soon as possible after an incident or situation has occurred.

The aim is to reach an acceptable outcome that minimises any potential detriment to ongoing work or study relationships.

Since the aim of this process is to resolve problems, which will often involve negotiation, conciliation, or mediation, it is not possible to use the complaint resolution process for anonymous complaints.

Both the complainant and the respondent will receive appropriate information, support, and assistance in resolving the complaint.



# Useful Contact Numbers

<b>Emergency, Police, Fire, Ambulance</b>	<b>000</b>
Alcohol And Drug Crisis Management	6205 4545
Lifeline (24 Telephone Counselling)	13 11 14
Poisons Information Centre	13 11 26
<b>UniLodge Academie House</b>	<b>6262 8229</b>
<b>Civic Police</b>	<b>6256 7777</b>

## Other Numbers

Abortion Counselling	1300 363 550
Alcohol & Drug Information Service	1800 422 599
Calvary Hospital, Haydon Drive, Bruce	6201 6111
Canberra Hospital, Yamba Drive, Garran	6244 2222
Canberra Rape Crisis Centre	6247 2525
Domestic Violence Crisis Service	6280 0900
Sexual health information	1300 658 886



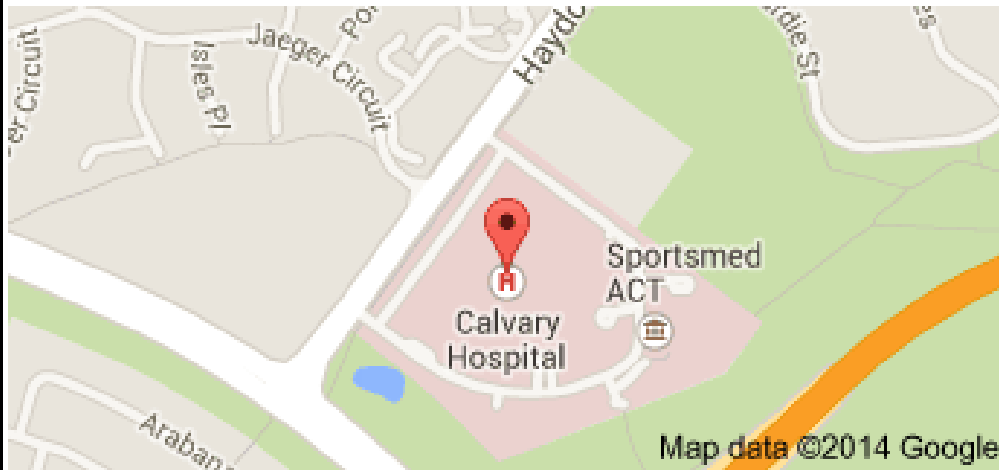
Hospital: 000

Calvary Hospital

**02 6201 6111**

Cnr Belconnen Way and Haydon Drive

Bruce ACT 2617



Police Station: 000

**02 6256 7777**

London Cct

Civic ACT 2601



Fire Station: 000

(02) 6207 8520

Wakefield Ave, Ainslie ACT 2602



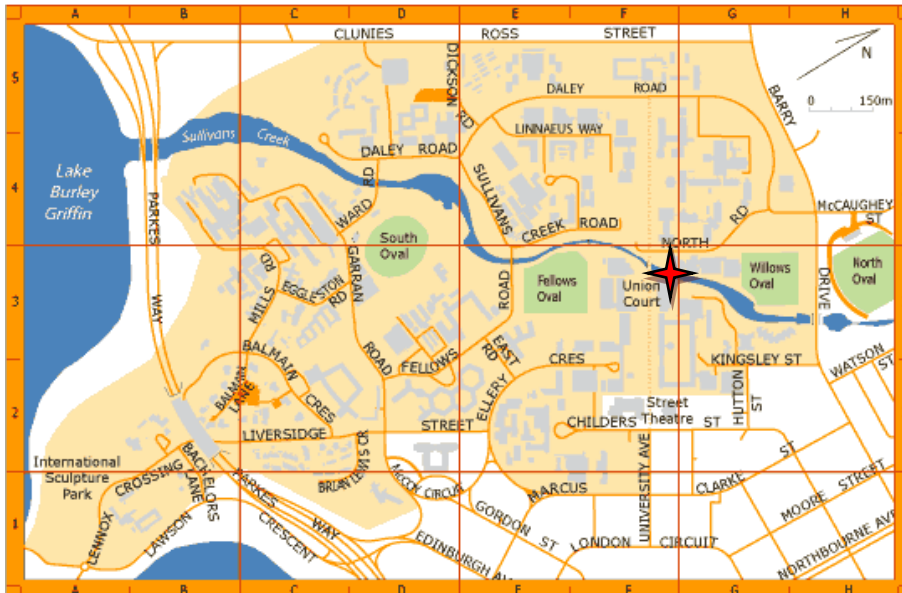
## Doctors

*ANU University Health Services*

(02) 6125 3598

Ground Floor, Sports Union Building

North Road, ANU Campus





## Sexual Health Clinic

*Sexual Health & Family Planning*

(02) 6247 3077

<http://www.shfpact.org.au>

1/28 University Avenue, Canberra ACT 2601



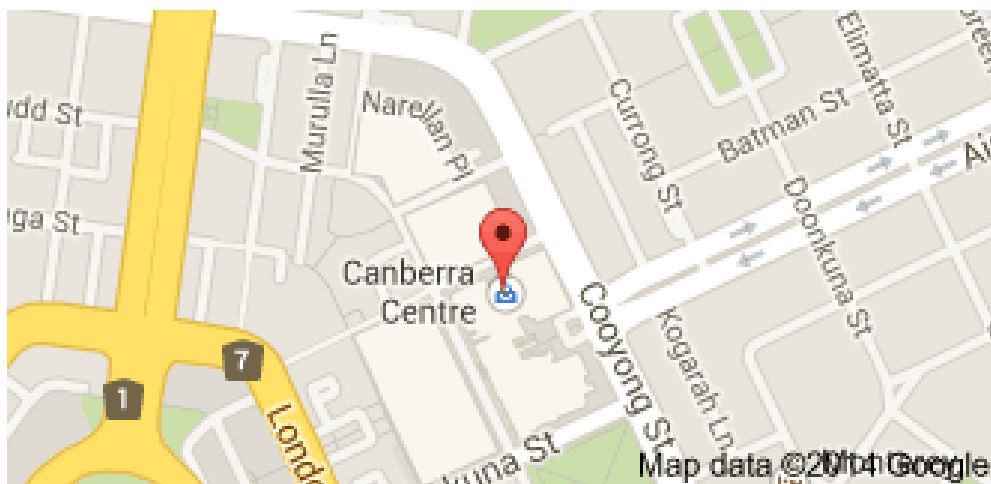
## Shopping Centre

*Canberra Centre*

(02) 6247 5611

<http://www.canberracentre.com.au>

Bunda St, Canberra ACT 2601



## Civic Bus Interchange

20/22 E Row Canberra ACT 2601

13 17 10

<http://www.action.act.gov.au/>



## Library

*Civic Library*

Civic Square, London Circuit, Canberra City ACT 2600

(02) 6205 9000

<http://www.library.act.gov.au>

