

# Residences Handbook 2012



**DEAKIN**  
UNIVERSITY AUSTRALIA

## **Welcome to residential life at Deakin University— a living and learning experience.**

Deakin University's mission is to be a catalyst for positive change for the individuals and the communities it serves. This University mission directly influences your experience living on campus.

Leaving home is an important step in a person's life and moving into University residential accommodation can be a very rewarding experience but not without some unique challenges. It is a time of personal transition adjusting to university studies and lifestyle, as well as becoming a member of a residential community.

Living in residences is one of the best ways of getting the most out of your time at university. You will have the opportunity to make lifelong friends in an environment that can also help you achieve academically and fulfill your potential. We consider residential life as integral to your university education, extending and enriching your study experience and our intention is to provide you with a vibrant living and learning experience.

As a student of Deakin University, you are considered to be an adult and you are expected to be independent and responsible in your thinking and action. As such it is important that you understand your responsibilities and obligations as a member of the University community and that you take advantage of the range of programs and services offered within residences and across the University. Therefore, please take the time to read this handbook and the other information given to you by the university and don't hesitate to ask for advice and assistance.

In your first few days on campus it is important that you meet the residential staff and senior residents who are available to provide advice and assist you to settle in to university and residential life. Please take the time to get to know these people and how to contact them.

We sincerely hope you enjoy your studies and time at Deakin—offering you new life experiences and wonderful opportunities for your future.

**John Temple**  
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Division of Student Life

# Residences Handbook **2012**



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UNIVERSITY AUSTRALIA

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# Emergency procedures

In the case of an emergency contact:

- **Fire/police/ambulance:** dial **0**, then **000** from any internal phone
- **Security:** dial **222** from any internal phone or **1800 062579**.

Give:

- your name
- campus address
- exact location of the emergency on campus
- type of emergency
- if there are people injured
- how many people are injured
- nature of illness (if medical emergency)

Refer to your campus for other crisis help phone numbers.

## Evacuation procedures

This procedure operates in conjunction with the University procedures relating to fire, medical, dangerous person/s, gas leak and chemical hazard emergencies. These procedures are located at <[www.deakin.edu.au/emergency](http://www.deakin.edu.au/emergency)>. Deakin University Residences have clearly defined evacuation procedures and evacuation points. The evacuation procedures and accompanying evacuation points are indicated on notices in the units. Whilst the evacuation procedures are the same across all residences, the evacuation points are different for each residence.

All residents must familiarise themselves with the following evacuation procedures:

- For fire, activate a break glass alarm (if alarms do not self activate).
- For fire and all other emergencies, dial 222 on any internal phone and advise Security.
- On the alarm tone leave the building by the nearest available emergency exit without delay, closing doors as you go.
- WALK. DO NOT RUN.
- Follow any instructions given by the residential assistant (RA) or other emergency personnel.

- Assemble at the primary evacuation point. Wait at the evacuation point for further instructions.
- Do not leave the area without informing emergency personnel.
- DO NOT RE-ENTER UNTIL EMERGENCY PERSONNEL INDICATE IT IS SAFE TO DO SO.

Special precautions:

- Use the back of your hand to check the temperature of the door and door handle.
- If the door handle is hot, DO NOT OPEN the door. Remain in the room and attract attention at the window.
- If you are caught in smoke anywhere in the building get down as close to the floor as possible.

# Contents

<b>Living in residences</b>	<b>6</b>	Fridges	23
<b>Residential support team</b>	<b>7</b>	Furniture	23
Residential Assistants	8	Glass	23
Residential Supervisors	8	Illicit substances	23
<b>Campus Residence Managers</b>	<b>8</b>	Illness and accidents	24
Residence rules and information	9	Infectious waste disposal	24
Absences from residences	9	Insurance and personal belongings	24
Academic progress	9	Keys	25
Access to academic results	9	Laundries	25
Access to units and rooms	10	Lock-outs	25
Alcohol	11	Mail	26
Ambulance cover	12	Maintenance	26
Bicycles and surfboards	13	Mattresses	27
Candles, incense and sparklers	13	Noise	27
Change from being a full-time student	13	Parking and traffic awareness	27
Cleaning	14	Parties/functions	28
Cleaning charges	14	Pest control	28
Common rooms	15	Pets	28
Complaints handling	15	Phones	28
Computer access	16	Pools	29
Cooking	16	Privacy of information	29
Damage and vandalism	16	Quiet periods	30
Dangerous or reckless behaviour	17	Rent reference	30
Dangerous goods	17	Re-selection for residences the following year	30
Decoration and alteration	18	Room changes	31
Disability services	18	Room condition report	31
Discipline and misconduct	18	Running a business from residence	31
Discrimination and harassment	19	Security	31
Doctor and nurses	19	Smoking	32
Drinking games	19	Sustainability	32
Early departure	19	Theft	32
Electrical equipment	19	Transport	32
End of year departure	20	Visitors and guests	33
Excessive consumption of alcohol	20	<b>Maps</b>	
Finances	21	Geelong Waurrn Ponds Campus	34
Fire safety equipment	22	Melbourne Burwood Campus	36
First aid	22	Warrnambool Campus	38

# Living in residences

**Welcome to Deakin University Residences. We hope that you have an enjoyable and successful year studying at Deakin University and living on campus.**

The University operates residential accommodation on three campuses:

- Melbourne Burwood Campus (established 1999); 200 residents
- Geelong Waurin Ponds Campus (established 1973); 452 residents
- Warrnambool campus (established 1973); 240 residents.

The successful transition to university is exciting, as well as being a time of personal change in your life. Our residential communities provide a place for you to connect and feel a part of Deakin. Residences also help you settle in to your new university environment. A successful social transition, particularly in first year, is the key to a successful academic transition to university. It is also a valued part of a student's university learning experience.

Residences provide a range of support services and networks to help you get the most out of your university experience including tertiary orientation programs, which are designed to assist your transition to university and familiarise you with the range of University services.

It is therefore our intention to:

- provide a comprehensive range of social and recreational programs to assist supportive relationships and friendships
- ensure a comprehensive support team of peers, senior students and staff are available for those times when confidence wavers or homesickness sets in,
- enhance life skills to foster personal development
- engage residents in their new living and learning environment
- provide academic programs to assist in meeting the challenge of tertiary education
- provide an environment where residents are exposed to a diversity of cultures, and
- ensure a welcoming community atmosphere.

Living in the residences offers a new and rewarding living and learning experience and provides you with the opportunity to make the most of your University study. Many residents make friends for life during their time in residence and often travel to visit fellow residents overseas when they finish studying.

The first key to enjoying your time in residence is to ensure that you get to know the other people in your unit and around the wider residential campus. There are a number of activities in the first few weeks and throughout the year where you can be involved in the life of the residence and it is important that you participate as much as possible to ensure that you get the most out of living on campus.

The second key is to ensure that you make a positive contribution to the wider residential community throughout the year. When you accept your place in residence you are asked to sign the *Residential Code*. We assume that all residents will make every effort to live within these expectations and guidelines. These expectations form the basis for the operation of the residences and assist in the building and maintaining of the residential community. Most other aspects such as rules, sanctions and disciplinary actions flow from these, and from the common understanding that living in community requires residents to show respect for themselves, other residents and their living environment.

## Residential support team

The residential support team is responsible for providing a positive living and learning experience for residents studying at the University. They are an important resource and can provide assistance in living on campus as well as referring you to other services in the University. We are sure you will find them invaluable people to know and seek assistance from during your time in residence. The residential support team includes Residential Assistants, Residential Supervisors and the Campus Residence Manager. Their roles are explained below.

## **Residential Assistants**

Residential Assistants (RAs) are full-time students who live in residence and are employed by the University. Your RA will be one of the first people you meet, and they are usually the last person you will see when you leave. Your RA is available to help you settle in and to provide support throughout the year. They serve as role models, promote residence rules, assist residents to integrate into the University and plan social activities specifically for your unit. In order to promote community living the RA is responsible for planning activities, but everyone should participate in their organisation as they are of benefit to all. Each RA is responsible for specific units. After office hours a duty RA is rostered to be available for all units in the residences and can be contacted at any time.

## **Residential Supervisors**

Residential Supervisors (RSs) are University employees who live in residence. They assist the Campus Residence Manager and their responsibilities include the following:

- providing after-hours advice and emergency assistance.
- developing and delivering social, cultural and other support programs within the residences.
- overseeing and advising the RAs together with the residence manager.

The Residential Supervisors have a high profile around the residences and are available to assist students outside office hours.

## **Campus Residence Managers**

The Campus Residence Manager is responsible for the effective development and provision of academic, social, pastoral and sporting programs. They provide the leadership and supervision of residential staff, including Residential Supervisors and Residential Assistants, and they foster an environment that is supportive of the living and learning environment within the residences and the individual development of residents. They are also responsible for the day-to-day management of their campus residence. Campus Residence Managers are available for student enquiries during office hours. Please contact the Residences Office if you would like to make an appointment to see your Campus Residence Manager.

# Residence rules and information

## Absences from residences

Any resident who expects to be absent from their unit for an extended period, should inform their RA. Residents are not required to tell the RA where they are going. It is the resident's responsibility to inform their Faculty of any absence. Should a fellow resident or RA report to the office that a resident hasn't been seen for an extended period, and the resident has not advised us of their intended absence, the Campus Residence Manager may enter their room to check on the resident's safety.

The Campus Residence Manager shall report any resident who is absent for an extended period as a missing person to Victoria Police and phone the residents named emergency contact(s).

## Academic progress

Students reapplying for on-campus accommodation must be able to demonstrate a 'sound academic record' and will be considered for a further period of residency in conjunction with particular faculty requirements of the University.

Definitions:

- **Fail one subject** and you may be contacted by a residences staff member at the end of first semester to assess any study support requirements for the following trimester. The competitive nature of re-selection means that you may not be considered for re-selection in the following year.
- **Fail two or more subjects** and you will be contacted by a residences staff member at the end of first trimester to assess any study support requirements for the following trimester. This level of performance is highly likely to affect your re-selection for the following year.

## Access to academic results

In signing the Licence Agreement, residents have authorised the Campus Residence Manager or members of the University staff authorised by the Campus Residence Manager to access academic results for the purpose of reselection, academic assistance/mentoring and the determination of resident and academic prizes.

## Access to units and rooms

Although every effort is made to respect and protect the privacy of residents, from time to time it will be necessary for the Campus Residence Manager or other authorised staff to access the units for the purposes of inspection, cleaning and maintenance and repairs. For the purpose of routine inspections Residences administration will provide a minimum 24 hours notice.

Where the Campus Residence Manager regards it necessary to enter private rooms without notice the following criteria shall apply:

- there has been a clear indication or reasonable grounds to believe that there is a likelihood of risk to either the resident, another student or University property
- the resident has been reported as missing for an extended period and has not advised the Residences Office of their intended absence
- there has been a violation of community living standards, residences rules, University guidelines or state or federal law
- scheduled or emergency maintenance of the room is required.

In the event of a resident's room being entered there will always be two staff present. Staff will knock loudly on the door to ascertain whether the room is occupied and if there is no response, a master key will be used to gain access.

By completing a maintenance request form a resident is agreeing to maintenance/office staff to enter their unit/room to follow up the request.

If a resident's room/unit has to be entered by contractors or staff, they should be wearing identification. Residents should ask contractors or staff to produce identification before they enter the room if none is displayed. If staff or contractors are unable to produce identification, a resident may refuse to let them enter. Residents should contact the Residences Office if they feel uncomfortable with anyone entering their unit/room.

## Alcohol

The consumption of alcohol in residences must at all times comply with the Victorian state liquor licensing laws. Deakin University Residences rule on alcohol rests on four principles:

1. Deakin University have an obligation to ensure as far as possible, that the benefits and a level of personal comfort are available to all residents equally.
2. Deakin University Residences acknowledge that whilst there is a growing cohort of residents who chose not to consume alcohol at all, there is a general social and legal tolerance of controlled drinking. Further, Deakin University Residences also recognise that the harmful physical, behavioural and social effects of excessive alcohol consumption are becoming increasingly evident.
3. Deakin University Residences insist that individuals accept responsibility for their behaviour and actions whilst consuming alcohol. (Please see the Excessive Alcohol Consumption section of the handbook).
4. Residents must not be subjected to any pressure to drink, or to drink more than they judge to be reasonable. Nor should they feel compelled to drink alcohol because no reasonable and attractive alternative is offered.

### *Provision of alcohol at residence functions*

Deakin University Residences have adopted a rule regarding the provision of alcohol at functions conducted by or on behalf of all residents.

The rule is aimed at minimising:

- inequity regarding the resources spent on non-drinkers as opposed to drinkers, when their respective contributions are equal
- harm to drinkers and to those around them
- damage to the property
- damage to the reputation of the University and of the residences within the University and the wider community.

The rule is not aimed at stopping people from drinking either on residence or elsewhere. Nor does it affect those having a more or less private drink at their own expense. Rather it attempts to ensure, as far as possible, that when people drink alcohol supplied or subsidised by residents, they do so in a moderate and responsible manner, respecting the rights of others.

### ***Requirements***

The following itemised points are undertakings through the completion of a function form which organisers of social functions for residents held in or outside Deakin University Residences must give and abide by:

- The guiding principle of the Deakin University Residences alcohol rule is to ensure that excessive amounts of alcohol are not provided at any function. The amount of alcohol supplied should directly relate to the numbers attending the function and to the time allowed for the function.
- The Campus Residence Manager is required to approve any function within the residence where alcohol is either supplied or present.
- Alcohol is not to be used as a draw card for functions (i.e. cheap drinks, cocktail night, pub crawls, etc.).
- Kegs are not permitted in residences.
- Drinking games are not permitted.
- Home made punch is not permitted as this can contain an unknown quantity of alcohol.
- Intoxicated residents are not to be supplied with more alcohol.
- At any function where alcohol is provided, an adequate amount and type of food must also be provided.
- At any function where alcohol is provided, an adequate amount and type of non-alcoholic drinks/soft drinks that are an appealing alternative must also be provided.
- Water must be supplied at any function at which alcohol is provided.
- At any function where alcohol is supplied, alcohol must not be supplied to under 18-year-olds and there must be a system in place to verify that drinkers at all such functions are not under 18 years of age.

If organisers are not able to give these assurances, approval for a function will be withheld. If they are given but not adhered to, the function will be stopped and further approval will be denied when a subsequent application is made.

### **Ambulance cover**

All residents are strongly advised to take out an Ambulance Service Victoria membership. In the interests of health and safety, students who suffer accident or illness while living on residence, may have an ambulance called on their behalf. Any costs will be charged to the individual concerned.

Please join Ambulance Service Victoria online at <[www.ambulance-vic.com.au](http://www.ambulance-vic.com.au)> prior to commencing your stay on residence.

In the event of an emergency, you should call Security on 222 or emergency services on (0)000 from any internal phone. The Campus Residence Manager (or member of University staff authorised by the Campus Residence Manager) may at their discretion contact the resident's named emergency contact person(s) in the event of any emergency involving the resident.

### **Bicycles and surfboards**

Large personal items including surfboards and bikes must be kept clear of common areas and exits and are not permitted to be stored in residents' rooms as this creates a fire hazard. Residents must not lock their bikes to the railings or park on or near wheelchair ramps. Offenders may incur a fine and/or disciplinary action.

Deakin University Residences staff is not responsible for the security of or any damage sustained by any bicycle, which is left in a bicycle space or anywhere else in the residences. Contact the Residences Office for details of bike and/or large item storage facilities on your campus.

### **Candles, incense and sparklers**

Naked flames of any kind including candles, incense, oil burners and sparklers are not permitted in any area of the residences. Residents found to have breached this rule will be subject to disciplinary action. In cases where a fire is caused by this prohibited behaviour or an alarm is activated, the resident responsible will be liable for the cost of the fire brigade's attendance fees. A fire call out fee can be up to \$1800.

### **Change from being a full-time student**

Residents are required to notify the Campus Residence Manager of any change in enrolment status from full-time to part-time within two working days of submitting the *enrolment variation form* to the relevant faculty.

The Campus Residence Manager may at his/her discretion revoke a resident's Licence Agreement in accordance with *Revocation of the Licence Agreement by the University* should the resident cease to be a full-time student at the University. Residency for students with a part-time study load may be approved in some circumstances—this should be discussed with the Campus Residence Manager as soon as possible.

Where a resident is graduating from their course or withdrawing or deferring from the University, the conditions as outlined in *Revocation of the Licence Agreement by the Licensee* apply.

## **Cleaning**

Deakin University employs cleaning staff to clean the common areas of the residences. Due to health and safety requirements, all common areas including the shower base and ledges, the area around the showers, hand basins and kitchen benches must be kept clear to facilitate cleaning. Personal bathroom items may be kept in these areas; however residents must be aware that in order for the surface to be cleaned to specification, items may be moved aside by cleaners.

Throughout the period of occupancy the resident shall be responsible for maintaining their room at a standard of cleanliness and tidiness acceptable to the Campus Residence Manager. For this purpose the necessary cleaning equipment will be made available. Residents are expected to wash and put away their own dishes after use. The residences cleaning staff may remove any dirty dishes that are deemed to be a health and safety hazard and dispose of them.

A cleaner may, at any time, determine that a unit is in such a condition that it makes his/her job impossible to complete. In this situation the cleaner will contact the Residences Office and members of the unit will be advised that they have one hour to tidy up the unit so the cleaner can continue his/her work or the unit will be cleaned and the residents charged the cost of a complete clean.

Units left in an unhygienic condition are a health and safety risk so the residences management team reserves the right to make any intervention deemed necessary to return a unit to an appropriate level of cleanliness, this may include requiring a thorough clean by residents, requesting a thorough clean by the cleaning staff and charging the residents, throwing out any offending materials or items that compromise hygiene standards.

## **Cleaning charges**

When the resident fails to maintain the required standard of cleanliness in a room/unit, the Campus Residence Manager may impose a penalty room/unit cleaning service charged to the resident/s in the interest of general hygiene standards within the residence. Residents who have concerns with cleaning should contact the Residences Office.

## Common rooms

Common rooms are available for use by all residents for activities such as study groups, meetings and social gatherings that are likely to create more noise and activity than is acceptable in your unit or room. The common rooms across the three campuses vary and offer a range of facilities including soft drink machines, full kitchen facilities, BBQ, lounge chairs, TV, DVD, study and meeting rooms. The common rooms may be booked for exclusive use for functions and other activities as approved by the Campus Residence Manager.

## Complaints handling

The aim of this procedure is to ensure that all residents are treated fairly and properly. For grievances of a small, domestic nature (e.g. house matters) residents should approach their RA in the first instance. Other matters are encouraged to be discussed with their Residential Supervisor or Campus Residence Manager. Deakin University is committed to providing complaints-handling mechanisms for its members that are accessible, fair, responsive, independent, efficient and equitable. Complaints can also be addressed through the University's Complaints Handling – Enabling Policy <<http://theguide.deakin.edu.au>> (type in search word *complaints*)

In the event of a resident being aggrieved with any decision or mode of acting by a residences staff member in the enforcement of any of the conditions of the Licence Agreement or residence rules, the following guidelines apply:

- Where the resident is aggrieved with a decision or mode of acting of the residential supervisor, the resident should take the matter to the Campus Residence Manager.
- Where the resident is aggrieved with a decision or mode of acting of the Campus Residence Manager, the resident should take the matter to the residential services manager.
- Where the aggrieved resident is aggrieved with a decision or mode of acting of the residential services manager, the resident should take the matter to the Director of the Division of Student Life.

Grievances or appeals against decisions of an academic nature (e.g. suspension or expulsion from the University) should be made under the provisions of Deakin University guidelines. Refer to <<http://theguide.deakin.edu.au>>. It is recommended that students approach DUSA to seek guidance with such an appeal.

## **Computer access**

There is a data point in all bedrooms in the residence for computer and internet access. Residents will need to contact the University Information Technology Service Helpdesk (ext: 72400) to set up an internet account. Refer to <[www.deakin.edu.au/its/services](http://www.deakin.edu.au/its/services)>. Please check with individual faculties regarding the charging structure for internet use. The Common Rooms at Burwood Student Village and Barton College, Geelong are computer wireless areas for study and meetings.

Users of the IT Network from the residences must comply with all policies and guidelines of the University with respect to use of its information technology facilities. Refer to <<http://theguide.deakin.edu.au>> and search for information technology use.

You will need to consult your faculty for its rules. After your faculty allocation has expired, students can pay for additional time by adding money to their internet 'account'.

ITSD produce a number of publications each year aimed at assisting students to set up their computers. The appropriate information is located at <[www.deakin.edu.au/its/publications/index.php](http://www.deakin.edu.au/its/publications/index.php)>.

## **Cooking**

Due to health and safety issues, residents are not permitted to cook in their rooms. This applies to toasters, hot water jugs, rice cookers, microwave ovens and all other cooking appliances.

## **Damage and vandalism**

If a resident becomes aware that there has been an incident of property damage or vandalism, the resident should:

During office hours:

- contact the Residences Office and advise staff of the incident.

Outside office hours:

- contact the duty RA if available, or the RS
- contact Security on 222 on any internal phone and advise them of the incident.

The resident responsible for the damage is liable for the costs of repairs to or replacement of any part of the residence, the fittings, fixtures and furnishings, or to the gardens or any article provided by the University (defects and damages caused by fair wear and tear excepted). Residents are liable for damage caused by any visitor or guest invited into the residence by that resident. The University will determine the cost of repairs and undertake the work required.

Where damage to any common area, (including the shared kitchen, bathroom, lounge room, hallways, walls, windows within a unit) cannot be attributed to an individual(s), all occupants of the unit may be charged a portion that is considered fair and reasonable according to the Campus Residence Manager. As residences do not charge a bond any costs for repair work will be directly invoiced to the resident(s) after consultation. All residents pay a building levy as part of their accommodation fees. The Campus Residence Manager may utilise funds from the levy account to cover cost of damage that cannot be attributed to any individual or unit.

As an incentive to residents to care for their surrounds, any unspent funds are available to finance improvements in the residences that are of benefit to all residents (such as common room improvements, outdoor furniture and barbeque areas).

### **Dangerous or reckless behaviour**

Any resident found to have engaged in dangerous or reckless behaviour that may cause harm to themselves or others or damage the facility will have their lease agreement terminated and may be required to vacate the residences within 48 hours of being advised to do so. This action will be in accordance with the University Regulation 4.1(1) - Student Discipline, as determined in consultation with the Campus Residence Manager and Manager, Personal Support and Residences.

### **Dangerous goods**

Residents shall not bring into the residence any explosive or combustible materials, firearms (including replica firearms), spear guns or other weapons. Residents found to be in possession of these prohibited items on campus will be in breach of their Licence Agreement and the matter will be referred to the Campus Residence Manager, who will take appropriate disciplinary action in accordance with the appropriate University Regulation.

## **Decoration and alteration**

The resident shall not make any alteration to the unit or to any part of it. The resident shall not inscribe on, or affix to the unit, or allow to be placed on any part of the unit any boarding, writing, signs or other similar matter that will or may likely cause damage to the unit. The resident shall not affix anything to any part of the residence, with the exception of posters which may be placed on walls in common areas and rooms with removable adhesive. Any damages due to decoration/alteration will be charged to the responsible resident.

Under no circumstances is anything to be stuck on the ceilings or on or near smoke detectors, as this is an occupational health and safety violation.

## **Disability services**

The University, through the Disability Resource Centre (DRC), provides support to students with disabilities, regardless of the severity and whether it is temporary or permanent. DRC can help with study materials, exam requirements, day-to-day support, information and pre-enrolment advice. A number of the buildings in residences have been fitted with facilities to assist people with disabilities. Interfering with or blocking these facilities in any way will result in disciplinary action. For further information or assistance please see the Campus Residence Manager or DRC staff on each campus.

## **Discipline and misconduct**

Rules and procedures are required within the residence as all residents have the right to quiet enjoyment of the facilities. The residence rules work in accordance with University regulations and statutes (in particular Regulation 4.1(1)—student discipline) as well as all laws in force in the State of Victoria. Refer to <<http://theguide.deakin.edu.au>> for University regulations and statutes.

Misconduct is an action or series of actions that breach the residence rules, the governing legislation of the University and any state or federal law. Any student who commits an 'act of misconduct' shall be referred to the Campus Residence Manager and Manager, Personal Support and Residences in accordance with the regulations and procedures of the University and may also be subject to prosecution under state or federal law.

Residents should be aware of disciplinary actions including exclusion from residences as outlined in the *Revocation of the Licence Agreement*, and University - Student Discipline Regulation.

## **Discrimination and harassment**

This rule operates in accordance with the University's Enabling Policy and Procedure which is online at <<http://theguide.deakin.edu.au>> (type in search word *discrimination*). The University, as an employer, an educational institution and a community leader, is committed to equal opportunity in employment and education and to promoting an environment in which harassment and discrimination does not occur.

## **Doctor and nurses**

Appointments to see the campus doctor or nurse are essential and can be made through the Division of Student Life—health services. Refer <[www.deakin.edu.au/studentlife/health/index.php](http://www.deakin.edu.au/studentlife/health/index.php)>

## **Drinking games**

Drinking games involving alcohol are never permitted in the University Residences.

## **Early departure**

In the event that a student wishes to depart residences prior to the date on their Licence Agreement, they will be required to provide 4 weeks notice of their intention to vacate. The student will need to complete an Intention to Vacate Form to formalise this arrangement and will have their weekly charges re-calculated on a casual basis (as opposed to the discounted charge) for the entire duration of their stay.

## **Electrical equipment**

Personal electrical items brought into residences should be tagged and tested to meet the Victorian Electrical Standards prior to entry.

Any item found to not meet the Victorian Electrical Standards will be confiscated until the residents vacate. This is a safety requirement and is in the interest of all residents. Leaving electrical fans on or unattended is an unsafe practice.

Personal heaters of any kind as well as double adaptors are not allowed in the residences. Residents who require additional power points in their rooms should purchase a power board with a surge protector.

Any electrical equipment/minor appliances (e.g. toaster, kettle) supplied by Deakin University Residences is tagged and tested annually and any item that is faulty or damaged must be reported to the Residences Office immediately. Faulty items will be replaced or repaired as soon as possible. Faults with any of the larger white goods (e.g. washing machine, fridge) should be reported via a maintenance request form available from the Residences Office or online at <[www.deakin.edu.au/residences](http://www.deakin.edu.au/residences)>.

### **End of year departure**

The date and time that residents must vacate the residences is specified in the *Licence agreement schedule*. Residents must ensure that they have returned all keys and vacated the room and the residence grounds by this date and time. A late departure fine of up to \$50.00 per hour may be applied to those residents who do not cooperate with this requirement. An *End of year departure information sheet* and *checkout checklist* will be provided to residents in late September.

### **Excessive consumption of alcohol**

The Management of Deakin University Residences have always taken the view that students residing in University accommodation should be treated as adults and thus given the freedom to take responsibility for their own welfare. In rare circumstances students fail to uphold these freedoms and responsibilities, particularly in relation to the excessive consumption of alcohol.

Where a resident(s) consumes alcohol to the level that requires medical assistance (eg. ambulance), police/security or the intervention of an RA or RS or fellow resident, then follow up action will be undertaken by the Campus Residence Manager.

The resident concerned will be asked to attend a meeting with either the Residential Supervisor or Campus Residence Manager to discuss the incident.

The meeting will deal with the following issues relating to the excessive consumption of alcohol:

- The impact on the physical and psychological safety of the resident
- The impact of fellow residents, RAs or RSs
- The resident's attitude to alcohol

Recommendations may result from this meeting in the best interest of the health and safety of the individual and fellow residents

## Finances

### *Fees payment schedule and payment options*

Residents are required to pay all residence fees and charges as set out in the *Fees payment schedule*, which is sent to all residents with the offer package. This means that residence fees instalments should be *paid on or prior to the due dates* specified in the *Fees payment schedule*.

There are two preferred payment options for residents to pay residence fees instalments:

- direct debit from a nominated bank or credit card account (preferred method)
- verisign egate payments via the Deakin University Residences website at <[www.deakin.edu.au/residences/egate](http://www.deakin.edu.au/residences/egate)>.

Residents are advised to retain all residence fees receipts in case of queries.

### *Overdue residence fees*

Residents who have difficulty paying their fees as per the *Fees Payment Schedule* are advised to speak with the Campus Residence Manager *before the fees are due* to discuss reasons why the payments are late so that a payment plan can be arranged.

Late residence fee payments after the first warning letter (if unpaid by the extended date) will incur an administration charge. Names of residents who have not paid all residence fees and other charges debited to them will be placed on the University encumbrance list until all debts are cleared (cf. *Regulation 6.1(1)—Fees and Charges—Students Fees and Charges—Procedure*). The Licence Agreement may be terminated if any residence fees or other charges are unpaid for a period of 28 days after the due date for payment, unless prior arrangements have been made with the Campus Residence Manager.

## **Fire safety equipment**

Any resident found to have tampered with fire safety equipment will be subject to disciplinary action and will be liable for cost of repair/replacement of equipment and attendance of the CFA or MFB (if applicable). The resident responsible for a call-out shall be liable for the cost and cases where no individual is identified the Campus Residence Manager reserves the right to divide the cost between all occupants of the unit involved.

There are some drawbacks to living with a fire safety system. The fire alarms installed in the Deakin University Residences are by necessity sensitive as they are designed to save lives. Sometimes the fire safety system will detect things other than flame or smoke. The possibilities are: dust; fumes; steam; hairspray; hairdryers; cigarette smoke; birthday candles; burnt toast; heat, generated by equipment; and other aerosols such as tanning spray. The alarms will always be triggered by poor cooking practices that produce excessive smoke. These can include using a dirty oven or frypan, burning food, allowing oil to smoke and cooking fatty foods on extreme heat. It is necessary when cooking to use all measures to ensure the alarms are not triggered, for example, range hoods must be on, fire safety doors closed and windows should be open.

It is the responsibility of each resident to ensure they do not contribute to false fire alarms through negligent behaviour by not taking sufficient care when cooking, and using to excess any items detailed above. Any resident who triggers an alarm may be required to contribute towards the cost of the CFA/MFB's attendance fees.

All candles, incense and sparklers are banned from residences' buildings as they are highly likely to trigger an alarm.

The use of hair straighteners are also banned in bedrooms as they have set off false alarms on a number of occasions. These appliances can be safely used in bathrooms.

## **First aid**

All RAs and RSs have received basic training in first aid. For minor incidents please call a residences staff member. For all other incidents you can contact Security or the campus doctor or nurse. Emergencies should be referred to Security or an ambulance.

## Fridges

There is a shared fridge in the kitchen of each unit. Personal bar fridges may be allowed in residents rooms (on some campuses), but must be no older than five years and meet the following specifications - no larger than 140 litre, and meet the approximate dimensions of 82cm (h), 48cm (w) and 55cm (d). Larger fridges will not be allowed. Each fridge must also be tested and tagged before it can be set up for operation in a residential room. Fridges must also be included on the Room Condition Report. (Refer to 'electrical equipment')

## Furniture

To reduce damage to units and rooms, minimise loss and in the interests of safety and fire egress, additional furniture may not be brought into the residences. Personal bar fridges are permitted on some campuses.

## Glass

The accumulation or collection of glass bottles in units is an occupational health and safety hazard for the cleaners and residents if they happen to fall and smash. They also make it difficult for the cleaners to do their job effectively. The cleaners will routinely dispose of any empty bottles found in common areas.

To reduce the risks associated with broken glass there is a *glass minimisation rule* in place. Some products can only be purchased in glass containers; however, we advise that alternatively packaged products should be purchased where available so that glass is kept to a minimum. Care should be taken to ensure that residents and staff alike are not injured by broken glass. When disposing of broken glass, we advise that students wrap the pieces in several layers of newspaper and then place it in a separate container/bag which can then be put into a bin. Do not throw broken glass directly into bins.

## Illicit substances

The use, manufacture, selling or possession of illegal drugs and other illegal substances is prohibited. This rule operates in accordance with state and federal laws as well as a desire to maintain a healthy and secure living environment for all residents. The consequences of using any illicit substance can be hazardous and the effect on others in a close residential community can be detrimental to the general wellbeing of all residents.

Residents who breach this rule will be subject to disciplinary action under the provisions of the University guidelines. Refer to <<http://theguide.deakin.edu.au>> for University regulation and statutes.

### **Illness and accidents**

Any resident who is ill may contact their RA who will refer them to the appropriate support service. If a resident is seriously ill, it is essential that they contact their faculty to arrange an extension or special consideration to avoid academic penalty. Residents going home due to illness must notify their RA before they leave.

Any accident occurring in the residences should be reported to the residence office as soon as possible. Serious accidents should be reported to Security on 222 or an ambulance on (0) 000 from any internal phone.

### **Infectious waste disposal**

This procedure operates in conjunction with the following University procedure—*Disinfection of blood spillage*—Procedure, *Hazardous exposure to blood and other body fluids*—Procedure, *First aid infection control*—Procedure also *Immunisation and Vaccination* – Procedure. These policies are located at <<http://theguide.deakin.edu.au>>, type in search word *blood*.

Individuals are responsible for cleaning up after themselves. Do not attempt to clean any spillage or come in contact with any infectious waste that is not your own. Please contact an RA immediately if you find any blood and other body fluids including vomit, urine or faeces.

### **Insurance and personal belongings**

The University will provide normal maintenance and security of the University property and facilities but does not accept responsibility for the supervision or security of the personal effects of the resident.

Deakin University has insurance coverage for personal effects and property whilst living in residence but items should be secured in locked bedrooms. Therefore a claim is only valid if it can be clearly demonstrated that the theft occurred as a result of forced entry.

Residents who need to make a claim should contact the University Insurance Officer.

## Keys

Any keys issued to the resident are to remain in the custody of the resident at all times and are not to be lent to any other person. Any loss of room or unit keys issued must be reported to the Residences Office immediately, or the first working day thereafter. The loss of a unit key jeopardises the safety of the entire unit and any resident who loses unit keys will be invoiced for the cost of a replacement lock and keys for all occupants of the unit (this cost could be up to \$500).

Residents are asked not to put tags on key rings that identify the residence as this poses a security risk.

## Laundries

Laundry facilities (excluding washing powder) are currently supplied as part of the residential package. Non-residents are not permitted to use the laundries, so please ensure the laundry doors are locked (where available) at all times.

Residents are reminded to be considerate of others—if residents using the laundries cannot wait for their washing, they should return to check if the machine or tumble dryer has completed its cycle after about 20 or 30 minutes. The University takes no responsibility for clothing left unsupervised in the laundries. Laundry hours are consistent with the noise curfew.

## Lock-outs

If residents accidentally lock themselves out of their room at some stage during their stay, the following procedures apply:

- Monday–Friday, 9.00 am–5.00 pm, contact the residence office
- Monday–Friday and on weekends, 5.00 pm–9.00 am, contact Security.  
Once a security officer has provided entry to a unit they are required to seek identification to confirm residential status.

We allow each resident *two free lock-outs per year*. A \$10.00 fee shall apply for each subsequent occasion that an individual locks themselves out of their room. Lock-outs are recorded by Security.

Under no circumstances will anyone be let into a resident's room at any time unless the resident phones through or supplies permission in writing.

## Mail

Residents can collect their mail from the Residences Office. See the office for times of mail delivery and collection. Please note that for privacy and security reasons we cannot disclose residents' addresses over the telephone.

## Maintenance

There are established procedures for initiating the repair of minor maintenance problems. In most cases this involves the completion of a *maintenance request form* which is available either from the Residences Office or online at <[www.deakin.edu.au/studentlife/residences/resi-only/services/maintenance/index.php](http://www.deakin.edu.au/studentlife/residences/resi-only/services/maintenance/index.php)>. However, there are occasions when major maintenance is urgently required (e.g. burst water pipes, overflowing toilet facilities, broken windows, faulty room door locks, flooding, etc.). For major maintenance requirements, the following applies:

During residence office hours:

- contact the residence office and advise them of the maintenance emergency. The residence office will advise the appropriate Facilities Management Services personnel to initiate maintenance procedures.

Outside office hours:

- contact the duty RA, or
- call Security on 222 from any internal phone.

If the item requiring maintenance could threaten the safety of residents, immediately notify Security, the Campus Residence Manager, or in their absence the residential supervisor. On their arrival at the scene, the Campus Residence Manager in conjunction with Security will determine the safety of residents within the unit and immediate area and will either commence evacuation procedures or secure the site.

All residents should bear in mind the following information regarding maintenance processes.

It is every resident's responsibility to report faults and problems in Residences via the website <http://www.deakin.edu.au/studentlife/residences/resi-only/services/maintenance/index.php>. The Residences staff then submit a work request to Facilities Management Services Division (FMSD) during business hours.

Each job has a time frame in which it is to be completed according to FMDS service standards as outlined in the website above:

Category 1 – Urgent – Response 0 – 4 hours (eg. broken window, gas leak)

Category 2 - Important - Response 0 - 24 hours

Category 3 - Non Urgent - Response 0 - 72 hours

### **Mattresses**

All mattresses must be covered by the mattress protector supplied at all times.

### **Noise**

A 'noise curfew' applies between the hours of:

- 11.00 pm and 9.00 am Sunday to Thursday
- 12.00 am and 9.00 am Friday and Saturday.

This means that all noise after the curfew should be contained within the room from which it is being generated. It is the responsibility of all residents to respect the noise curfew and make others aware if noise levels are too high in your unit.

Unreasonable noise is unacceptable at any time of the day or night within the residence. Residents are not permitted to play loud musical instruments, radios or televisions in such a manner as to cause distraction or nuisance to other residents. This is a condition of the Licence Agreement.

### **Parking and traffic awareness**

Parking and fines are administered by the University Facilities Management Services Division. Residents may purchase a zone 1 (purple) permit if they require on-campus car parking. The zone 1 (purple) permit also allows residents to park in zone 5 (red) on any campus. Zone 1 permits for the residence car parks are issued to residents only. Residents wishing to purchase a permit must first register at the Residences Office, where a form is issued to give to the cashier's office. The cashier will require a student's identification card or driver's licence, as well as the make, model and registration number of the car for which the permit will be issued.

Purchasing a parking permit does not guarantee a car park but allows the holder to search for a park. Residents must adhere to all University parking regulations. For further information visit: <[www.deakin.edu.au/fmsd/services/parking](http://www.deakin.edu.au/fmsd/services/parking)>. Residents must proceed with caution along residential roads and car parks due to the increased pedestrian traffic in the area. Owner onus applies in all University car parks; therefore the University is not liable for any damage/theft to either the vehicle or property within the vehicle whilst the vehicle is parked in the residence parking areas.

### **Parties/functions**

Residents must apply to the Residences Office for permission to hold a unit function where there will be more than ten people present.

### **Pest control**

Pests such as rats, mice, ants, spiders and other insects can become a problem during different times of the year. All reasonable pest control measures are taken by the University to prevent against the presence of pests. Residents can minimise the presence of pests by ensuring that all food items are stored properly in the fridge or cupboards and any food scraps are disposed of immediately. Please avoid leaving rubbish bags lying on the floor and always wipe benches and stoves after food preparation and cooking.

The resident will be responsible for the costs of extermination for any infestation attributable to the resident.

### **Pets**

Residents are not permitted to have pet animals, birds, reptiles, fish or insects in or around the residences—guide dogs excepted.

### **Phones**

The University network allows internal calls, free calls to a range of counselling and welfare agencies and calls to 1800 numbers. You are able to receive external calls.

External calls can be made by purchasing a Telstra phone card.

## Pools

Inflatable or other types of wading pools and slippery slides, whether bought or constructed, are not permitted in Deakin Residences as they pose a safety risk in terms of slipping and potential injury as well as stagnant water posing a hygiene risk.

## Privacy of information

This procedure operates in conjunction with the University rule—*Information Privacy—Procedure & Operational Policy* in relation to the collection and storage of personal information. The rule is located at <<http://theguide.deakin.edu.au>>, type in search word *privacy*.

Residents' confidential information is stored, used and disclosed in accordance with current Victorian legislation. It is the rule of the Residences Office not to divulge a student's address, telephone or contact details to the general public. If a call comes for a resident via the residence office reception, the caller will be put through to the room but the number will not be disclosed to the caller. Residents are responsible for advising family and friends of their direct phone numbers.

By signing the Licence Agreement, residents consent to:

- the use and publication of his or her name, photograph/video footage taken of the licensee, both in hard copy and electronically, in University promotional materials regarding residences. The licensee may choose not to give consent by notifying the manager in writing. No penalty or disadvantage will be incurred where a licensee will not comply with this condition
- the use of his or her personal information, within the meaning of that expression in the *Information Privacy Act 2000* and the *Health Records Act 2001*, in the administration of the residence.

## Quiet periods

The start of the study period through to the end of exams is regarded as a 'quiet period'.

This means:

- alcohol restriction on some campuses
- no disruptive or disturbing behaviour (especially noise) in or around units
- no parties or large gatherings
- no loud music (use of headphones)
- no overnight guests.

RAs, RSs and Security have been empowered to enforce the quiet periods. They will report all breaches to the residence's manager. These guidelines have been devised by residents, for residents as a result of feedback from both focus groups and survey comments. The aim is to provide an environment that is conducive to study and academic success.

## Rent reference

The Residences Office shall not provide a rent reference for any resident who has incurred a late rent fee or who has been charged for any damage to their unit, room or other University property (excluding damage charges allocated to unit members where no individual was identified).

## Re-selection for residences the following year

Places offered to residents are valid to the end date on the Licence Agreement. There is no guarantee of re-admission from one year to the next. The Residences Office usually receives more applications than places available and this means that there is a competitive selection process.

Re-selection is determined on the basis of contribution to the residential community, academic success and general conduct within the residences.

Re-application information will be available via the residences website in September and must be returned by the date specified. Late applications seldom obtain a place. Offers for next year will be posted to students by mail after academic results are available. (See also *Access to academic results* and *Academic progress*.)

## Room changes

Only under special circumstances will room changes be approved. If a resident wishes to change rooms during the year, they must apply in writing to the Campus Residence Manager. Room shifts are not automatically approved, although every effort will be made to accommodate a resident's request. Any resident who changes the room allocated under the Licence Agreement will incur a \$75.00 administration fee and they will be required to sign a new Licence Agreement.

## Room condition report

Residents are required to complete an *Inventory and Room Condition Report* on first inspection of the allocated room. Any maintenance requirements or missing items should be reported. As the rooms have had a prior room condition inspection, it is expected that a resident advise of any problems within the first week of residency, as otherwise it will be assumed the room/contents are in proper condition. The resident will be responsible at the conclusion of the period of occupancy for the return of the issued items, in a condition acceptable to the Campus Residence Manager. Any damages or missing items not included on the room condition report can be charged to the resident.

## Running a business from residence

Residents are not to use their unit or room for any purpose other than as a private residence. Residents are not permitted to conduct a business of any description from their rooms, units or the surrounding grounds of the residence.

## Security

Deakin University Security's prime objective is the personal safety of all people on campus. Deakin Security is available 24 hours a day, 7 days a week and can be contacted on extension 222. There is resident specific Security on the Burwood and Geelong campuses currently excluding Trimester 3. Threats to a resident's safety or possessions should be reported immediately. You can arrange a security escort to your vehicle or other locations on campus. This can be arranged by calling security on 222 or 1800 062 579. It is recommended that you call Security 10 minutes prior to the requested time and a Security Officer will endeavour to be in attendance at the time requested. Deakin Security officers are authorised

to enforce the visitor and noise curfew and they have the right to stop residents and request to see their identification. A student card or residence identification card will be sufficient proof of residential status.

All external doors to residence buildings are to be locked at night to provide security for residents. Residents must not use any objects to block open doors as it heightens the security risk.

### **Smoking**

Smoking is prohibited in all University buildings and rooms including all areas of the residence.

### **Sustainability**

Residents are strongly encouraged not to leave lights or other electrical appliances on in rooms/units whilst they are unattended. Heaters must not be left on unattended as this poses a fire and safety risk. It is important to remember that water is a scarce resource in Australia and there have been several years of drought in Victoria. Everyone is encouraged to conserve water wherever possible (e.g. turn off taps properly, limit showers and report leaking taps or toilets to the Residences Office). All campuses have recycling facilities and residents are expected to sort their rubbish to ensure that as much waste as possible is recycled.

### **Theft**

Theft will be minimised if doors and windows are locked at all times.

This procedure operates in conjunction with the University procedure—*Police on campus and security*. The rule is located at <<http://theguide.deakin.edu.au>>, type in search words *police on campus* and *security*.

If you experience a theft from your room or unit please refer to the section of this handbook on insurance and personal belongings.

### **Transport**

Taxi – Refer to Residences information

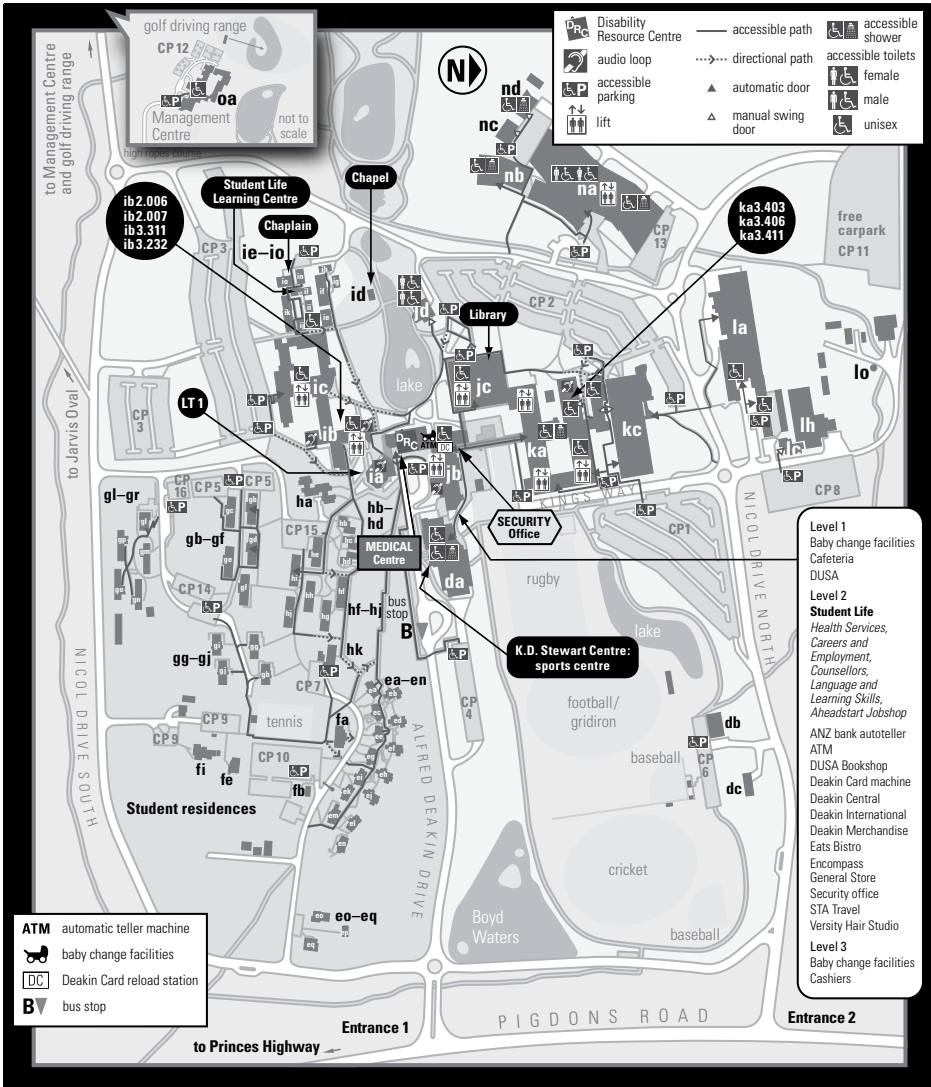
Public Transport – Refer to campus maps

## Visitors and guests

The following is an overview of the guest and visitor rule:

- A visitor is defined as a person who is meeting with a resident for a short period of time, while a guest is defined as a person who is staying overnight with a resident.
- All visitors are required to leave the property before the noise curfew period commences. Any non-resident who is present without a guest pass after these hours will be required to leave the residences, and the resident responsible for that visitor may incur a \$50.00 charge.
- The licensee may request to have a specified number of guests for a maximum number of nights per week. The University reserves the right to charge an amenity fee to anyone staying more than three nights in a 7-day period.
- A guest must be accommodated in the host resident's room, and not the lounge room or other common area. No furniture, pillows or other contents of the lounge room or other common area can be used as bedding to accommodate guests.
- Registered guests will receive a dated guest pass. The guest is required to carry the pass with them at all times and should also be informed of the rules and policies of the residences. The host resident is responsible for the behaviour and conduct of their guests. The host is also responsible for informing the other people in their unit that they have a guest staying overnight.
- The residential management team reserves the right not to allow a person to stay as a visitor or guest, and to limit the number of occasions that visitor may stay on residence or a resident may apply for a guest to stay.
- No overnight guests are permitted during Orientation Week, study week or the exam period.

# Geelong Waurn Ponds Campus



## Geelong Waurin Ponds Campus

### Building

db

**K.D. Stewart Centre:** Auditorium, Sports Centre; Division of Student Life; Small Conference Rooms; Marketing Division

db

Nicol Sports Pavilion

fi fe

Deakin Childcare Centre

fb

Level 1: Disabled toilet; lift  
Level 2: Tutorial Rooms: ib2.006, ib2.007, ib2.010, ib2.011  
Level 3: **Faculty of Business and Law:** School of Law; School of Management Information Systems; Faculty Office (Inquiries)  
Level 4: **Faculty of Business and Law:** Dean's Office; School of Accounting and Finance; School of Management and Information Systems; School of Law, MBA Program

fc

Level 1: **Faculty of Arts and Education:** School of Communication and Creative Arts (SCCA)  
Level 2: **Faculty of Arts and Education:** Staff Support Office; Student Support Office  
**Manager:** Teaching and Learning  
**Manager:** International and Partnerships  
**Manager:** Staff and Student Support  
School of Social and International Studies (SSIS)  
Level 3: **Faculty of Arts and Education:** Centre for Maths, Science & Environmental Education  
Deakin Centre for Education and Change  
Graduate School of Education  
School of Social and Cultural Studies in Education  
School of Scientific and Developmental Studies in Education  
**Faculty of Business and Law:** Deakin Business School  
School of Management and Marketing  
Business and Infrastructure Group

fd

Chapel

fb

Level 1: **Deakin University Student Association (DUSA):** Student Lounge; Cafeteria  
Level 2: **Division of Student Administration (DSA):** Scanning Operations; Assignment Tracking; Student Information Centre; Deakin Merchandise; Deakin International; Deakin Central; Campus Catering Office; Encompass General Store; Division of Student Life (DSL); Disability Resource Centre (DRC); Varsity Hair Studio; ANZ ATM; Bistro; DUSA Bookshop; Aheadstart; JOBshop; Deakin Card Machine  
Level 3: **Division of Student Administration (DSA):** **Campus Finance Office:** Cashier; Equity and Diversity office; Research Services; Deputy Vice-Chancellor (Research); Information Technology Services Division (ITSD) Financial and Business Services Division; Human Resources Services Division (HRSD) Staff Lounge; Breast feeding facilities (next to HRSD)

fc

**Library**  
Level 1: Knowledge Media Division (KMD)  
Level 2: Library Entrance; Offices; Computer catalogues  
Level 3: Library books

fd

Deakin Lakehouse

ka

Level 1: Computer Labs;  
Level 2: **Faculty of Health, Medicine, Nursing and Behavioural Sciences**  
School of Medicine

**Faculty of Science and Technology**  
School of Life and Environmental Sciences  
Level 3: **Faculty of Health, Medicine, Nursing and Behavioural Sciences**  
School of Medicine  
Health – Student and Academic Services  
**Faculty of Science and Technology**  
School of Life and Environmental Sciences  
Faculty Office – Science and Technology

### Building

ka

Level 4 **Faculty of Science and Technology:**  
School of Life and Environmental Sciences  
School of Engineering; MBT

Level 5

**Faculty of Science and Technology:**  
School of Life and Environmental Sciences  
School of Engineering; School of Information Technology  
Institute of Koorie Education  
**Faculty of Science and Technology:**  
School of Engineering; MBT  
Logistics Division, Printery; Supply Distribution Centre; Mail Centre  
Course materials despatch  
Examinations despatch and returns  
Facilities Management Services Division (FMSD)  
Facilities Management Services Division Workshop (FMSD)  
Astronomy Observatory

kc

ka

lc

lh

lb

na

nb

nc

nd

oa

### Portables

if

io

Muslim Prayer Room

Chaplain:

### Student Residences:

Barton Annex **dc**  
Hammond units (Barton College) **ea** → **ef**  
Dawson units (Barton College) **ed** → **en**  
Solar House **ep** Collins Annex **ea** Laird Annex **eo**  
Barton College common room **fa**  
Gordon units (Deakin College) **gb** → **gf**  
Evatt units (Watson House) **gd** → **gj**  
Institute of Koorie Education Study Residences **gl** → **gp**  
Collins/Laird units (Deakin College) **ha**  
Wookey flats (Deakin College) **hb** → **hc**  
Percy Baxter Common Room **he**  
Boyd units (Deakin College) **hf** → **hi**

Residential Services Office **hk**

### Major Lecture Theatres:

**ia** Peter Thwaites Lecture Theatre – LT1  
**ib** ib3.311, ib3.232  
**ka** ka3.403, ka3.406, ka3.411  
**Video Conferencing Rooms:**  
**ib** jb2.107  
**ka** ka5.332

Telephones for internal use only are installed in:

Building **da** (Level 1), Building **db** (Level 1)

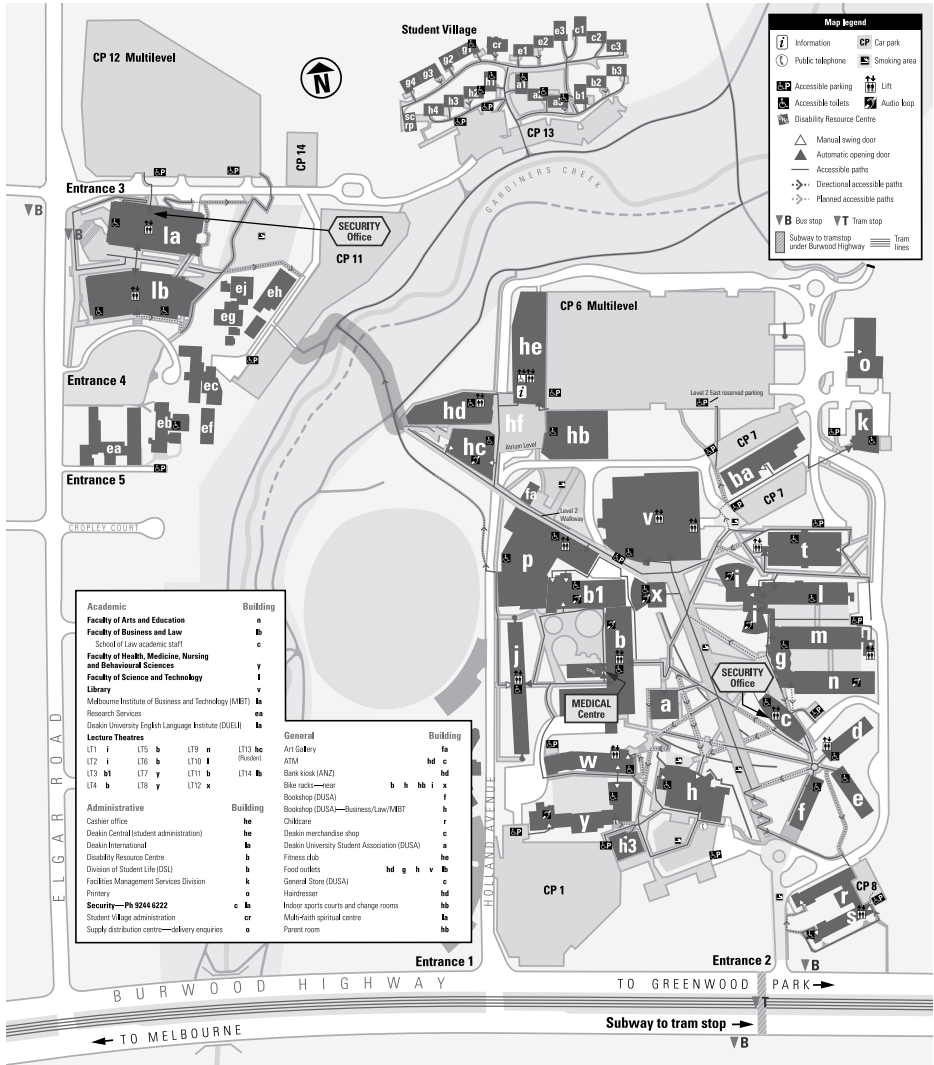
Building **ib** **ic** (Level 1, Level 2, Level 3)

Building **kc** (Level 1) Building **oa** (Level 1)

**Wheelchair access** to most buildings and student residences but restricted to some areas, but progressively being upgraded as part of the management plan.

**Parking:** Visitor parking day permits are available from ticket machines. Annual or semester permits can be purchased by staff or students from Campus Finance Offices. Traffic regulations under the *Road Safety Act 1968* are enforced on our campus.

# Melbourne Burwood Campus



## Melbourne Burwood Campus

			<b>Building g</b>		
			Level 1	Cafe Plateau, Jooce Box	
			Level 2	Faculty of Arts and Education <i>School Experience Office (g2.07)</i>	Level 3
			Level 3	Faculty of Arts and Education <i>Heads of Schools;</i> <i>Teaching and Learning Group</i>	Level 4
<b>Building a</b>			<b>Building g</b>	<b>Greenwood Park</b>	
Level 1	DUSA		Level 1	Reception	Level 5
Level 2	DUSA		Level 1	Meeting rooms (ga1.28, ga1.30) HR training room (ga1.29) Financial and Business Services Division Human Resources Services Division Institute of Teaching and Learning Knowledge Media Division Division of Student Administration Information Technology Services Division Marketing Division Meeting rooms (ga2.02, ga2.26) ITSD training lab	<b>Building m</b>
<b>Building b</b>			Level 2		Level 1
Level 1	LT3, Faculty of Arts and Education School of Communication and Creative Arts Motion Capture Lab		<b>Building h</b>	Upper Level	Level 1
<b>Building c</b>			Lower Level	Einstein's Restaurant and Bar The Cafe, DUSA Bookshop Bus/Law/MBIT	Level 3
Level 1	Security, DUSA General Store, ATM, Travel, Deakin Merchandise, Baby Change Facility		<b>Building h3</b>	Mature-Age Students' Lounge, Women's room, DUSA club rooms	<b>Building n</b>
Level 2	Faculty of Arts and Education Faculty of Business and Law		<b>Building hb</b>	Level 1	Level 1
Level 3	<i>Moat Court (c3.19);</i> <i>School of Law</i>		Level 2	Change rooms, toilets Indoor sports stadium	Level 2
Level 4	Faculty of Business and Law <i>School of Law;</i>		<b>Building hc</b>	Level 2	Level 2
Level 5	Faculty of Arts and Education <i>School of Communication and Creative</i> <i>Arts academic offices</i>		Level 1	Deakin University Art Gallery offices LT13 (Rusden Lecture Theatre)	Level 3
Level 6	Executive Area <i>Office of the Deputy Vice-Chancellor</i> <i>(Academic);</i> <i>Office of the Deputy Vice-Chancellor</i> <i>(Research);</i> <i>Office of the Chief Operating Officer</i> University Governance Unit Executive Area <i>Office of the Vice-Chancellor</i> <i>Office of the Vice-President and Council</i> <i>Secretary</i>		<b>Building hd</b>	Level 1	<b>Building o</b>
			Level 2	ANZ Bank kiosk, food court, Sushi Samba, Café Ava, Hairdresser Internet cafe, Richard Seary Room (hd2.006) Multipurpose rooms (hd3.008, hd3.009)	Logistics Division <i>Printery; Supply; Mail room</i> Knowledge Media Division <i>Printing and Reprography</i>
			Level 3		<b>Building p</b>
Level 7	<i>Office of the Chief Operating Officer</i> University Governance Unit Executive Area <i>Office of the Vice-Chancellor</i> <i>Office of the Vice-President and Council</i> <i>Secretary</i>		<b>Building he</b>	Level 1	Level 1
<b>Building d</b>			Level 2	YMCA Gym, classrooms Deakin Central, Cashiers, classrooms, Meeting room (he2.109) classrooms, Meeting room (he3.020)	Level 1
Level 1	Faculty of Arts and Education <i>Institute for Citizenship and Globalisation;</i> <i>Cultural Heritage Centre for Asia and the</i> <i>Pacific;</i> <i>School of International and Political Studies</i>		<b>Building i</b>	Level 1	Level 2
Level 2	Faculty of Arts and Education <i>School of History, Heritage and Society;</i> <i>School of International and Political Studies;</i> <i>Centre for Citizenship and Human Rights</i>		<b>Building j</b>	Level 1	Level 3
Level 3	Faculty of Arts and Education <i>School of History, Heritage and Society;</i> <i>School of International and Political Studies;</i> <i>Higher Degree by Research student offices</i>		Level 1	Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>Faculty IT Group; School of Exercise</i> <i>and Nutrition Sciences;</i> <i>Exercise Physiology Teaching labs;</i> <i>Biomechanics labs</i>	Level 4
Level 4	Faculty of Arts and Education <i>School of International and Political Studies</i> & <i>School of Communication and Creative</i> <i>Arts academic offices</i>		Level 2	Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>School of Exercise and Nutrition Sciences;</i> <i>Food Science labs;</i> <i>Exercise Physiology Research labs</i>	<b>Building r</b>
Level 5	Faculty of Arts and Education <i>School of International and Political Studies</i> & <i>School of History, Heritage and Society</i> <i>academic offices</i>		Level 3	Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>Dean's Office;</i> <i>School of Exercise and Nutrition Sciences;</i> <i>Reception; Head of School; administration</i> <i>offices; academic staff offices;</i> Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>School of Exercise and Nutrition Sciences;</i> <i>Centre for Physical Activity and Nutrition;</i> <i>academic staff offices</i>	Level 1
<b>Building e</b>			Level 4	Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>School of Health and Social Development</i> Facilities Management Services Division	Level 2
Level 2	Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>Honours students</i>		Level 5	Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>School of Health and Social Development</i> Facilities Management Services Division	Level 3
Level 3	Faculty of Health, Medicine, Nursing and Behavioural Sciences		<b>Building k</b>		<b>Building s</b>
<b>Building ea</b>			<b>Building l</b>	Level 1	Level 1
Level 1	Faculty of Science and Technology <i>Research Services</i>		Level 1	LT10, Faculty of Science and Technology <i>Burwood Science and Technology Centre;</i> <i>School of Life and Environmental Sciences;</i> <i>labs</i>	Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>School of Psychology</i>
<b>Building eb</b>			Level 2	Faculty of Science and Technology <i>School of Life and Environmental Sciences;</i> <i>labs</i>	Level 2
Level 1	Faculty of Science and Technology <i>AMRU</i>		Level 3	Faculty of Science and Technology <i>Centre for Cellular and Molecular Biology</i>	<b>Building x</b>
Level 2	Faculty of Arts and Education <i>HDR students</i>		<b>Building la</b>	Level 2	<b>Building y</b>
<b>Building ef</b>			Level 2	Deakin International Reception, computer labs, Multi Faith room (la2.308) Deakin Card reload station classrooms MBIT Reception, classrooms DUELI Reception, DUELI student self Access room, Deakin International, classrooms, Meeting room (la5.215)	Level 1
Level 1	Faculty of Science and Technology <i>School of Engineering and Information</i> <i>Technology, post grad students</i>		Level 3		Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>Health – Student and Academic Services</i> <i>School of Nursing</i>
Level 2	DUSA Bookshop		Level 4		Level 2
Level 1	Faculty of Health, Medicine, Nursing and Behavioural Sciences		Level 5		LT7, LT8 Faculty of Health, Medicine, Nursing and Behavioural Sciences <i>School of Nursing</i>
Level 3	Faculty of Health, Medicine, Nursing and Behavioural Sciences		<b>Building lb</b>	Level 1	
<b>Building fa</b>	Deakin University Art Gallery		Level 2	Cafeteria Faculty of Business and Law Deakin Card reload station <i>Undergraduate Student Reception;</i> <i>Post Graduate Student Reception;</i> <i>Student Administration; Classrooms, LT14</i>	

Last updated: 24.06.2009

# Warrnambool Campus

Facility	Building
Cafeteria	H
Course Information Centre	H
Library	B
Parents room	B
Security — Ph 5563 3222	A

Lecture Theatre	Building
b3.01	B
b3.03	B
b3.05	B
f2.04	F
f2.05	F
g1.01	G
j2.01	J
j2.20	J



Lift

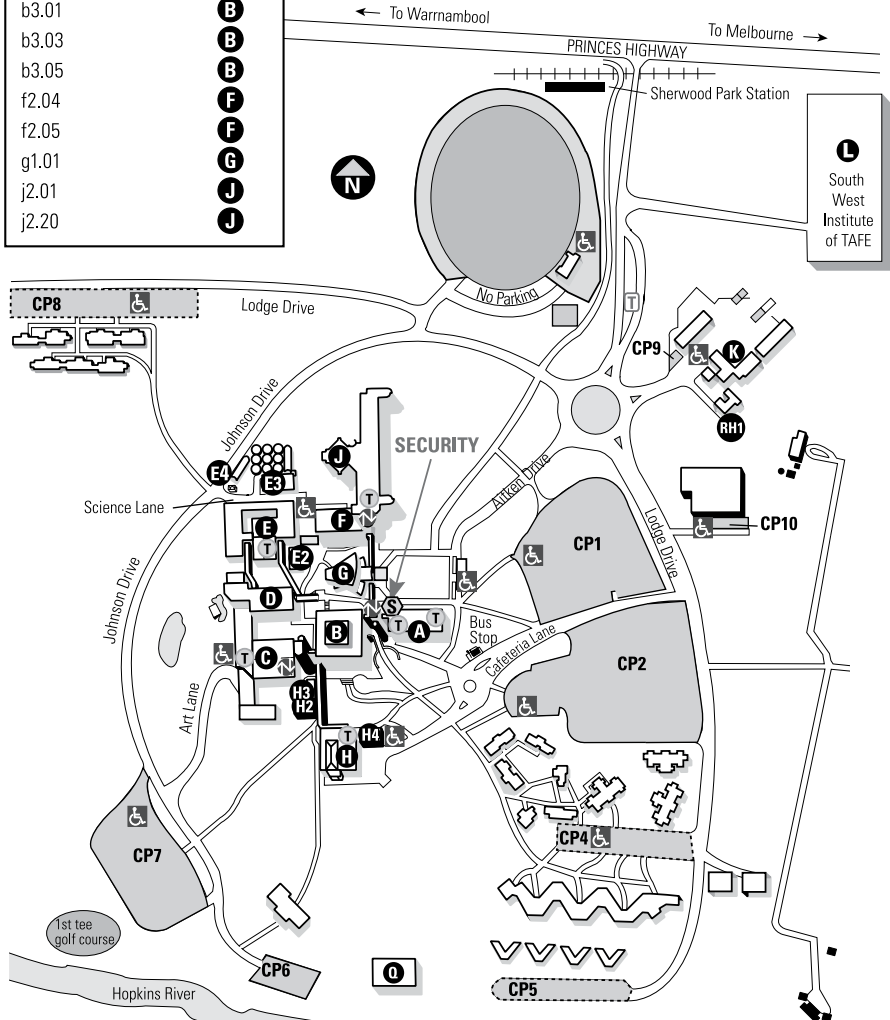


Wheelchair accessible toilets



Accessible parking

**Wheelchair access to buildings:**  
A, B, C, D, E, F, H, H2, H3, H4, J, RH1



## Warrnambool Campus

Telephones **internal use only** are installed in:

**Building A** (Level 2)

**Building B** (Library Foyer)

**Building F** (Level 1)

**Building J** (Level 2)

<p><b>A Level 2:</b> Security Office – <b>A256</b> <i>Molecular Ecology Research Group</i> Science Laboratories- <b>A245</b> Tutorial Room- <b>A241</b> University Governance Unit <b>Deakin Card Machine</b></p> <p><b>Level 3</b> Tutorial Rooms – <b>A345, A348</b></p>	<p><b>F Faculty of Health, Medicine, Nursing and Behavioural Sciences:</b></p> <p><b>Level 1:</b> Major Lecture Theatre – <b>F101</b> Tutorial Rooms – <b>F102, F103</b></p> <p><b>Level 2:</b> Ward Rooms – <b>F204, F205</b> Tutorial Room – <b>F203</b> Health – Student and Academic Services</p> <p><b>Level 3:</b> Tutorial Rooms – <b>F303, F304, F305</b></p>
<p><b>B Level: 1</b> Library Student Life (SL): <i>Residential Life</i> <i>Campus Nurse; Careers Services</i> <i>Counsellors;</i> <i>Disability Resource Centre (DRC)</i> <i>Language and Study Skills</i> Deakin International</p> <p><b>Level 2</b> Library; Breast Feeding and Baby changing Room (west end access only) Division of Student Administration (<b>DSA</b>): <i>Deakin Central</i></p> <p><b>Level 3:</b> Marketing Division <b>Faculty of Arts and Education:</b> <i>Faculty Office (Inquiries)</i> University Department of Rural Health Financial and Business Services Division Campus Finance Office: <i>Cashier</i> Major Lecture Theatres – <b>B301, B303, B305</b> Video Teaching Room – <b>B303</b> Meeting Room – <b>B318</b></p>	<p><b>G</b> Percy Baxter Theatre – <b>G101</b></p> <p><b>H</b> Bistro Cafeteria Staff Lounge</p> <p><b>H2-3</b> Deakin University Student Association (<b>DUSA</b>): <i>Student Association Offices</i> Mature Age Lounge</p> <p><b>H4</b> <b>DUSA Bookshop</b> Sherwood Fitness Club <b>ATM</b></p>
<p><b>C Faculty of Arts and Education:</b> <i>SWIT Art Department</i> <i>School of Communications and Creative Arts</i> <b>Level 1:</b> <i>Studios, Painting Studio</i> <b>Level 2:</b> <i>Studios</i></p>	<p><b>J General Purpose Academic Building:</b></p> <p><b>Level 2:</b> Computing Laboratories – <b>J225, J226</b> Alfred Deakin Lecture Theatre – <b>J201</b> Meeting Room – <b>J220</b> Video Conferencing Room – <b>J222</b> Tutorial Rooms – <b>J224, J227</b></p> <p><b>Level 3:</b> <b>Faculty of Arts and Education:</b> <i>Faculty Office (Inquiries)</i> <b>Faculty of Science and Technology:</b> <i>Faculty Office (Inquiries)</i> <i>School of Life and Environmental Sciences</i></p> <p><b>Level 4:</b> <b>Faculty of Business and Law:</b> <i>Faculty Office (Inquiries)</i></p>
<p><b>D Level 1:</b> <b>Knowledge Media Division</b> Printery Information Technology Services Division (<b>ITSD</b>) GIS Lab Computer Laboratory – <b>D129</b></p> <p><b>Level 2:</b> Meeting Rooms – <b>D230, D232</b></p> <p>Office of the Pro Vice Chancellor (Rural and Regional) University Department of Rural Health</p>	<p><b>K Facilities Management Services Division (FMSD)</b> <b>Logistics Division</b> Warehousing Distribution Centre Mailroom</p> <p><b>L South West Institute of TAFE (SWIT)</b></p> <p><b>Q Deakin University Aquaculture, Education and Research Centre</b></p> <p><b>Recreation Building:</b> Student Union Bar (<b>SUB</b>) Squash Court</p>
<p><b>E Science Laboratories – E110, E112, E134</b> <i>School of Life and Environmental Sciences</i> Workshops and Technicians Computer Laboratory – <b>E127</b></p>	<p><b>Sherwood Park Childcare Centre</b></p> <p><b>RHI Residence House 1 – Residences</b></p> <p><b>Country Side Residence</b></p> <p><b>Riverview Residence</b></p> <p><b>Student Residences:</b> Sherwood House 1 and 2 Tuoram House 1 and 2 Wally Crowe Court Bruce Morris Terraces The Mansions</p>
<p><b>E2</b> Staff offices</p> <p><b>E3</b> <b>Aquaculture Centre Testing Services</b></p> <p><b>E4</b> <b>Aquaculture Compound</b></p>	

Accurate as at 28/08/09

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