Welcome to Peninsula Residential

Resident’s handbook
Monash University
Peninsula Campus
Welcome to Peninsula Residential at the Peninsula Campus of Monash University at Frankston, Victoria. The residences are owned and managed for Monash University by Monash Residential Services (MRS). Other MRS residences are located at Clayton and Berwick campuses.

Our aim is to make your residential experience at Peninsula Campus the best possible, by providing an excellent facility for you to call “home”. We hope that it will enable you to fulfill all your expectations of the Peninsula Campus in terms of study and social life.

We provide quality buildings and staff in our facility, and welcome you to our community. We acknowledge that living with people from different backgrounds can be both exciting but challenging and we hope and expect that all residents will live within our community with a sense of responsibility towards themselves and others.

By using this handbook in conjunction with the Conditions of Residency, and MRS Website, all residents will be aware of the expectations on themselves and others. The Conditions of Residency can be located at the MRS website: www.mrs.monash.edu.au

To ensure that you have access to exemplary pastoral support, we have appointed a College Head and Deputy College Head to manage this, and they have selected volunteer Resident Advisors to provide leadership and support to all residents. In consultation with Peninsula Residential staff they will assist you in settling into your new environment and becoming part of our community for the duration of your stay.

We also provide multiple opportunities for you to get involved with the many aspects of community life, and we encourage and support you to challenge yourself by participating to the fullest.

We encourage you to contact the staff of this office with the suggestions on how to improve your residences.

Welcome and best wishes for a wonderful and memorable stay at Peninsula.

Tricia Thorne
Manager—Peninsula and Berwick Residential 2015
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Contact Details 2015

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Office Hours:  08.30am – 05.00pm

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or
Peninsula Residential, Monash Residential Services  
Level 2 Building C  
Monash University, McMahons Road  
Frankston Victoria 3199 Australia
Introduction

Monash Residential Services (MRS) — Peninsula Residential offers students the opportunity to live in a secure environment in furnished, self-contained Residences located close to all campus facilities.

The Peninsula Residences comprise one, two, three, four, six or eight bedroom designs, each with a central living and kitchen area and shared bathroom and laundry.

Each student has their own private, single bedroom which includes a study desk and chair, king single bed, mattress, wardrobe, chest of drawers, heater and network connection. The kitchen/living area contains lounge-dining furniture and cooking facilities. The laundry contains a washing machine and a clothes dryer. Residents are required to provide their own bedding and linen, towels and cooking utensils.

Residences are located at:

- **Samada Street** (one and two bedroom)
- **Holmes Street** (three bedroom)
- **Bloom Street** (four bedroom)
- **Lardner Road** (six bedroom)
- **Student Village** (eight bedroom)

The Residency Fee includes basic cleaning and utility costs - supply and normal use of electricity, gas (where available) and water.

The main Residency Agreement period offered for Peninsula Residential is for the Academic Year for 42 weeks from 14 February 2015 to 5 December 2015. An opportunity to reside at the residences beyond these dates is also available to approved applicants.

Residents are encouraged to utilise all campus facilities while they are in residence and should use this handbook as a guide to the expectations that are placed on them.

Shared living will be a new experience to many residents, and we hope that you can gain from its benefits by following the rules in place.

Please contact the Peninsula Residential directly if you require any of the information to be clarified for you.
About us: Values, Mascot, Houses and Merchandise

Values Statement

Residents live to the ideals set by:
Live R.E.S. Love RES
where Respect, Equality and Support are valued.

Mascot

Peninsula Residential proudly “competes” against other MRS Residential sites under the banner of Peninsula Powerhouse. The colours are Navy, Green and White.

Houses

In 2015 the ultimate house challenge will continue. All residents will be allocated to one of 4 houses, regardless of study level, location or course. Each house will be a cross section of the residential community across the different physical locations and will be led by a senior resident as the house leader.

As the member of a house, each resident will be encouraged to contribute by attendance and participation in a variety of community events and activities. Points will be allocated to each house after a nominated event based on success and participation. The house with the highest points at the end of the Academic Year will be declared the winner and be awarded a prize.

The houses (and championship years) are:
- Blue Merricks
- Yellow Shoreham 2012, 2014
- Green Sorrento 2013
- Red Portsea 2010

Merchandise

During Orientation Week and upon arrival for returning residents, residents will be issued with a coloured T shirt and lanyard to represent their “house” (see above).

Residents can also purchase other Peninsula Residential merchandise:
- Polo shirt (old style) $10.00 Pay on line via MRS eCart
- Polo shirt (new style) $32.00
- Rugby Top $15.00

**Academic Assistance**

MRS is keen to provide academic assistance to its residents. Formal sessions have proven unsuccessful, therefore all possible assistance will be given to form individual study groups, and the promotion of existing services on campus. Refer [http://monash.edu/library/skills/resources/index.html](http://monash.edu/library/skills/resources/index.html)

In Semester 1, Resident Advisors (RA’s) will meet with all new residents to determine what their individual requirements are.

Residents are encouraged to form their own study groups and MRS is keen to encourage these groups by the provision of study snacks. Please ask at the Residential Office or your RST.

Peninsula Residential also facilitates the academic mentoring program. Again, this is an informal way that senior residents can nominate themselves to be available for other students from the same faculties at the appropriate times.

**Accommodation Offers**

Offers of accommodation are made to full time Monash students in accordance to the MRS Admissions Policy. Peninsula Residential must be advised immediately of any changes to this status. A student may be required to vacate their room if their full-time status changes.

Offers will be made in writing to all new and returning residents for the applicable Agreement period and the return of the signed Agreement and payment of the Rental Deposit Fee, where applicable, shall constitute acceptance of the Offer.

**Alcohol Policy**


Any person seen under the influence of alcohol at the residences should not be offered more alcohol. Resident Advisors should be consulted where there is concern for the intoxicated person. Alcohol must not be offered to any resident under the age of 18 years.

Alcohol is permitted at many residential events, however many events will be alcohol free. Peninsula Residential does not supply alcohol for any event.

**Appliance Testing**

As part of the MRS commitment to OHS best practice, all MRS owned appliances are tested and tagged annually in January.

**Applications**

All enquiries regarding accommodation should be directed to Peninsula Residential Office. Prospective residents are encouraged to view the MRS web-site and apply online.

Arrivals

All new residents for the Academic Year are given an arrival date in advance of returning residents, to allow them to fully participate in Orientation activities. In 2015 this date is Saturday 14 February 2015.

Due to the limited service that can be provided to new arrivees outside normal business hours, it is preferred that all arrivals occur during the weekday hours of 8.30am to 5.00pm. In special circumstances arrangements can be made to collect a key after these hours from Monash Security.

International students are advised that international airport arrival processing can take some time, and that it is a minimum of one hour’s drive from Melbourne Airport (off peak) to the residences.

Airport Reception and transport to the campus for first year international students is arranged through Monash Connect: http://www.monash.edu.au/study/international/preparing/reception/

Beds

The standard bed in each bedroom is a king single bed. Please bring your own linen suitable for this sized bed or you may wish to purchase a starter linen pack or mattress topper from the MRS Online Store at http://ecommerce.mrs.monash.edu.au/categories.asp?cID=7

Breaches of Residential Community Standards

Monash Residential Services has a policy on the resolution of breaches of residential community standards and other grievances.

These standards are outlined in the Conditions of Residency (located on MRS website) and this handbook. By signing the Agreement residents agree that if they breach these standards they will be subject to the Monash Residential Services system of managing such breaches. The grievance procedures are located on the MRS web-site.


Breaches will be managed by the College Head and formal and informal warnings may be issued. A resident who receives two formal warnings will not be eligible to return to any MRS managed site in subsequent years. Additionally a resident with three formal warnings may be evicted.

Car-Parking

Parking is restricted to residents’ vehicles displaying a valid permit. Residents can apply for a valid Permit at the Peninsula Residential Office. There is currently no charge for this permit. Residents cannot reserve a particular park as theirs exclusively.

The residential parking permits are valid in the following areas:

Gravel Car Park, Parking bay behind 65 Lardner Rd, Samada St Residences,
Bloom St Residences, Drive way for 67 Lardner Rd and 3 Holmes Street

Visitors’ cars or additional vehicles may be parked in the Hockey Pitch car park metered areas (fees applicable) or in the street subject to Frankston City Council parking regulations. Vehicles parked in these designated areas are parked at the residents’ risk. MRS or Monash University will not be responsible for damage to vehicles or incorrect interpretation of parking regulations.

Individuals can also make application to the Frankston City Council (FCC) for a resident’s permit to allow on road parking in restricted areas or to access the FCC foreshore parking areas.
Cleaning

A weekly maintenance clean of all shared facilities will be carried out at a regular time each week. Prior to the scheduled cleaning time all rubbish receptacles, such as kitchen and bathroom tidies, must be emptied and cleaned. Floors, benchtops, stovetops etc must be cleared to assist with the cleaning process. Bedrooms may be left locked as the cleaning of these rooms is the responsibility of the residents.

The provision of this basic clean does not lessen the responsibility of all residents to maintain the residences in a clean and tidy condition at all times.

A vacuum cleaner has been provided to assist with extra cleaning and for bedrooms. Residents will be cautioned if the cleaning of their residence becomes difficult due to the non-co-operation of the residents to abide by the rules in place. Residents will be charged for extra cleaning time if this is required.

A cleaning schedule will be provided at each residence. When the cleaners are in residence, residents are requested to keep the kitchen and bathrooms clear at these times.

A list of expectations by cleaners and residents is at the end of this handbook.

Communication with you

It is important that whilst you reside with us that we understand how we should communicate with each other.

- **Email:** All email communication will be to your Monash student account so it is imperative that you check this frequently. If you chose to use a different account please ensure that all emails that go to your student account are forwarded to the one that you read. You are also welcome to email the office at any time. The best address to use is: Peninsula.admin@monash.edu, as this one gets checked daily regardless of who is in the office that day.

- **Newsletters:** A regular newsletter will be sent to your email address.

- **Notices:** Infrequent notices may be sent to your residence. These will be placed under your door, on your table or on a notice board.

- **Phone calls:** If the matter is important we will either call your residence, your room number or your mobile number. You are also welcome to call us. The numbers are located near the start of this booklet.

- **Face to face:** You are welcome to visit the Operations Office located on level 2 of Building C during business hours. You may visit a member of the RST at any time, depending on their availability. We may come to visit you at your residence. We will always knock.

- **Surveys:** we will ask you to complete these several times during the year. Your feedback on our operations is extremely valuable and we incorporate all feedback into our future planning.

- **Facebook:** The RST will send important updates to the Peninsula Residents via the Facebook Group. To request to join the 2015 Group please see the following link: https://www.facebook.com/groups/MRSPen15/
Communication with others – on your behalf

As employees of Monash University, the staff of MRS are bound to protect your privacy. This means once you move into the residences we will not discuss you, or your residency, with others without your permission. This usually works in your favour – but sometimes there is a need for others (including parents and real estate agents) to ask us about you. To clarify your intentions, we ask that you complete a Release of Information Form to enable us to discuss you with others. A copy of this form is at the end of this booklet and available online from:


In an emergency situation we will contact the emergency contact you listed on the application for residency. Depending on the emergency, there may not be an opportunity to seek that permission from you.

Conditions of Residency

These form an important part of the Residency Agreement between residents and MRS. The current Conditions of Residency can be viewed at: http://www.mrs.monash.edu.au/oncampus/conditions-residency.html

Condition Reports

Upon entering Peninsula Residential, a Condition Report will be available to complete. This form should be completed and signed by each resident. The form is to be returned to the Residential Office within 3 working days, otherwise it will be assumed that there is no prior damage and that the Residence is in a clean and tidy condition. It is the resident’s responsibility to return the completed condition report. Charges will be incurred for damage caused by the resident.

Cooking Facilities

Each residence is equipped with a stove, conventional oven, microwave oven, toaster, electric jug, refrigerator and storage space. Residents are required to supply ALL cooking utensils, crockery and cutlery and make their own arrangements with fellow residents concerning the purchase and cooking of food. Student Village residents have been given a lockable storage cupboard.

A common cause of angst between residents is the sharing of cooking space, use of other residents’ belongings and washing dirty dishes. Successful units and houses establish house rules to determine what works best for the group.

Caution must be taken when using cooking oils or other flammable materials and residents are also asked to ensure that all appliances are turned off when not in use.

MRS has developed safety hazard alerts to inform residents of OHS precautions and all students must obey these instructions.


It is essential that residents do not leave anything cooking in the microwave oven, cook top or conventional oven unattended. You must not cause a false fire alarm for allowing your cooking fumes to enter a smoke detector. You must also familiarize yourself with how to prevent more than one smoke detector in going into alarm and causing the fire brigade to attend. Fees apply.

Remember: All cooking in bedrooms is strictly prohibited. Disciplinary action will be taken if this Condition of Residency is breached.
**Critical Incident Management Protocols (CIMPS)**

An emergency procedure manual has been established for MRS Management including the Residential Support Team. This manual is to assist the Residential Support Team regarding the appropriate management of emergencies and serious events.

All Residents must abide by the direction of the Residential Support Team as part of their Residency Agreement. CIMPs are updated yearly, and distributed to the Residential Support Team, Peninsula Residential Staff and key Peninsula departments.

**Damage**

Whilst it may seem a good idea to decorate your room and residence, you can only use non marking blu or white tack to do so, and ensure that all traces are removed upon vacating the residence. Any damage by pins, hooks and blu tack will be charged to the departing resident.

**Drugs**

Any resident found to be involved in the use of an illegal drug will be evicted. If you suspect a house mate of using illegal substances, please see the College Head, Deputy College Head or your Resident Advisor.

**Emergencies**

The following telephone number is to be used in circumstances that relate to emergency situations:

**Police/Fire/Ambulance**— 000 (or 0000 calling from a Monash Internal phone)

This should be followed up with you informing your College Head on 990 44239, Deputy College Head or your Resident Advisor and Monash Security on 990 44318 or 0439 353 453.

Monash Residential Services have established CIMPs that your Resident Advisor has been given. It provides clear instructions on what to do in each emergency circumstance. Please follow these instructions carefully

**Energy Reduction**

MRS has a commitment to reduce energy consumption, and targeted programs will seek to educate and seek co-operation from residents.

All residents are expected to co-operate with energy reducing initiatives throughout the residences. This may include turning off lights when leaving rooms, turning down/off the heating, using cold water to wash clothes or taking a shorter shower.

The Environmental RA will be encouraging residents to participate in energy reduction initiatives. Your cooperation and participation is eagerly sought.
**Entering the University Residences**

Keys to the University Residences will be issued through the Peninsula Residences Office on the day the Residency Agreement commences, providing that all necessary monies have been paid. Keys can be collected during operation hours (Mon—Fri 8.30am—5.00pm) or by arrangement after hours from Monash Security 9904 4318 or 0439 353 453.

**Electrical Leads, Plugs and Adaptors**

Residents are advised to use caution when using electrical appliances. A single power point is not designed to run several appliances at once and overloading may cause disturbances to the power supply. It is recommended that only one item be allocated to an outlet. If this is not possible, and only as a last resort, it is recommended that approved power boards with overload protection should be used. **As a fire precaution, extension leads and double adaptors are not to be used. These will be removed if found.**

International students are reminded that all appliances and leads must be Australian compliant electrical plugs, and that any others that may fit MUST NOT be used.

MRS has developed hazard safety alerts to inform residents of OHS precautions.


All Monash supplied electrical appliances will be tested and tagged routinely as per Australian standards. Students are invited to get their appliances tested at the same time, to ensure safe appliances are being used.

*Several years ago at a Monash Residential Services site a fire was started in a bedroom as a result of an international plug being inserted into an Australian power point. Only Australian power plugs can be used in Australian power points.*

The following diagrams show plugs that **should not** be used in Australian power points:

![DO NOT USE ANY OF THE ABOVE POWER PLUGS](image)

The following diagram is an Australian compliant power plug:

![DO NOT USE ANY OF THE ABOVE POWER PLUGS](image)

*If you have brought an electrical device from outside Australia you will need to purchase an adapter from an electrical store prior to using your appliance. If you are unsure please contact the Peninsula Residential Office for further advice.*
**Exit Surveys**

In October each year all residents are provided with formal feedback forms to evaluate the year’s stay at Peninsula Residential.

This data is compared to previous year’s results, to other MRS sites and is benchmarked against other similar institutions nationally and internationally.

The resultant Action Plan gives MRS staff to continue successful programs, or plan improvements.

The cooperation of all residents in compiling the data is appreciated.

**Fire Detection system**

A fire detection system is installed at Bloom St, Lardner Rd and Student Village.

All smoke and thermal detectors are linked to a fire panel which is also linked to the Frankston Fire Brigade. It is essential that all residents are familiar with the procedure to follow for an emergency, or for a false alarm.

Your Resident Advisor, Deputy College Head or College Head should be able to assist you in learning how to use the AAM (Automated Alarm Module) equipment. This is fitted near the front door at many residences (not Samada St and Holmes St). There is also a step by step guide next to the module.

Residents who cause a false alarm call from the Fire Brigade will be invoiced for the cost of that call. This cost could be in excess of $800.00 per truck (usually 2 trucks are dispatched).

Samada St and Holmes St residences have internal hard wired fire detectors that have battery backup. These are tested periodically by Peninsula Residential Staff. If the alarm is constantly beeping, a new battery needs to be installed. Please contact MRS to do so.

Any tampering of fire safety equipment is forbidden.

**First Aid**

All Resident Advisors have Level 2 First Aid training, and access to a First Aid kit. If you require First Aid, please contact a Resident Advisor. In an emergency please contact an Ambulance on 000 and Monash Security on 44318 or 0439 353 453.

**Fitness Centre Membership**

Monash Sport and Monash Residential Services have developed a heavily subsidized gym and fitness centre membership for residents.

Access to Health and Fitness Centre, group fitness classes, Doug Ellis Swimming Pool (Clayton), free health and fitness assessments and programs are included.

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<tr>
<th>Membership</th>
<th>Cost</th>
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<tr>
<td>Annual</td>
<td>$440</td>
<td>5 January to 23 December 2015</td>
<td>✅</td>
</tr>
<tr>
<td>Semester 1 only</td>
<td>$220</td>
<td>16 February to 19 July 2015</td>
<td>✅</td>
</tr>
<tr>
<td>Semester 2 only</td>
<td>$220</td>
<td>20 July to 13 December 2015</td>
<td>✅</td>
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- Please allow two business days for Monash Sport to verify your Residential Contract, and process your membership. To fast track this you can take a copy of your Residency Agreement to Monash Sport to verify your residency status
- Visit Monash Sport to pick up your membership card
- Complete Monash Sport health screen
- Start training

Further information can be found at: [http://monash.edu/sport/](http://monash.edu/sport/)

### Fitness Centre Hours of Operation

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<td>Monday - Thursday</td>
<td>06.00am - 09.00pm</td>
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<td>Friday</td>
<td>06.00am - 08.00pm</td>
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<tr>
<td>Saturday</td>
<td>08.00am – 01.00pm</td>
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<td>Sunday</td>
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### Food Preparation and Service at Events

At MRS we promote an environment where residents are actively involved with the community. In addition to events and functions organised by Monash Residential Services on and off site where the meals are prepared and/or provided by the MRS Food Service (at the Clayton Campus) and/or external catering contractors, each residence often organises smaller events where residents prepare and share food with each other. These events range from “suppers” where groups of students work together to provide baked goods for their community, to events like BBQs, “pot luck” dinners and “international food nights” where residents cook their favourite cultural foods and share these with each other.

If a resident has food allergies and/or dietary requirements, it is important that they inform their Residential Support Team member at the start of their residency so that accommodations can be made where possible. It is also important that residents with special dietary requirements enquire about the ingredients in the pre-prepared meal that is being served to ensure it meets their dietary requirements.

At any event where the Residential Support Team or Social Committees (Halls Societies) cook and/or serve meat or other protein sources, supervision of the preparation and serving of the cooked (hot) meals will be done by a member of the team who has completed the appropriate Food Safety Training Course.


### Furniture and Fittings

MRS has supplied most large items of furniture to ensure a comfortable stay on residence. You cannot remove any items of furniture from the common space at the residences without permission, refer MRS Conditions of Residency.

You also cannot bring large items of furniture into the common areas of the residences without permission. This includes additional lounge chairs and fridges.

You can bring additional items to be stored in your bedroom, subject to MRS Conditions of Residency. If any additional items/furniture are left when you vacate MRS will charge you for the removal and disposal of these items.
Should you not need any of the MRS supplied bedroom furniture items, you must take responsibility to remove, store and return these to your bedroom. Upon return, they must be in the original condition, or charges will apply. If you decide to move any of the furniture from your bedroom, you do this at your own risk and expense.

Harassment

Harassment of any kind (sexual, racial or on the basis of disability) is an unacceptable form of behaviour and will not be tolerated at Monash University. If you believe that you have experienced harassment of any kind there are a number of options available to you. You may deal with it yourself, by making it clear to the person that you object to their behaviour and don’t want it repeated, or you may discuss the matter with a Discrimination and Harassment Grievance Adviser who has been appointed for this purpose.

The University has in place the Discrimination and Sexual Harassment Grievance Procedures to support any students or staff who believe that they have experienced discrimination or sexual harassment. These procedures may be used to resolve complaints of sexual harassment, racial or religious vilification or, direct and indirect discrimination on the basis of various grounds including race, national or ethnic origin, sex or gender, disability, physical appearance and others as covered by state and federal anti-discrimination legislation. The Discrimination and Sexual Harassment Grievance Procedures contains a comprehensive list of these attributes.

Sexual Harassment

Sexual harassment is an unwelcome sexual advance or unwelcome request for sexual favours or unwelcome conduct of a sexual nature, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Sexual harassment may occur as a single incident or a series of incidents and may include:

- Personally offensive comments, or sexual or smutty jokes
- Comments or teasing about a person’s alleged sexual activities or private life
- Persistent unwelcome invitation/s or telephone calls on campus or at home
- Being followed home from campus
- Offensive hand or body gestures
- Physical contact such as patting, pinching, touching or putting an arm around another person
- The display of sexually suggestive material
- Unwanted declarations of affection
- Sexual assault and rape

Behaviour or acts based on a protected attribute and directed against individuals or groups which are experienced as distressing, insulting, demeaning, humiliating or intimidating may also constitute discrimination. This form of discrimination may be in the form of intrusive or inappropriate questions or comments about a person’s private life: unwanted written, telephone or electronic messages: promises or threats relating to a person’s status: and physical violence or the threat of physical violence. The University’s specially appointed advisers are available to assist residents. All enquiries are in confidence. No action will be taken without your knowledge or consent.

Refer: http://monash.edu/equity-diversity/discriminationharassment/raising-concern.html

Monash University has a list of appointed advisors on the web site listed above.

Because people live, and not just work, in the Peninsula Residences, escape for a victim of sexual
harassment may be very difficult. In addition, a resident may feel uncomfortable about reporting an incident which involves a fellow resident. For these very reasons, we all have a special duty to ensure that sexual or sex based harassment is not tolerated in the Peninsula Residences in any form. If you have been, or are being sexually harassed, you may wish to discuss the matter with a campus based advisor. An advisor can help you clarify the nature of the problem, explore with you possible strategies for resolving it, advise you of your rights under the relevant legislation, make contact on your behalf with the person causing the offence or refer you to other people, on or off campus, who can give you further assistance.

**Health Services**

Peninsula Residential is located in close proximity to Frankston Hospital and many private medical practices. The closest of these is at Towerhill Medical Centre.

Non-emergency medical services are also available by appointment on campus at the University Health Services, Building U, Level 1. Please phone 44615 to make an appointment or book online at: [https://widget.appointuit.com/prac_40810/log_in](https://widget.appointuit.com/prac_40810/log_in).

**Heaters**

Every house/unit is equipped with general heating in the main living areas and individual heaters in the bedrooms. Use of all supplementary heating including electric fan heaters, bar radiators and gas/kerosene heaters is banned throughout Peninsula Residential.

*Peninsula Residential staff have been instructed to confiscate any supplementary heaters found at the residences that contravene these regulations.*

Residents are also advised that clothing must not be placed closer than 2 metres from any form of heater - not only will this reduce any potential fire risk, but also ensures that the heater will be more effective. All units/houses have clothes dryers so that there is no need to do this.

Please DO NOT sit, stand or place items on the heater. Any repairs to the heaters will be at the resident’s cost.

**House Meetings**

These are essential for the smooth running of the communal areas. They are a good way to discuss house rules, house dynamics and build positive relationships within residences. They can also be fun events if combined with a dinner. Resident Advisors will be discussing these with the different residences and will be happy to attend if invited.

**Inspections**

**Building & Safety Inspections**

To ensure that reasonable standards are maintained, an inspection will be carried out each semester. This inspection will be notified in advance in writing and will look at safety, cleaning, maintenance and compliance issues. Residents must co-operate with the inspections and subsequent instructions.

**Cleaning Inspections**

To ensure that reasonable standards are being maintained an inspection of common areas will be carried out each fortnight of Semester.
Insurance

As the University’s insurance policies do not cover personal belongings in most circumstances, it is essential that residents take out their own insurance cover. Before doing so, residents should check to see if an existing cover on personal effects at their home address extends to their belongings at Peninsula Residential.

As students of the University, MRS residents are covered under the Monash University personal accident insurance policy. Any further information regarding eligibility and the claims process should be sourced from the Monash OHS website: [http://www.monash.edu.au/ohs/topics/insurance-support.html](http://www.monash.edu.au/ohs/topics/insurance-support.html)

Keys

Please keep your key safe at all times. Do not identify it with your address in case it is lost.

Lost keys must be reported immediately to the Peninsula Residential Office and will be replaced at a cost to the resident (AUD55.00 incl GST). Where the Residences Office deem that it is necessary for the locks to be changed, a charge of AUD132.00 incl GST per lock will be incurred.

A temporary key can be obtained from the MRS Office for lock outs during business hours. This key must be returned to the MRS Office within 24 hours to avoid a fee.

For access to your residence after hours, please contact Monash Security. Monash Security is obliged to report this “lock out” to MRS Management.

Laundering Facilities

Every residence is equipped with a washing machine and a clothes dryer for residents’ use. Please use caution when operating both machines - it is recommended that resident’s read the instruction manuals provided first. Hot water taps have been disenabled to encourage residents to use cold water when washing. This is seen as a responsible environmental initiative. It is recommended that the taps be turned off at the wall when the machine is not in use.

Residents are reminded to ensure that dryer filters are cleaned on a regular basis.

Please be aware that the use of the dryers will cause the electricity bills to rise, therefore clothes lines have been provided for drying clothing and residents are asked to make use of these. These are located either between each house or at the rear of the property. It is not permitted to hang clothing from balconies, windows or any other make-shift clothes line.

For safety reasons, residents are also advised that placement of clothing on, or touching, heaters is strictly prohibited and at no time may clothing and furniture be placed closer than 2 metres from any form of heater.

Understanding must be shown in sharing these facilities. Resident Advisors will be able to assist in formulating time tables for use if required, and appropriate times when these may be used.

Light Globes

Light globes not working should be reported directly to the Peninsula Residential Office via the on line Residential Maintenance Request Form at: [http://www.mrs.monash.edu.au/maintenance.html](http://www.mrs.monash.edu.au/maintenance.html).

Note: do not wait till all your globes need replacing before reporting it.
Linen

Residents are required to provide sheets, pillowslips, blankets, towels and tea-towels. All beds are king single size.

You may wish to purchase a starter linen pack or mattress topper from the MRS Online Store at http://ecommerce.mrs.monash.edu.au/categories.asp?cID=7

The Bedding Pack King Single Bed Pack is valued at $139.60 and includes:

- 1x Value Pillow
- 1 x King Single All Seasons Quilt
- 2 x Double White Flat Sheets
- 1 x King Single Como Park Quilt Set inc a Pillow Case
- 1 x Bath Towel

This item must be ordered at least 7 days before your arrival to ensure availability. Where possible, the pack will be placed in your bedroom prior to your arrival.

** DESIGN, COLOUR AND SUPPLIER TO THE ITEMS MAY VARY SUBJECT TO AVAILABILITY **

Lost and Found Policy

Lost/unclaimed items are logged and held for one week in the Peninsula Residential Office. MRS will immediately dispose of any items found in vacated rooms. A $50.00 charge will be incurred for the removal of these items. (refer to policy on MRS web-site - http://www.mrs.monash.edu.au/oncampus/lost-found-policy.html.)

Mail

Your postal address should include your unit and street number. Upon arrival you will be given your confirmed postal address.

For example:

Student Name
5/1a Bloom Street
Frankston Victoria  3199
Australia

Mail is delivered by Australia Post to the letter boxes. It is the responsibility of the residents to keep the letter boxes clear of all mail and papers. Rubbish and unwanted local newspapers should be placed in the recycling bins provided. Mail not directed to the current resident must be brought to the Peninsula Residential Office to pass on. Mail will be forwarded for a short time after a resident’s departure.
**Maintenance Reporting**

Please ensure that all maintenance requirements are reported as soon as possible to the Peninsula Residential Office, by completing the on-line maintenance form on the MRS web-site:


This is the only way to report maintenance.

A tradesperson will be directed to fix your maintenance repair as appropriate. This may not be a Monash staff member, but in all cases of outside contractors, they will have been inducted by Monash University staff and have strict guidelines to follow. All maintenance must be reported in the way described above and **not** reported directly to the Maintenance officer. Staff or contractors will require access to the residences to effect the repairs.

It is not satisfactory to have repairs go unattended for some time, so you must follow up with the office if maintenance is not completed in a timely manner.

**Meals**

Each University Residence has its own kitchen, and students are responsible for providing their own meals, and cleaning their own dishes. Cooked meals are available during the day from the George Cafe or the Meeting Point Cafeteria.

**Mental Health First Aid Training**

One of Monash Residential Services [MRS] Mission Goals is to provide and develop an environment within each location on campus which provides care, support and enrichment for the residential community in academic, cultural, personal, social and recreational matters.

Keeping that in mind, in 2007 the then Director of MRS instituted Mental Health First Aid (MHFA) training throughout Monash Residential Services. The Director became a qualified MHFA trainer himself to proactively roll-out such training for all MRS Professional staff, residential support staff and student volunteers (i.e. Resident Advisors). In 2014 our current Director obtained her MHFA Trainer certification.

Recognising the increasing importance of mental health awareness, it became mandatory in 2008 for all MRS Professional staff and MRS Residential Support Team members to undertake MHFA training.

2008 also saw the MHFA course being offered to the residential population living at MRS (Clayton) for the first time - over 50 interested residents signed up for the course in July-August 2008. An additional MRS staff member was trained as a MHFA trainer to assist the Director with the provision of this course.

During 2015 this training is again offered to interested residents at all other Victorian MRS sites including Peninsula. It is mandatory for applicants to the Resident Advisor positions to have undertaken this training in advance of their application. Further details and dates are available through the Residential Office.

**Naked Flames**

There is a ban on the use of all naked flames in all accommodation managed by MRS. This includes candles, lamps, incense, sparklers, burners and other cooking devices where flames are exposed.
Network Advisor

MRS has a nominated Residential Network Advisor at each site. This person will assist residents who have difficulties with their network connection.

Whilst this person will do their best to assist residents with connection difficulties, it is not their responsibility to advise on every PC and laptop difficulty the residents experience. Monash eSolutions can assist, or give residents advice on where this information can be sought.

Other members of the Residential Support Team have had training to assist new residents to register to the Monash network. Please contact your Resident Advisor for more assistance.

Network Connections

Each bedroom has a data connection to the University's Computer network. Residents are able to self register to gain access to this connection.


Assistance is also available from the Peninsula Network Advisor or Monash eSolutions (phone: 03 99032227).

Residents are able to connect to the University's intranet for email, study and course materials, and the internet for information and recreational purposes. All access is governed by the current rules in place as set by ITS, and availability is subject to the daily maintenance requirements of Monash eSolutions. Maintenance requirements and scheduling are not within the control of MRS.

Residents are further advised that internet use is regulated by the University. Further information regarding the acceptable use of information technology facilities by students is available from Monash eSolutions, or at the MRS web site. These regulations prevent accessing bitTorrent sites.

Currently, each Faculty pays for the internet use of its students on campus. Each Faculty may prescribe additional rules about internet quotas and may also charge students for excessive use.

Private broadband arrangements can be made via the telephone point in each bedroom. Please contact the Residential Office for more assistance.

External wireless connection points are also available at Bloom Street, Student Village and Samada Street; however, these connections do not provide blanket coverage across all areas of the residences, and are less reliable than the hard wired connections.

In 2015, it is hoped that Peninsula Residential will have 100% wireless coverage.

Noise

Noise can be a serious problem and as such, residents are expected to make allowances for other people’s sleep patterns and general peace.

Residents should be aware that the EPA has set guidelines for acceptable noise levels at certain times of the day and night, and that it is an offence to breach these regulations. These regulations are available from the Peninsula Residential Office if required. The cut off times for the playing of loud music at night are: Sun—Thurs: 10.00pm, and Fri—Sat: 11.00pm

Essentially, what is required is a genuine effort by all to consider the needs of others. Loud music is often the main problem. Apart from the fact that not everyone may share your taste in music, music playing in the background can be a distraction to anyone trying to work, study or sleep. At any time of the day or night, if you want to listen to radios, TVs, CDs etc, you must play them at a low level. If you are someone who likes to have the volume very loud then the use of headphones is essential.

The other major source of noise is friendly gatherings in people’s rooms. Particularly in the warmer
weather, when windows are open, sound travels easily and far. The quietest of chats, punctuated by
bursts of laughter every now and then may stop your neighbours from sleeping.

It is a matter of give and take and accounting for the needs of, not only yourself, but those around
you. If you need to, you can talk to the Resident Advisor to help sort things out. But firstly, if you’re
having difficulties, talk to your neighbours about it (in a friendly manner). It is unfair on you if people
are making too much noise on a regular basis, but you can’t expect them to find out by ESP.
Communication and consideration are the key. Note: additional restrictions are imposed during
**SWOT Vac and Exam Periods.** Residents will be advised prior to these periods of the new rules.

### OHS Responsibilities

MRS takes its responsibility towards OHS matters very seriously. Regular inspections, training and
good management ensure that all requirements are met. OHS information is available on the web
site, and residents are advised of upcoming inspections.

Resident Advisors must ensure that all residents receive an OHS induction within 2 days (48 hours) of
arrival. A copy of this checklist is available at the end of this handbook.

### Orientation

The Residential Support Team is responsible for arranging an exciting Orientation Program at the
start of each Semester. This is an important time for new residents to become familiar with their new
home and other residents, and for returning residents to welcome the new residents.

The Residential Orientation program is run in conjunction with the campus activities to ensure that
residents can attend all activities. A separate Orientation booklet will be provided to all new residents
to advise them of the planned events.

### Payment

You will be issued an invoice monthly which details your rent and arrangement of how to make
payment. Limited options are available for paying invoices. The preferred options are online using the
BPAY method, or direct to the University’s fees web page. Details are on the fees invoice and the
payment link is at: [http://www.monash.edu/payments](http://www.monash.edu/payments).

Failure to pay the monthly residency fee payments by the due date without prior arrangement with
Monash Residential Staff will result in an additional administration charge of AUD50.00.

An administrative encumbrance may also be imposed that will limit a resident’s access to the student
account, library, IT, results and re-enrolment.

If no payment is received within fourteen (14) days of the original due date, residents will be given
notice to vacate immediately. Appropriate legal action will result to recover the balance of outstanding
residency fees owed for the remaining residency agreement period.

In the event of extra costs being incurred, MRS reserves the right to recover these costs from
residents via an invoice. Any outstanding residency fees, charges, repair costs of damage or
additional cleaning will be debited on the invoice on the termination of the Agreement. Costs
incurred in the general/communal areas will be recovered in equal parts from all residents, and those
associated with the bedrooms will be recovered from the individual occupant of that room. The
Invoice must be paid prior to Graduation to enable the student to graduate.

It is important for residents to communicate with the Manager, Peninsula Residential if a resident experiences financial difficulty.

NOTE: The March invoice will include the Rental Deposit credit. The November invoice will include the rental charges to 5 December 2015.

**Photos**

Photos taken at or during Monash Residential Services events and functions are generally taken for use in the Monash Residential Services or individual Halls of Residence newsletters, photos boards and in some instances in online publications. Photos will only be used in a manner which reflects positively on you, Monash Residential Services and individual Halls of Residence.

PLEASE NOTE - If you do not wish to have your photo taken or used you will need to withdraw your consent.

To withdraw your consent, you should send an email from your Monash Student email account to front.officemrs@monash.edu, with the Subject of the email Photo Consent Withdrawn. In the body of the email, please provide your full name and student ID number, and state that you do not consent for MRS to use your image for the purposes outlined in the MRS Use of Images of Resident participating in MRS Activities statement.

**Residential Activities Calendar**

The Residential Support Team (RST) in conjunction with the Residential Office, have prepared a calendar of events for each semester. It is hoped that these activities assist residents to find a balance between study and social commitments.

Each resident is encouraged to participate in the residential activities and other campus events.

**Residential Support Team—RST**

The Residential Support Team (RST) comprises:

- **College Head** —staff
- **Deputy College Head**—staff
- **Resident Advisors** – student volunteers x 12

The College Head is the team leader and has been appointed to oversee residential life and is responsible for the pastoral support of the residents. The Deputy College Head assists the College Head and deputises in case of absence.

The College Head resides at

65 Lardner Rd 0402 847 767 or 44750

The Deputy College Head resides at

Unit 7/11 Samada Street 0419 582 673 or 44753
Volunteer Resident Advisors (RAs) are appointed and allocated to each residence to oversee matters and ensure that Peninsula Residential is a pleasant and secure environment for students to reside. Residents are encouraged to approach an RA for advice or assistance at reasonable times.

Each member of the RST has access to ongoing training and support, including Level 2 First Aid training, Mental Health First Aid (MHFA) training and Responsible Service of Alcohol (RSA). Applications for these roles are made available in Semester 2 of the preceding Academic Year.

In addition the joint campus Community Leadership RA fosters a collaborative relationship between the Berwick and Peninsula sites, and to drive diversity and inclusion initiatives.

**Residents’ Ball**

A highlight of the social calendar is the Peninsula Residents’ Ball, usually held off campus in August. This highly successful event is planned and managed by the residents to ensure maximum fun and opportunities for participation. Further details will be available during the year. Volunteers are often sought to assist with the planning.

**REStart**

Monash Residential Services ensures the smooth transition of new residents to residential life through a programmed orientation period. Peninsula Residential offers a full social program during the orientation period and incorporates REStart into that. REStart is run by the Residential Support Team and presents some scenarios to new residents in a theatrical way. Resident Advisors and returning residents then guide new residents through the decision making process towards good choices. Clear messages are also given that assistance is always at hand for times when the best choice was not always taken.

REStart online starts prior to arrival, and can be accessed at: [http://www.monashrestart.com/](http://www.monashrestart.com/)

**Rubbish Collection**

Each Peninsula Residence is equipped with a mobile garbage bin. Rubbish collection for the Student Village is made early on Wednesday mornings. Holmes Street, Samada Street, Bloom Street and Lardner Road are on early Thursday morning. Please see that rubbish is placed in plastic bags inside the bin provided.

Samada Street residents must leave the bins on the grass strip outside the main entrance. Bins should be stored in the bin alcove between collections.

Lardner Road and Bloom Street residents must leave on grass strip outside their house. Bins should be stored in the bin alcove between collections.

Student Village must leave bins and skip behind House 2 in the alcove provided. Private contractors will collect these from this area.

Recycling bins are also provided. Paper, glass, milk cartons and recyclable plastic items should be placed in these bins to be put outside of the Bloom Street Lardner Road, Holmes Street or Samada Street residences with the rubbish for collection. This happens on a Wednesday night fortnightly. A calendar is provided at the end of this handbook regarding the dates for pick up.

For further information regarding FCC collections refer:
All residences are in the designated Orange area on the Frankston City Council map.

Supermarket trolleys should be returned to the supermarket they were taken from. It is unacceptable to allow these to remain at Peninsula Residential sites.

**Safety Equipment**

Safety equipment such as smoke detectors, fire extinguishers, fire blankets and BGA's (Break Glass Alarms) must not be interfered with in any way. Anyone found to be responsible for interfering with safety equipment will be required to cover the cost incurred and disciplinary action, or even eviction, may result.

Safety equipment will be tested periodically by Monash University staff or its representatives, however residents are asked to report any defect immediately.

**Security**

All residents should be alert and utilise normal security measures at all times. This includes locking external and bedroom doors and windows and keeping cars locked.

It is essential that residents close their blinds and curtains at night and only open their locked door to people they know.

There are regular security patrols at the Residences, both during the day and at night. There are also 24 hours security camera installed which can monitor parts of bloom Street residences, the student village and Hockey pitch car park. If you observe anyone acting suspiciously, please report this to Security on 44318 (24 hours) or 0439 353 453 and follow this up with a call to the College Head 44750.

In an emergency situation, you should contact Police/Fire/Ambulance direct on 000. A security escort service is also available for residents returning to their units from the University after dark. Please contact Monash Security for further information on 44318.

**Shopping**

A local shopping centre is located at Heatherhill Road, about 10 minutes' walk from the Residences. The large shopping centre of Frankston is located about 20 minutes' walk from the Residences and may be accessed by bus or train (close to the residences) or the walking track to Frankston during the day. Refer to the map at the end of this handbook for shopping centre locations.

**Smoking**

Smoking is prohibited in all University buildings and rooms. This includes all rooms at Peninsula Residential. External smoking is only permitted at the designated smoke points on campus. Ref: [http://www.monash.edu.au/ohs/wellbeing/smoke-free/peninsula-smoking-points-map.pdf](http://www.monash.edu.au/ohs/wellbeing/smoke-free/peninsula-smoking-points-map.pdf)
**Sporting / Study Facilities**

Residents have access to a range of excellent on-campus sporting and study facilities.

Bookings for the tennis court, hockey field and basketball court should be made at the Monash Sport reception desk. Please contact the Peninsula Fitness Centre on 44496 for access information.

You are expected to behave in a proper manner whilst using these facilities, and follow the Monash Sport guidelines.

MRS has a collection of sports equipment for use by the residents. This collection includes tennis racquets, cricket bats, footballs and basketballs. These are available through a request to your Resident Advisor. Any suggestions to add to the collection are welcome.

Monash Sport gymnasium facilities are available on level 1 of the MPARC Building. There are special rates offered to residents who wish to join. Refer to *Fitness Centre membership*.

Indoor swimming facilities are available at the Peninsula Aquatic Recreation Centre in Frankston: [http://www.frankston.vic.gov.au/Things_To_Do/Aquatic_Centres/Peninsula_Aquatic_Recreation_Centre](http://www.frankston.vic.gov.au/Things_To_Do/Aquatic_Centres/Peninsula_Aquatic_Recreation_Centre)

Residents can take advantage of the proximity to the campus library, computer labs, and post graduate centre. Opening hours are available from the Peninsula Campus web site.

Monash Security will escort any resident home from these facilities at night. Please call Monash Security on a security phone or dial 44318 / 0439 353 453. Monash Security cannot always attend immediately, however the officer will ascertain that you are safe and set an agreed

**Student Lounge Access**

The Student Lounge is located upstairs inside the Student Union building. With the cooperation of MONSU, Campus Management and Monash Security residents are able to access the Student Lounge for afterhours access each evening. MRS has supplied board games, and has jointly purchased with MONSU a wide screen plasma TV.

Entry to the locked area afterhours is by the student proximity card. Applications (and rules) to utilize this facility are available through the Residential Office. There is also a copy at the end of this manual.

**Telephones**

MRS provides a Voice over Internet Protocol (VoIP) telephone in the bedroom of all residences. This phone extension will enable you to make free calls to other university phone numbers, and receive all incoming calls. Other calls are possible using a phone card with an access number beginning with 1800. (purchased at the MONSU Service desk, newsagents, petrol stations and supermarkets).

This telephone is dependent on network connectivity and power access Residents are responsible for the care of their phone. A $350 charge plus GST charge is applicable for loss or damage.

The personal bedroom phone has a number of features including voicemail. Instructions for using the phone and accessing voicemail is given to each resident in hard copy upon arrival.

All VOIP phones must remain plugged in and connected at all times. Please contact your RA for assistance if necessary.

All bedrooms have the additional facility to connect a personal phone line with Telstra. Connection fees, line rental, phone provision and call fees are the responsibility of the individual resident. Please come to the Residential Office for advice on how to connect your phone line.

MRS also provides an analogue telephone service in the lounge room of all residences. This service is similar to the VoIP service but is not dependent on network and power.
Permissible Free call numbers

Not all calls made on the Monash provided phones are chargeable. A list of the free calls is available here. Remember parents and friends can call you at any time at no cost to you. A voicemail service is available to leave messages.

000 (put an extra 0 in front of the number)
All Monash PABX extension (no extra 0 required)
Any 1800 number including phone card numbers (put an extra 0 in front of the number)

Local Call Cost Helplines (put an extra 0 in front of the number)
* Nurse on Call - 1300 60 60 24 * Beyond Blue: 1300 224 636
* Suicide Helpline Victoria (lifeline): 1300 651 251 * Lifeline: 131 114
* Mensline Australia: 1300 789 978 * QUIT Line: 131 848
* Sexual Assault Crisis Line: 9349 1766

Campus Specific Local Call Cost Helplines available (put an extra 0 in front of the number)
* Frankston Hospital 9784 7777 (Peninsula)
* Towerhill Medical Centre 9781 4477 (Peninsula)

Free Call Helplines (put an extra 0 in front of the number)
* Kids Helpline: 1800 551 800
* SANE Australia (mental health info and referral): 1800 688 382
* Women's Domestic Violence Crisis Service of Victoria: 1800 015 188
* Turning Point - Drug & Alcohol Agency (healthlink): 1800 888 236
* Gamblers Help: 1800 156 789
* Emergency: 000
* Monash Emergency: 333

Peninsula Residential house extension numbers

<table>
<thead>
<tr>
<th>Samada St</th>
<th>Bloom St</th>
<th>Student Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 44386</td>
<td>Unit 1 44861</td>
<td>House 1 44078 44079</td>
</tr>
<tr>
<td>Unit 2 44424</td>
<td>Unit 2 44862</td>
<td>House 2 44070 44081</td>
</tr>
<tr>
<td>Unit 3 44425</td>
<td>Unit 3 44863</td>
<td>House 3 44082 44086</td>
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<tr>
<td>Unit 4 44426</td>
<td>Unit 4 44864</td>
<td>House 4 44084 44085</td>
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<tr>
<td>Unit 5 44427</td>
<td>Unit 5 44865</td>
<td>House 5 44075 44077</td>
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<td>Unit 6 44428</td>
<td>Unit 6 44866</td>
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<tr>
<td>Unit 7 44429</td>
<td>Unit 7 44867</td>
<td>Lardner Rd</td>
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<td>65 Lardner Rd 44239</td>
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<td>Unit 9 44869</td>
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<td>Unit 10 44870</td>
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<tr>
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<td>Unit 11 44871</td>
<td>Holmes St</td>
</tr>
<tr>
<td>Unit 12 44435</td>
<td>Unit 12 44872</td>
<td>3 Holmes St 44317</td>
</tr>
</tbody>
</table>

Transport

Peninsula Residential is located close to the metropolitan bus and rail service. Details of these services are available from:

Metropolitan trains—select route—Stony Point line, Frankston line - Use Leawarra Station
Metropolitan buses—select route—775, 776, 782, 783, 790
**Intercampus Peninsula-Clayton shuttle bus service**

This service is free of charge to holder of a valid Monash University staff or student card but as there are a limited numbers of seats, passengers are admitted on a 'first come first served' basis.

**Where do I catch the bus?**

From Clayton, all shuttle buses can be caught from the last bus stop exiting the Bus Loop. Be aware that all shuttle buses look the same so please read the sign in the bus window indicating the destination.

From Peninsula, the shuttle bus leaves from the bus stop located around the large parking area in front of the George Jenkins Theatre.

**What time does it leave from Peninsula/Clayton?**

<table>
<thead>
<tr>
<th>Depart Clayton</th>
<th>Depart Peninsula</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.15 am</td>
<td>7.50 am</td>
</tr>
<tr>
<td>9.15 am</td>
<td>10.15 am</td>
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<tr>
<td>11.15 am</td>
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<tr>
<td>5.15 pm</td>
<td>6.15 pm</td>
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</tbody>
</table>

Refer: [http://www.monash.edu/people/transport-parking/inter-campus-shuttle-bus](http://www.monash.edu/people/transport-parking/inter-campus-shuttle-bus) for more information

**Frankston Station – Peninsula Campus shuttle bus service**

This convenient shuttle bus service between the Frankston train station and the Peninsula campus is available. The shuttle bus will operate during the semester and exam periods. Students and staff wishing to travel on the service will be required to produce their Monash ID card.

The bus stop will be located in Fletcher Road, Frankston opposite Chisholm Institute of TAFE (location A on the map below). Please refer to this web page for more information and map. [http://www.monash.edu.au/campuses/peninsula/travel/shuttle-bus/station-campus.html](http://www.monash.edu.au/campuses/peninsula/travel/shuttle-bus/station-campus.html)
### Timetable

<table>
<thead>
<tr>
<th>Depart Station</th>
<th>Depart Peninsula Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.45 am</td>
<td>8.10 am</td>
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<tr>
<td>8.30 am</td>
<td>8.50 am</td>
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<tr>
<td>9 am</td>
<td>9.20 am</td>
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<td>10 am</td>
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<tr>
<td>10.40 am</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Depart Station</th>
<th>Depart Peninsula Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 10 pm</td>
<td>3.00 pm</td>
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<tr>
<td>3.40 pm</td>
<td>3.30 pm</td>
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<tr>
<td>4.10 pm</td>
<td>4.00 pm</td>
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<td>4.40 pm</td>
<td>4.30 pm</td>
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<tr>
<td>5.10 pm</td>
<td>5.00 pm</td>
</tr>
<tr>
<td></td>
<td>5.30 pm</td>
</tr>
</tbody>
</table>

### TV Streaming

MRS residents have the opportunity to access TV streaming across the network. This is a free service that allows residents to watch certain free to air television stations on a computer connected to the Monash Network. Access is through the VLC client.

For assistance with connection go to: [http://www.monash.edu/halls/giphalls/video/tvstream.swf.html](http://www.monash.edu/halls/giphalls/video/tvstream.swf.html)
Use of Images of Residents participating in MRS Activities

At any event organised by MRS, individual residences, or social committees, photographs and video/audio of residents may be taken. Examples of such events include (but are not exclusively):

- Orientation program events;
- Training programs
- Sporting events;
- Seminars and vocational events;
- Academic Dinners;
- Residence functions (like suppers, cultural programs etc).

Photographic, video and/or audio recordings may be taken during the course of these events and functions. Such recordings may be used, reproduced, published, communicated or broadcast for advertising, marketing, informational or promotional purposes and or for teaching and research purposes.

The images used will never present individual residents in a negative light - and will only be used if the content of these images is consistent with the MRS Vision statement (http://mrs.monash.edu/statement.html) and Mission Goals (http://mrs.monash.edu/goals.html).

If a resident does not wish to have photographic, video, audio or other visual portrayals of themselves taken or used as outlined above, they can withdraw their consent for individual events by advising the coordinator of the event(s), their College Head or the photographer, or in writing to MRS for a general withdrawal of consent.

To withdraw your consent, you should send an email from your Monash Student email account to front.officemrs@monash.edu, with the Subject of the email Photo Consent Withdrawn. In the body of the email, please provide your full name and student ID number, and state that you do not consent for MRS to use your image for the purposes outlined in the MRS Use of Images of Resident participating in MRS Activities statement.

Utilities

The allowance for utilities charges included in the monthly rental is based on an estimated average consumption. Each residence is metered separately and these costs will be reviewed on a regular basis. If the consumption for a particular residence is above the capped amount, MRS will discuss this usage with the appropriate resident.

It is essential that residents use all utilities responsibly to enable MRS to reduce overall consumption of these resources. This is consistent with the University’s commitment to reduce energy consumption by 20% by 2010 (based on 2005 consumption.)


Vacating

Upon vacating, keys must be returned to the Peninsula Residential Office by 10.00am. Please advise the Residential Office if you will be vacating after hours or at the weekend. Arrangements will then be made to leave your key with Monash Security.

Following receipt of the keys an inspection of the property will be carried out and a final condition report completed.

You will be invoiced for any outstanding charges relating to extra cleaning and utility accounts, and any other monies owing. This invoice will be required to be paid to the University before you will be eligible to graduate.
Vacating In Special Circumstances

Please note the Residency Period dates on the Agreement as these dates cannot be shortened. Any request to vary these dates must be discussed with the Residential Manager. Options available at the time will be presented and discussed.

NOTE: The early completion of a course is not sufficient reason for the early relinquishment of the Agreement.

In all cases the current resident is required to locate a suitable replacement resident.

The original resident is required to pay the residency fee in full up until the new replacement resident’s Agreement commences, or until the term of the residency expires, whichever occurs first.

Vegetable gardens

Vegetable gardens are in designated areas at Student Village and Samada Street residences. These gardens are adjoining the water tanks. Fruit trees are planted in the front garden at 67 Lardner Road, and many citrus are at Holmes Street and Samada Street residences.

Residents are encouraged to plant, maintain and harvest the vegetables and fruit from these areas around the residences. Unless specifically advised all fruit and vegetables can be shared by all. Specific planting and education sessions can be arranged.

Visitors

Permission must be granted in advance from the College Head or Deputy College Head or their nominee for any visitors to stay overnight. This nominee is the College Head or Deputy College Head. The online permission must be submitted as soon as possible after the permission is given. The online form is available from: http://mrs.monash.edu/oncampus/resprograms/flats-overnight-form.html. Only ONE guest is permitted in a room overnight.

Permission may not be granted during study and exam periods.

Where a visitor has not left at midnight and it seems the most sensible arrangement for that person to stay, commonsense must prevail. Written permission must be granted the following day from the Residences Manager or nominee. This visitor must not remain for another night.

Residents are encouraged to maintain a full and busy social life and to invite their friends to visit. Residents must always be aware of the impact that their friends may have on the equilibrium of the house or unit. This balance means understanding that there are appropriate times for visitors to arrive, and there are appropriate times for those visitors to leave. A resident cannot have a visitor stay over on a regular basis. This will result in disciplinary action.

Residents are entitled to question any person who is in their house or unit overnight without prior permission. Residents are entitled to be unhappy that unwanted visitors are staying in their house upsetting the balance of the house. Residents are entitled to discuss with other residents the added utilities costs to that house or unit should another person stay overnight.

Failure to comply by any resident or Resident Advisor will be seen as a serious breach of the rules.
**Water Conservation**

Victoria is currently on permanent water savings rules, the details of which are available at: [www.melbournewater.com.au/getinvolved/saveandreusewater/Pages/Water-restrictions.aspx](http://www.melbournewater.com.au/getinvolved/saveandreusewater/Pages/Water-restrictions.aspx).

It is expected that all residents will be responsible in their use of water and look to save water when possible.

Residents should be aware of all permanent Victorian water use rules to avoid prosecution.

**Permanent Water Use Rules**

The Victorian Government is committed to reducing demand for water and ensuring the efficient use of water at all times. Permanent Water Saving Rules (also referred to as Permanent Water Use Rules in Melbourne) are a set of common sense rules to ensure we use water efficiently and allow flexibly in when and how we use water.

These rules are in place at all times. When water restrictions are also in place, the more severe of the rules or restrictions apply. Penalties apply to those who don't follow Permanent Water Saving Rules.

A new set of Permanent Water Saving Rules took effect on 16 December 2011, following variations to each Victorian urban water corporation’s Permanent Water Saving Plan. This ensures uniform Permanent Water Saving Rules across Victoria.

The five key Permanent Water Saving Rules are:

<table>
<thead>
<tr>
<th>Use</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hand-watering</strong></td>
<td>Gardens and lawns can be watered at any time, on any day using a hand held hose fitted with a trigger nozzle.</td>
</tr>
<tr>
<td><strong>Watering systems</strong></td>
<td>Watering systems (manual or automatic, spray or dripper) can be used to water gardens and lawns from 6pm to 10am, on any day.</td>
</tr>
<tr>
<td><strong>Car washing (at home)</strong></td>
<td>Cars may be washed at home with the following methods at any time, on any day:</td>
</tr>
<tr>
<td></td>
<td>• High pressure cleaning unit</td>
</tr>
<tr>
<td></td>
<td>• Hand held hose fitted with a trigger-nozzle</td>
</tr>
<tr>
<td></td>
<td>• Watering can</td>
</tr>
<tr>
<td></td>
<td>• bucket</td>
</tr>
</tbody>
</table>

The Permanent Water Saving Rules are uniform across Victoria (also referred to as Permanent Water Use Rules in Melbourne) and are entailed in each water corporation’s Permanent Water Saving Plan. More information on these can be found on each water corporation’s website.

While Permanent Water Saving Rules won't prevent the need for water restrictions during major drought periods, they will help to stop water wastage and encourage all of us to value this precious resource for the long term.
Peninsula Residential Household cleaning expectations

What Cleaners Are Expected To Do

WEEKLY TASKS

Clean lounge areas and passages.
Clean bathrooms and toilets.
Clean laundries and check dryer filters and washing machines.
Clean kitchen/dining rooms including stovetops, ovens, range hoods and microwave ovens.
Clean stairwells and external porches.
Clean paths.
Clean shower curtains.
Check fire extinguisher levels and report low levels.
Supply cleaning materials.
Clean external BBQ area.

SPECIAL TASKS

Defrost fridges.
Deep clean ovens and filters.
Clean air vents in bathrooms and kitchens.
Clean external windows.
Clean light fittings.

ADDITIONAL TASKS (upon the request of MRS)

Clean bedrooms.
Check smoke detectors on cleaning the room of a departing resident.

ONGOING TASKS

Report immediately all observed dirty residents rooms and unsatisfactory standard of cleanliness.

Report immediately all observed maintenance faults and all observed equipment faults eg. washing machines, dryers, microwave ovens, etc

Report immediately all observed breaches of health & safety regulations especially those concerning the University’s ban on smoking, naked flames & interference with safety equipment.

Report immediately all observed evidence of rodents, insects etc.
**What Residents Are Expected To Do**

**ON CLEANING DAY**

- Have benches and floors clear of dishes and clutter prior to the designated cleaning times
- Not using the bathrooms when the cleaners are there
- Not cooking when the cleaners require access to the kitchens
- Treat the cleaners with respect at all times

**AT ALL TIMES**

- Wash their dishes and cooking equipment and put them away
- Do not leave bottles, boxes, cans, pizza boxes, etc lying about.
- Put rubbish in external bins
- Put external bins out for collection at times provided in designated areas
- Keep their bedroom clean and tidy
- Keep the common areas free of clutter. Regularly check rooms for excess "junk" being stored.
- Clean the stove top of spills as they occur
- Clean the oven after use
- Clean the bathroom/toilet after use
- Clean the fridge of spills as they occur
- Empty the fridge on a regular basis to discard old food
- Clean the microwave oven of spills and splatters as they occur
- Clean the floors of spills and grime as they occur
- Report immediately all observed dirty residents rooms and unsatisfactory standard of cleanliness.
- Report immediately all observed maintenance faults and all observed equipment faults eg. washing machines, dryers, microwave ovens, etc
- Report immediately all observed breach of health and safety regulations especially those concerning the University’s ban on smoking, naked flames and interference with safety equipment.
- Report immediately all observed evidence of rodents, insects etc
**Resident OHS Induction Checklist**

This form is to be completed by a new resident with the assistance of the Resident Advisor who will provide all relevant information to the resident. It should then be signed off by the College Head and returned to the Peninsula Residential office for filing and retention.

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**MONASH University Residential Services**

**Berwick and Peninsula Residential**

**RESIDENT OHS & SECURITY INDUCTION CHECKLIST 2015**

This form is to be completed annually by all residents with the assistance of the Resident Advisor who will provide all relevant information to the resident. It should then be signed off by a senior member of the RST, i.e. College Head, Deputy College Head or Residential Support Assistant and returned to the Residential office for filing and retention.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident Advisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH/DCH/RSA</td>
<td></td>
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</tbody>
</table>

**Residential Safety & Security**

Resident Initials: ______

- Explain the importance of contacting Monash Security on 333 for all emergency security matters and following up with notification to RA, DCH, RSA or CH. Yes □

- Highlight to resident the importance of connecting VoIP phone correctly, and contacting Monash Security on 333, the local number of (Ber) 47444 or (Pen) 44318 or via speed dial on VoIP phone. Encourage resident to program these numbers into mobile phone. Yes □

- Advise resident of importance of keeping all external doors and windows locked. Yes □

- Advise the resident that Monash University has a Monash OHS policy and Health & Safety resolution procedures for Immediate and Non Immediate Hazards. Yes □

- Remind the resident of their OHS responsibilities as outlined on the MRS web page, in resident’s manual and MRS Conditions of Residency. Yes □

- Advise the resident of the location of entry and exit doors, fire extinguisher and fire blanket, emergency procedures and assembly areas. Yes □

- Advise the resident of the importance of minimising false fire alarms by following all guidelines, and emphasise the financial cost to resident of a false fire alarm. Yes □

- Advise the resident of the Alarm Acknowledgement Module AAM procedures (where fitted - not applicable at all residences). Yes □

07/02/2015
Explain the process and importance of incident and hazard reporting, and fire evacuations (both real and false) either through MRS and/or OHS within 24 hours

First Aid

Resident Initials: ______

Direct resident to location of nearest first aid kit
Yes □

Instruct resident in finding/contacting a first aider
Yes □

Ensure resident has advised RA of particular food allergies or emergency plans for medical conditions, eg anaphylaxis, asthma
Yes □

Direct resident to location of Campus Medical Centre
Yes □

Direct resident to location of nearest Emergency Medical Service
Yes □

Highlight the importance of incident reporting through MRS and/or OHS within 24 hours
Yes □

Communal Hygiene and Food Safety

Resident Initials: ______

Advise resident of importance of keeping all kitchen and bathroom areas clean and tidy
Yes □

Direct resident to local information regarding food safety
Yes □

Advise residents of importance of following MRS guidelines on food preparation and service at events
Yes □

Emphasise to resident the importance of washing or sanitising hands frequently
Yes □

Campus Security

Resident Initials: ______

Advise resident to contact Monash Security on 333 or local number of (Ber) 47444 or (Pen) 44318 to arrange an escort between residences, University buildings and car parks
Yes □

Advise resident to contact Monash Security on 333 or local number of (Ber) 47444 or (Pen) 44318 for building lock outs out of normal business hours
Yes □

Direct resident to closest car parking bays and advise residents of closest external security contact points
Yes □

Emphasise to resident the importance of keeping cars locked and valuables out of sight at all times
Yes □

Highlight the importance of incident reporting through MRS and/or OHS within 24 hours
Yes □
Guidelines for After Hours Use of MONSU Lounge by MRS Peninsula Residents in 2015

Peninsula Residential

GUIDELINES FOR AFTER HOURS USE OF MONSU PENINSULA STUDENT LOUNGE BY MRS PENINSULA RESIDENTS – 2015

Commencement:
- Saturday 14 February 2015

Hours:
- Sunday – Saturday 5.00pm till 12 midnight

Who can use the area:
- MRS Residents with valid proximity card access
- Limited authorised guests of MRS residents

Note: all entry is subject to agreeing to abide by the MRS Conditions of Use and the Conditions of Use on the Security Access Application Form.

Area to be accessed:
- Student Lounge, Level 2 Building U, Peninsula Campus

Equipment:
- Chairs, couches, tables and bean bags
- Bar tables and bar stools
- Television with built in DVD player (plus remote control)
- Lockable TV cabinet
- Vending machine
- Snooker table, table tennis table & loose ball table. Note: MRS will provide its own cues, bats and balls
- Other borrowed tables and chairs subject to their prompt return

Requirements of Residents:
- Complete the MRS Conditions of Use Form and MRS Peninsula Resident Registration & Security Access Application Form
- Agree to abide by the Conditions of Use of the above forms
- Obtain user access on their Staff/Student ID proximity card
- Upon arrival to the Student Lounge, residents must:
  - Carry their Student ID card (and produce to Monash Security upon request). This card becomes their proximity card with the appropriate Student Lounge access activated on card
  - Swipe proximity card at the external card reader of level 2 Building U to gain access to the student lounge
  - Phone Monash Security on 44318 to advise duty guard of their presence in Student Lounge (note: every resident in lounge must register with Monash Security)
  - Take responsibility for their behaviour, and that of any unregistered users of the Student Lounge. To avoid this, ensure that all other users swipe and phone Monash Security.
  - Immediately identify to Monash Security on 44318 and MRS on 44338 any excessive mess left by another group of users if applicable
  - Turn on lights for Student Lounge as required
- Upon departure of the Student Lounge, residents must:
  - Return all items to the locker and lock it.
  - Ensure facility is left in a clean and tidy state.
  - Advise Monash Security on 44318 if they wish to have it recorded that they have left the facility.
  - Turn off lights
Requirements of MRS:
- Ensure the good behaviour of residents at all times.
- Ensure no alcohol is consumed on premises.
- Ensure MRS values are adhered to whilst the residents are using the Student Lounge.
- Take appropriate disciplinary action where necessary.
- Take financial responsibility for damage/excess cleaning that result from residents’ After Hours Use.

Role of Monash Security
- Please refer to separate Security instructions issued by Monash Security Peninsula Office

Contacts:
- In case of emergency contact Monash Security on internal phone 44318
- To report excessive mess on arrival call facility contact Monash Security immediately on 44318 and the following day give a follow up phone call to MRS and MONSEU Service Desk on 44217
- To report maintenance requirements or faulty equipment contact MONSU Service Desk on 44217
- To book student lounge for special events contact MONSU Service Desk on 44217
- To obtain further information on residents’ use contact MRS Peninsula Residential office on 44338
- To contact a resident in the student lounge phone 44103

Proximity card administration:
- MRS Conditions of Use, and Peninsula Resident Registration and Security Access Application Form from MRS Peninsula Residential office Level 2 Building C, Peninsula Campus
- Staff/Student ID card from Student Services office Level 2 Building C, Peninsula Campus
- Proximity access from Monash Security office Level 1 Building C, Peninsula Campus
- Proximity access is granted up to 31 December of the current year. Residents must reapply for access in the following year.
- Residents who vacate their residence during the current residency period will have their proximity access cancelled.

Special Events:
- MONSEU Student Union reserves the right to book the student lounge for special events. This booking will override the resident’s right to freely access the student lounge at the times stated above
  - MONSEU Student Union functions – MRS residents are encouraged to attend these events subject to any entry costs or restrictions imposed by MONSEU
  - Private functions – MRS residents are not permitted to attend these functions in their capacity as residents
  - MONSEU Student Union to advise MRS residents via phone or email to College Head Kris McCarthy of programmed events to avoid clashes. 0402 947 787 or kmc@monash.edu
  - MRS Residents special events/functions – MRS Resident Support Team to book the student lounge and provide written notification of times and numbers attending to MRS Peninsula Residential office, MONSU Service desk, and Monash Security ASAP.

Food & Drink:
- Food and Drink allowed subject to maintaining clean and tidy area.
- Alcohol use – strictly not permitted.

Bookings:
- All MRS special events bookings to be confirmed:
  - by email to MONSEU Service Desk serviceDesk@monsuniversity.org.au with a copy to MRS peninsula-admin@monash.edu & Monash Security oen_security@monash.edu

Leaving the Building
- Monash Security to check building is secure at first opportunity after 12 midnight

Start date: February 2015 Review date: February 2016
MRS Conditions of Use Form for After Hours Use of MONSU Student Lounge - 2015

First Name: ___________________________ Family Name: ___________________________

Address: _____________________________

Monash ID: ___________________________ Contact Number: ___________________________

Upon signing I hereby agree to the following:

I will:

- Abide by all residents’ requirements in the document: Guidelines for After Hours Use of MONSU Peninsula Student Lounge by MRS Peninsula residents - 2015
- Not be involved with any behaviour that is deemed disruptive or unruly, including but not limited to:
  - Offensive language
  - Verbal abuse
  - Physical abuse
  - Behaviour that will be detrimental to the reputation of MRS residents
  - Behaviour that will disturb or offend other campus students and guests of residents
- Consider the comfort, safety and needs of other users.
- Treat property and facilities of venue with care and respect, including the following:
  - Cleaning up any spillages/mess from food and drink
  - Disposing of rubbish in appropriate bins
  - Showing care and consideration through appropriate use of chairs, couches, tables, and other furniture in the venue.
- Understand that there is strictly
  - no alcohol permitted in the venue under any circumstances.
  - no temporary or permanent removal of venue property without permission.
  - no smoking within the venue and external to the venue, except within defined smoking points at Peninsula Campus.
- Take full responsibility for my guests in the venue, including the abiding of the above agreements.
- Adhere to Peninsula Residential ‘LIVE R.E.S. LOVE RES’ values.
- Report damage and cleaning issues immediately to Monash Security, MONSU Service Desk and MRS Office.
- Take financial responsibility for actions that result in additional charges to MRS.

Failure to comply with the above will result in appropriate disciplinary action taken by the College Head and/or Manager Peninsula Residential.

Note: This agreement applies to the use of the facility as an MRS resident. When the resident attends an event in the Student Lounge in their capacity as a student member of MONSU, Clubs and Societies or private event, their behaviour will be governed by the rules of that group.

Signed: ___________________________ Date: ___________________________

The information on this form is collected for the primary purpose of registering for use of the Student Lounge. The secondary use is for the health and welfare of the resident, university administration purposes, correspondence and communication. If you choose not complete this form it may not be possible for MRS to assist you with your request. Please refer to the MRS Privacy Collection Statement at http://www.mrs.monash.edu.au. Personal information may also be disclosed to Monash University and its controlled entities. You have a right to access personal information that Monash University holds about you. Subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on +61 3 9902 9559.

30/01/2015
# MONASH University

**MONSU Student Lounge, Peninsula Campus**

**MRS Peninsula Resident Registration and Security Access Application Form**

### SECTION A - MRS RESIDENT REGISTRATION

**Personal Details**

<table>
<thead>
<tr>
<th>Title/Mr/Ms/Mrs</th>
<th>First Name</th>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Monash ID</th>
<th>Home Phone</th>
<th>Mobile</th>
</tr>
</thead>
</table>

| Monash student email address: | |

Note: An email confirming your access will be sent to the student email address.

<table>
<thead>
<tr>
<th>Start date of residency</th>
<th>Expected end date of residency</th>
</tr>
</thead>
</table>

### SECTION B - SECURITY ACCESS

Please allow security access for:

<table>
<thead>
<tr>
<th>Building</th>
<th>Security Access Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONSU STUDENT LOUNGE, LEVEL 2 BUILDING U PENINSULA CAMPUS</td>
<td>After hours access ✓</td>
</tr>
<tr>
<td>ITS 24/7 COMPUTER LABORATORY, ROOM 2.35 BUILDING A PENINSULA CAMPUS</td>
<td>After hours access ✓</td>
</tr>
</tbody>
</table>

Code: PL_BU+BA

Do you currently have after hours access to other areas? If yes please list |

<table>
<thead>
<tr>
<th>Campus</th>
<th>Buildings</th>
</tr>
</thead>
</table>

This access is valid from |

<table>
<thead>
<tr>
<th>Start date:</th>
<th>End date: 31st December of current year</th>
</tr>
</thead>
</table>

This access is required for the following reason |

| Use of MONSU Student Lounge Peninsula Campus |

Approved by Manager, Peninsula Residential |

<table>
<thead>
<tr>
<th>Please print name here</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tricia Thorne</td>
<td></td>
</tr>
</tbody>
</table>
Conditions of use for resident Proximity Card Access

It is the responsibility of residents using Proximity Cards during after hour periods to ensure that the security of the premises and the safety of the occupants are maintained. In particular, the following conditions are accepted by such authorised users and must be observed:

- Entrance and egress of premises must only be the Proximity Card access doors.
- Users must ensure that the Proximity Card access door is secured each time they pass through it.
- Users must not allow their staff/student identification card to be given to any other person at any time.
- Authorised users shall accept responsibility for any person they admit to the premises, and as such, that person must be a close friend of the user.
- Out of hours access is only for activities involving little or no risk. In laboratory, workshop or other areas where some risk may exist with the activities to be undertaken, at least two persons must be present in the area and Monash Security informed. If the risk is considered to be greater, then these activities shall be conducted during normal hours.
- In the event of any Proximity Card being lost, or a person ceasing to reside at Peninsula Residential, the Services Supervisor must be informed by the Proximity Card holder, or the Manager, Peninsula Residential, and the access to the premises removed from the staff/student card.
- Authorised staff/students will take all reasonable precautions to ensure that the University’s Occupational Health Safety and Environment policy, legal and insurance requirements are complied with.
- Resident authorisation will be programmed for an agreed period (generally till the end of the calendar year) at the end of which time a request for continued use must be made through the Peninsula Residential office.
- Authorised users should note that the use of their Proximity Card is recorded automatically, and that this information is recorded for reference on a needs be basis.
- Residents must comply with the MRS Regulations and Policies available at: http://www.mrs.monash.edu.au/on-campus/

IN THE EVENT OF WITNESSING AN ILLEGAL ENTRY, PLEASE CONTACT SECURITY IMMEDIATELY ON 44318 or 333

The information on this form is collected for the purpose of providing user registration and after hours access. Other purposes of collection include attending to administrative matters, corresponding with you and statistical analyses. If you choose not to complete all the questions on this form, it may not be possible for Monash Residential Services, Monash Security and MONSU to provide registration and after hours access. You have the right to access personal information that Monash University holds about you, subject to any exceptions irrelevant legislation. If you wish to seek access to your personal information or inquire about the handling of your information, please contact the University Privacy Officer on 9905 5011.

I acknowledge the above and confirm my acceptance to comply with the provisions herein.

Resident’s Signature: ___________________ Date: ____________________

This completed form should be submitted to:

Residential Office
Peninsula Residential - Monash Residential Services
Level 2 Building C
McMahons Road, Frankston Vic 3199
email: peninsula.admin@monash.edu

OFFICE USE ONLY

Received and checked by MRS: ____________________

Copy forwarded to Monash Security, Peninsula Office: ____________________

Security Access Approved: ____________________

Applicant Notified by MRS: ____________________
RELEASE OF RESIDENT INFORMATION

Monash Residential services values the privacy of every individual’s personal information and is committed to the protection of personal information. Accordingly, Monash Residential Services will provide information relating to you and/or your residency agreement to those parties that you have authorised below.

RESIDENT STATEMENT OF AUTHORITY

I hereby acknowledge that I have read and understood the Monash Residential Services Privacy Collection Statement available at: http://msr.monash.edu.au/on-campus-accommodation/regulations-and-policies/privacy-collection-statement.html

I acknowledge that I have also read and understood the Monash Residential Resident Information Release Statement available at: http://msr.monash.edu.au/privacy.html

In addition to the parties included but not limited to those identified on the Monash Residential Services Privacy Collection Statement, I now formally authorise Monash Residential Services to disclose any information relating to my:

- [ ] Personal Information (tick as required)
- [ ] Financial Information (tick as required)
- [ ] Health Information (tick as required)

to the following Persons, Organisations and/or Agencies only:

1. ..............................................................
2. ..............................................................
3. ..............................................................
4. ..............................................................

Name of Applicant: ..............................................................
Student Identification Number: ..............................................................
Signature: .............................................................. Date: ..............................................................

Please note: This authority shall remain in place until such time as I provide you with written advice that I withdraw the authority. Any amendments to this Authority must be provided in writing by completing a new Authority which will supersede the existing Authority.

This Authority does not prohibit Monash Residential Services from releasing information:
- where the collection is by or on behalf of a law enforcement agency and Monash Residential Services reasonably believes that the collection is necessary for the law enforcement function and advice has been obtained from the Monash University Privacy Officer to confirm collection is in accordance with the laws; OR
- Where Monash Residential Services believes the use or disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health or safety or welfare or a serious threat to public health, public safety or public welfare and the information is collected in accordance with any guidelines produced by the Health Services Commissioner. For more information, see: http://www.privacy.monash.edu.au/laws/health-privacy-principles.html#2 and also http://www.privacy.monash.edu.au/laws/exemptions.html
Please think about your own drinking habits and the possible negative impact your drinking may be having on your own health and on the lives and well-being of your fellow residents...

27% of all residents do not drink alcohol.
- 6.4% of residents only drink once per semester.
- 31.2% of residents only drink once per month.
- 36.4% of residents only drink once per week.
- 20% of residents drink twice per week.
- 5.6% of residents drink more than twice per week.

On a typical night (e.g. over a meal, after uni, watching TV),
- 69.2% of residents have one standard drink, and
- 16.5% drink two standard drinks.

88.2% of residents feel that their own alcohol consumption is responsible.
34.7% of residents feel that other residents' alcohol consumption is not responsible.

44.9% of residents reported that they had been negatively affected by other residents’ drinking. The main negative impacts were:
- Increase in noise levels
- Sleep disturbance
- Had to look after someone who was drunk
- Got into an argument/verbally bullied
- Health impacts

78.3% of residents pace themselves when they drink alcohol.

59.2% of residents do not pre-drink before they go out on a social occasion.

35.6% of residents are considering altering their drinking habits:
- 24.5% for health reasons.
- 21.3% because of cost.
- 16.2% to improve their studies/results.
- 12.5% to be more responsible.

Unfortunately, only 26.7% of residents responded YES when asked the question “Do you care about what other residents think about your drinking?”

93% of MRS residents don’t feel pressure to drink.

94.5% of MRS residents don’t feel the need to try and match each other’s drinking rates.

Are you aware of the MRS alcohol policy?

The policy is based on the results of the 2018 MRS Alcohol Usage Survey, with over 60% of MRS residents surveyed responding to the survey.
THE BUZZ ON BOOZE

MRS RESIDENTS DRINK LESS (AND LESS OFTEN) THAN YOU MAY THINK

ON A TYPICAL NIGHT
94% OF RESIDENTS DRINK FEWER THAN 2 DRINKS
AND 74% DON’T DRINK AT ALL

OF THOSE STUDENTS WHO DRINK ALCOHOL ON A SOCIAL NIGHT, 72% OF RESIDENTS DRINK FEWER THAN 6 STANDARD DRINKS

THE MOST COMMON REASON WHY PEOPLE DRINK IS FOR ENJOYMENT (34.5%)

OTHER COMMON REASONS INCLUDE RELAXATION, CELEBRATION/PARTY, STRESS RELIEF

73.2% OF MRS RESIDENTS THINK OTHERS DRINK ALCOHOL RESPONSIBLY

If you think that one of your friends’ drinking is out of control, consider talking to them about it and even having a drink together in order to have fun while being safe.

89.1% OF MRS RESIDENTS THINK THEIR OWN DRINKING IS RESPONSIBLE

That’s a huge improvement from only 30% in 2011.

26.8% OF RESIDENTS HAVE BEEN NEGATIVELY IMPACTED BY OTHER RESIDENTS DRINKING

Even though only slightly over 1 in 4 residents has been affected by other residents’ drinking, please be a considerate of others and be aware of your limits.

MONASH University
Residential Services
THE BUZZ ON BOOZE

HOW MUCH AND HOW DO YOU DRINK?

41.7% OF RESIDENTS PLAY DRINKING GAMES...

66% OF RESIDENTS WHO DRINK, ‘PRE DRINK’ BEFORE THEY GO OUT

AND 72% OF THOSE HAVE FEWER THAN 4 DRINKS

ONLY 38.8% OF RESIDENTS THINK THAT THEY HAVE EXPERIENCED NEGATIVE EFFECTS RESULTING FROM THEIR OWN DRINKING

WHEN DRINKING, 66% OF RESIDENTS HAVE FEWER THAN 2 DRINKS AN HOUR AND OVER 80% HAVE 6 OR FEWER FOR THE WHOLE NIGHT

THE BUZZ ON BOOZE

RESIDENTS THINK ABOUT THEIR ONGOING DRINKING OF ALCOHOL

26% OF RESIDENTS DON’T DRINK ALCOHOL (AND ANOTHER 21% DRINK ONLY OCCASIONALLY)

48% CONSIDER THEMSELVES SOCIAL DRINKERS

STUDY DISTURBANCE (14%) SLEEP DISTURBANCE (20%) NOISE (31%)

WHERE DO YOU FIT IN? IF YOU ARE CONCERNED ABOUT THE FREQUENCY OF YOUR DRINKING - TALK TO SOMEONE IN YOUR RST (OR IN THE HEALTH SERVICE)

BY MAY 2013 644 RESIDENTS HAD COMPLETED ALCLOCUPS (ALCOHOL AWARENESS) TRAINING

THINKING OF CHANGING YOUR DRINKING HABITS?

HEALTH REASONS (26.5%) COST STUDY TO BE MORE RESPONSIBLE

THOSE ARE THE TOP 4 REASONS WHY RESIDENTS ARE CONSIDERING CHANGING THEIR DRINKING HABITS
Map of Frankston area around residences
City of Frankston Recycling and Garden Waste Calendar 2015

Your recycling bin and your garden waste bin will be collected on alternate weeks on the same day as your garbage bin.

Tick your colour.

NOTE: Blue Area recycling collection dates also apply to Frankston’s Central Activities Area. Collections will take place on public holidays. ENQUIRIES – 9775 1900
About Monash Residential Services

Mission Goals

To provide and develop an environment within each location on campus that:

- provides care, support and enrichment for the residential community in academic, cultural, personal, social and recreational matters;

- has regard for the individual and group needs of the residential population, bearing in mind the multi cultural nature of each residential location and the wider Monash University Community;

- recognises and values diversity (e.g. nationalities, beliefs, abilities, talents, interests, etc);

- creates opportunities for mutually beneficial interaction between the members of the residential community;

- that is secure living and which safeguards the health, safety and general welfare of all members of the residential community;

- that achieves excellence in delivery of services to all customers, through the development of a culture which encourages staff to value safety, learning, innovation, diversity, support, sustainability and continuous improvement.

- that supports and contributes to the future strategic direction of Monash University.
http://www.mrs.monash.edu.au/