

THE UNIVERSITY OF
NOTRE DAME
AUSTRALIA

ACCOMMODATION GUIDE

BROOME CAMPUS

[NOTREDAME.EDU.AU/BROOME](https://notredame.edu.au/broome)



Broome Campus Map

NDB1

Ground floor

- › Executive Director
Head of Campus Office
- › Campus Operations Office
- › Campus Reception
- › Fees Office

First floor

- › Campus Ministry
- › Visiting Academics Offices
- › Lecture Rooms L2 and L3

NDB2

Ground floor

- › Lecture Room L5 (IT Lab)
- › Lecture Room L6
- › Lecture Room L7 (IT Lab)
- › Information Technology Office
- › Academic Programme Centre (APC)
- › Administration and Lecturer's Offices
- ★ Prospective Students Office
- ★ Lodge application here

First floor

- › Lecture Room L10 & L11
- › Lecturer's Offices

NDB3

- › Lecture Room L8
- › Lecture Room L9

NDB4 Accommodation Hostel

First floor

- › Accommodation Coordinator's Office

NDB5 Nulungu Research Institute

NDB6 Accommodation Village

1. Gubinge
2. Bloodwood
3. Kurrajong
4. Coolamon
5. Conkerberry
6. Wattle
7. Jigal Tree
8. Magabala
9. Boab

NDB7/SA10 Staff Accommodation

NDB8 Campus Library

NDB9 Grounds and Maintenance

NDB10 The Hall

NDB11 Lecture Rooms

SA1 SA1-SA10 Staff Accommodation



The Objects of The University of Notre Dame Australia are:

- a) the provision of university education within a context of Catholic faith and values; and
- b) the provision of an excellent standard of –
 - i) teaching, scholarship and research;
 - ii) training for the professions; and
 - iii) pastoral care for its students.



WELCOME TO THE UNIVERSITY OF NOTRE DAME AUSTRALIA'S BROOME CAMPUS ACCOMMODATION

Notre Dame's Broome Campus is part of a Catholic University and is a welcoming, safe and open environment to visitors, long or short term. The facilities are maintained to respect the dignity and diversity of students and visitors of the Campus.

The University provides an excellent standard of pastoral care to its students. Activities, gatherings, faith based opportunities, access to counselling and other services provided by the University and other agencies are available to students.

The Campus has a special mission to serve the peoples of the Kimberley, therefore the University offers affordable accommodation in order to make education opportunities accessible for those travelling from remote communities.

The Campus strives to be a place of reconciliation where all Australians, as well as international guests, can feel welcome to share and exchange their cultures and traditions. Students from other institutes and visitors from Australian and international contexts are able to access accommodation.



ACKNOWLEDGMENT OF COUNTRY

The University of Notre Dame Australia is proud to acknowledge the traditional owners and custodians of this land upon which our University sits. The University acknowledges that the Fremantle Campus is located on Wadjuk Country, the Broome Campus on Yawuru Country and the Sydney Campus on Cadigal Country.



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THE ACCOMMODATION COORDINATOR'S OFFICE

Location: First floor of the Hostel building (top of the stairs)

Office Hours: Monday to Friday from 8am to 4.30pm

Telephone: 9192 0615

Mobile: 0467 810 919

Email: broome.cav@nd.edu.au

ACCOMMODATION

The Village: There are nine, five bedroom houses in the Village. Each bedroom is lockable, air-conditioned, has a ceiling fan, with an ensuite, single bed, desk, bookshelf and wardrobe. There is a kitchen, dining and lounge facilities to share in each house. All houses are fully equipped with furniture, appliances and linen.

The Hostel: The Hostel has a range of single, double and triple share rooms. Each room is lockable with air-conditioning, fans, desks, wardrobes and a small fridge. On the ground floor there is three bedrooms, laundry, outdoor and indoor TV lounges, shared kitchen, universal access bathrooms, communal kitchen and dining facilities. The first floor has accommodation, shared ablutions and the Accommodation Coordinator's office.

ACCOMMODATION BOOKINGS

Should you need to change the duration of your stay, please notify the Accommodation Coordinator 0467 810 919 as availability may be limited or cancellation charges may apply.

ARRIVALS

Check-in: The Accommodation Coordinator's office is open Monday – Friday 8am- 4.30pm.

Alternative check-in times (i.e. weekend or after hours) must be arranged and confirmed with the Accommodation Coordinator when booking your stay.

Taxi: Directions for drivers.

- › The set down point is the Accommodation Carpark.
- › The University of Notre Dame Australia is located at 88 Guy Street. (opposite the BP service station)
- › Drive through the main gate way and turn left into the carpark.
- › Proceed through the carpark and turn right, follow the road over two speed bumps and turn right into the accommodation carpark.
- › On arrival, please contact the Accommodation Coordinator on 0467 810 919 for your keys and accommodation information.



DEPARTURES

Check-out time is between 8am and 10am Monday to Friday.

Alternative check-out times (i.e. weekend or after hours) must be arranged and confirmed with the Accommodation Coordinator when booking your accommodation. Please advise the Accommodation Coordinator if there is a change to these arrangements.

Check-out to-do list – allow 30 minutes

Village: Strip your bed and place your sheets, pillowcase and towels in a bundle on the bathroom floor.

Hostel: Strip your bed and place your sheets, pillowcase and towels in the 1st floor laundry chute or ground floor laundry basket.

- ✓ Double check the shower recess and bathroom cupboards for toiletries.
- ✓ Check power points for phone and laptop chargers.
- ✓ Check under the bed for shoes and bags.
- ✓ Check the laundry and clothes line.
- ✓ Check the kitchen – wash your dishes and check the cupboards, fridge and freezer.
- ✓ All food and beverages must be removed from the fridge/freezer and cupboards.
- ✓ If you wish to share the remainder of your food and beverages – place it in the Hostel SHARE fridge or pantry.
- ✓ For food safety standards, please dispose of anything else.
- ✓ Turn off all the lights, fans and air conditioners before you leave.
- ✓ Feedback – anything you would like to report – concerns, compliments, safety and security, maintenance, suggestions or other. Please advise the Accommodation Coordinator or complete a Feedback Form located in the back of the compenium or in the Hostel Kitchen.
- ✓ Return your key to the Accommodation Coordinator (office is upstairs in the Hostel) or leave in your room for collection.

RIGHT OF ENTRY

The University reserves the right for authorised representatives to enter your room without notice in approved situations. These situations may include, but are not limited to, health and safety activities, smoke detector tests, maintenance activities, and emergencies either actual or suspected.

The Accommodation Coordinator will provide notice according to the purpose of entry, as specified below:

- › Without notice: If you have been reported missing for more than 72 hours.
- › Without notice: If Accommodation Coordinator has reason to believe that you have abandoned the room.
- › Without notice: If Accommodation Coordinator suspects illegal activity in your room/house.
- › Without notice: If Accommodation Coordinator suspects that another person or a person other than you is residing in your room or in the common area.
- › Without notice: To carry out repairs and maintenance that you have requested and agreed upon.
- › 24 hours' notice to inspect your room or house if the Accommodation Coordinator has reason to believe that the premises has fallen below a reasonable standard of cleanliness and presentation.
- › Where a staff member has entered your house and a resident has not been in attendance, they will leave notification.

ROOM ALLOCATION AND ROOM MOVES

Rooms are allocated at the discretion of the Accommodation Coordinator. Where possible, any preferences you express in your application will be considered.

During semester breaks, services to some buildings may be limited and you may be required to change rooms to allow for periodic maintenance or other tasks to occur.

Requests to move rooms during your stay for personal reasons (other than compatibility) will incur a fee.

DISABILITY

Any guest/student who has individual needs that require consideration for a comfortable living environment should notify the Accommodation Coordinator prior to arrival. Such information will be treated in the strictest confidence. The University may provide whatever support is reasonably available within its resources to assist guests with individual needs or disabilities.

EMERGENCY CONTACTS

Students/guests are required to provide an emergency contact name and details to the Accommodation Coordinator.

IDENTIFICATION

You will be required to show some form of identification on arrival. Campus staff may require you to produce photo ID when seeking assistance with access to your room, storage, for equipment loans, account enquiries or retrieval of mail or lost property. In the event of a security incident, if a staff member or security patrol request to see your ID, you are obliged to comply.

CAMPUS MINISTER

The Campus Minister's Office is located in Office NDB2/208 with office hours 8.30am-12.30pm Monday to Thursday plus 12.30pm-3.30pm on Tuesdays or on 0428 985 419. The Campus Minister assists in promoting the spirit, faith and mission of Notre Dame as a Catholic university among staff and students in ways that enable them to embody the University's vision. There is a weekly schedule of Campus based faith events and locations contact the Campus Minister by calling (08) 9192 0669 or emailing matthew.hill@nd.edu.au.

Student support and advocacy. Students are able to access a variety of community based support services and the University counselling service based on the Fremantle Campus by calling the Campus Minister or via www.nd.edu.au/fremantle/current-students/student-services/counsellingservice.shtml.

The Broome Campus also has a partnership with Centacare Kimberley where students can access the following services:

- › Referral to all counselling and mental health organisations in Broome
- › Crisis support, emergency clothing, food, etc.
- › Return to country services.

Please contact the Campus Minister to arrange access to Centacare services.



NEAR THE CROSS OF JESUS STOOD HIS MOTHER, HIS MOTHER'S SISTER,
MARY THE WIFE OF CLOPAS, AND MARY MAGDALENE,
WHEN JESUS SAW HIS MOTHER THERE, AND THE DISCIPLE
WHOM HE LOVED STANDING NEARBY, HE SAID TO HER,
"WOMAN, HERE IS YOUR SON;" AND TO THE DISCIPLE,
"HERE IS YOUR MOTHER." IN 19:25-27
IN RECOGNITION OF
SISTERS OF ST JOHN OF GOD
SISTERS OF ST JOSEPH
SISTERS OF THE GOOD SAMARITAN
CHRISTIAN BROTHERS
WHO HAVE REMAINED NEAR THE CROSS OF JESUS IN THEIR OFFT OF SERVICE
TO THE UNIVERSITY OF NOTRE DAME AUSTRALIA BROOME CAMPUS

Rooms

AIR CONDITIONING

Each room has an air conditioning unit. To ensure these units run efficiently please keep the bathroom and bedroom doors, and windows closed. Optimum setting is 24C. We ask you to be energy conscious when using the air conditioner and only use it when you are in your room. Be environmentally wise and conserve energy.

CLEANING AND HOUSEKEEPING

Student/guests are responsible for the cleanliness of their individual rooms and shared living spaces. It is their responsibility to make sure that rooms are kept clean and organised and that all rubbish is removed to the designated rubbish bins. You are required to keep your own accommodation in good condition and pay for damage that exceeds reasonable wear and tear. You must also contribute to maintaining the cleanliness and organisation of all communal areas including kitchens, eating and lounge areas, common rooms, toilets and bathrooms. Basic cleaning products and equipment are provided for your use in the Village and Hostel accommodation.

COEDUCATIONAL LIVING

You should be aware that this is a mixed male and female accommodation facility providing a responsible environment for social development and independent living.

ELECTRICITY

- › The electricity supplied to all rooms is 240 volts.
- › In the interest of Fire Safety Prevention please refrain from using additional heating or cooling appliances in your room.
- › Double adaptors are not permitted to be used in any area of the accommodation, as they are a high fire risk.
- › A power board with a safety switch is permitted. Only one power board per socket – never ‘piggy back’ power boards.
- › Guests/students are reminded of their responsibility towards the most economic consumption of electric power in the accommodation.
- › Lights, air conditioners and fans are to be switched off when leaving the room.
- › In common areas, lights and fans are to be switched off by the last person leaving the area.
- › Electricity costs are included in your accommodation fee but the university reserves the right to charge guests/students electricity cost for excessive consumption.

KEYS

Please keep your room key safe. All rooms are individually keyed. In the Village your key opens the front door and your bedroom. Do not give or lend any accommodation keys to anyone under any circumstances. If you lose your key or do not return the key on departure, the lock will be changed as soon as possible and you will be charged a fee for replacement. You will also be charged for the replacement of bent, damaged keys and damaged swipe cards. If you lock your key in your room, follow the key lockout procedure.

LINEN

Rooms are supplied with a towel, bathmat, mattress protector, sheets, pillow, pillow protector and pillow case and blanket. To maintain high standards of hygiene and presentation the university uses a commercial laundry service. Students/guests are required to change linen on a weekly basis. See the accommodation Coordinator for details. Bath towels should not be removed from the Campus. Students/guests are required to provide their own beach and pool towels.

FURNITURE, FIXTURES AND FITTINGS

While we encourage you to personalise your room, students/guests are:

- › Not permitted to remove or dismantle any furniture in individual rooms or in common areas.
- › Students/guests must use University equipment and furniture properly and safely and only for its intended purpose.
- › Common area furniture must not be removed or relocated to individual student rooms.
- › Beds must not be moved from the bedrooms to the lounge area in the Village houses.
- › It is your responsibility to ensure that these items are maintained in good order and to report any faults to the Accommodation Coordinator.
- › Students/guests must take an active role in ensuring that furniture and equipment is protected from theft by ensuring that entry doors are kept locked.

TELEVISION

Operated by remote control, your television is tuned to receive local television. Please do not tamper with settings. Should you have difficulties with your television, please report it to the Accommodation Coordinator.



SUSTAINABILITY

Bins - interior

There are small rubbish bins in each bedroom. We encourage sustainability, and ask that you dispose of recyclables into the labelled bin located in the kitchen.

Rubbish bins

Green skip bins and yellow recycle bins are located behind the Campus Accommodation houses for household and recycle rubbish.

IRON AND IRONING BOARDS

Village: Located next to the fridge and end cupboard.

Hostel: Located in the laundry room.

MAINTENANCE

Please report all maintenance requests to the Accommodation Coordinator 0467 810 919.

Requests are processed Monday to Friday. Students/guests are not permitted to repair or replace electrical, plumbing, heating, security equipment, glass or any other University property and are not permitted to contract external tradespeople/vendors for any such repairs.

RUNNING A BUSINESS FROM YOUR ROOM – COMMERCIAL ENTERPRISE

Students/guest are not permitted to conduct a business of any description anywhere within the University accommodation.

WATER

The tap water in Broome is classed as potable and generally poses no health risks. There is a chilled, filtered water unit located outside of the Hostel kitchen where you can fill water containers. All students/guests can help conserve water. Report any drips or leaks to the Accommodation Coordinator. Pay attention to how much water you use every day. Some easy tips include:

- › Turn the tap off when brushing teeth, shaving etc.
- › Reduce the time spent in the shower.
- › Ensure all taps are turned off fully when not in use.

INSPECTIONS

Periodic inspections will be conducted when determined by the Accommodation Coordinator. The frequency will vary according to the length of the accommodation booking. The Room Inventory Form completed on your arrival will be referred to in the event of any dispute over the condition of your room or furniture. Inspections will be conducted by the Accommodation Coordinator with 24 hours' notice.

Prohibited in rooms

SMOKING

Smoking is **NOT** permitted in common areas of the Campus including inside the accommodation and on the verandas. Please use the designated area which is the table in the garden area under the tree to the side of the Campus Accommodation Hostel.

ALCOHOL AND DRUGS

Alcohol and drugs are **NOT** permitted on this Campus at any time. Students/guests who breach this condition will be subject to disciplinary action or eviction from the premises.

HEALTH REGULATIONS

Health regulations stipulate that cooking or heating food in bedrooms is strictly prohibited. Use of toasters, sandwich makers, rice cookers, microwaves, kettles, coffee machines, cooktops, butane stoves and alike in bedrooms is strictly prohibited.

PETS

No pets are allowed in the premises at any time.

FIREARMS AND WEAPONS

Firearms of any kind, knives and any object considered a weapon are prohibited. A weapon is any item, device or instrument designed or through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury. Under no circumstances is it acceptable to possess or use a firearm or weapon in when on Campus grounds.

HAZARDOUS AND PROHIBITED MATERIALS

Hazardous materials must not be used or stored in or around any building, room or common room within the accommodation. Examples of hazardous materials include:

- › flammable or combustible liquid such as petroleum or paint thinner
- › automotive or industrial batteries
- › chemicals
- › charcoal fluid
- › propane
- › fuelled camping lanterns
- › kerosene
- › corrosives
- › explosives
- › dry-ice and acid-like materials

Do not pour motor oil on the ground or down any drain as it is a hazardous waste material and cannot legally be recycled or discarded at the accommodation.

A person must not bring, keep or operate any of the following prohibited items in the accommodation:

- › drugs (illegal)
- › candles
- › bottled gas
- › hotplates
- › hookah
- › electric or gas heaters
- › incense and sparklers
- › oil lamps or burners
- › smoke bombs
- › fireworks
- › brewing still
- › stolen items (including, but not limited to road and directional signs, shopping trolleys)

This list is not exhaustive. Other items may be considered safety hazards and subject to prohibition at the discretion of the Accommodation Coordinator.

EXPLOSIVES

Explosives (including firecrackers) of any kind are totally prohibited within the accommodation. This includes any LPG gas appliances, cigarette lighters or devices.

Services and facilities

MAIL

Mail and parcel collection is available at between 8am-4.30pm, Mondays to Friday.

The postal address is PO Box 2287, Broome, WA, 6725. You are required to produce ID to collect your items.

CAR PARKING – STUDENTS/GUESTS AND VISITORS

Students/guests are required to register the details of their vehicle with the Accommodation Coordinator. Please park only in designated car parks. Driving or parking on the lawns and grounds may damage the reticulation equipment or injure wildlife. Washing vehicles on campus is not permitted. The nearest commercial facility is located at BP Central on Frederick Street. Parking & Vehicles Campus Security and patrol is provided with a list of registered vehicles. Vehicles and pedestrians use the same roadways and speed limits are in place across the Campus. Please slow down and drive carefully. Always lock your vehicle and don't leave anything valuable in sight. A security patrol of the grounds and car parks is conducted after hours, seven days a week.

BICYCLES AND SCOOTERS

Bicycles and scooters are a great transport option while you are in Broome. There are bicycle racks outside each of the Village houses. You are not permitted to chain bicycles or scooters to poles, posts or along walkways. Bicycles stored in facilities provided by Notre Dame are stored there at your own risk. Bicycles are not permitted to be taken into or stored within the accommodation. It is recommended to bring a chain and lock for security. Keep a record of its physical details, including a photo of your bike or scooter in case of damage or loss.

WI-FI

Login on for free wi-fi: please ask the Accommodation Coordinator for the details.

Computer Lab - After hours

Lecture Room 7 (L7) is a computer lab for use by Notre Dame students seven days a week.

Procedure:

1. The Finance Officer (office in NDB1) issues swipe cards, during office hours
2. There are terms and conditions for use of the swipe card.
3. A \$50.00 deposit is required for the issue of the card. (Cash payment is preferable as electronic refunds may take five days to process)
4. Access is available for the following hours, Monday to Sunday 6am to 10pm

Access to L7:

- › An electronic panel has been placed on the side of the door that will enable it to be opened when a key fob is held in close proximity to the panel during the allocated hours of usage.
- › It is imperative that the room be vacated at 10pm as the alarm system will automatically arm itself at this time.
- › An alarm clock has been placed in the room to assist with ensuring this deadline is met.
 - A key for the nearby toilet block is available inside computer lab. It is very important that these rooms are locked after each usage. A restricted access telephone has been placed in the room for emergency use only. In an emergency you will need to dial 0 to access a line out, then 000 can be dialled.
 - Surveillance measures are in place to ensure that security is not compromised. Please report any concerns to the Operations Manager.
 - Users are not to allow access to unauthorised persons. Lending your Fob to others may result in your access being revoked.
 - To access the Broome Campus website (from on campus computers), click on the Internet Explorer icon and ensure the path reads: nd.edu.au/broome.



BLOOD

THE
MOUNT ROOSE
CAMP
A PLACE TO STAY
& ENJOY THE VIEW
OF THE MOUNTAINS
AND RIVERS
JAMES HENNING
ARCHITECTURE
MOUNT ROOSE

Common areas

KITCHENS

The kitchens in the Village houses are equipped with basic utensils, equipment and appliances. The kitchen in the Hostel is a communal kitchen and has a range of equipment and utensils which may be used or borrowed. Please ensure the items are returned clean and ready for others to use.

TEA AND COFFEE

Complimentary tea and coffee making facilities are available in the Hostel kitchen 24/7. Disposable cups and lids are also available.

SHARE

Unless marked otherwise, items in the Hostel kitchen fridge and pantry are there to be shared. Note that sharing means using - not taking – use the milk to make tea or coffee – please do not take the milk back to your room. Meals and catering are provided occasionally for functions and events.

ESKIES

Eskies and water caddies may be borrowed from the Hostel store. Please see the Campus Services staff.

PEST CONTROL

Each year the Campus accommodation sites undergo pest control treatment. However, it remains the responsibility of members to report any concerns about pests to the Accommodation Coordinator in order for it to be dealt with accordingly. It is very important to maintain a high standard of personal hygiene and cleanliness in your living areas. Ensure that food is not left out or uncovered because it can attract ants, cockroaches and other pests. Any pest infestation that is introduced by a student/guest or directly linked to poor housekeeping or lack of hygiene (eg ants, cockroaches, rats or mice) will result in a fee being issued to student/guest (s) responsible, for the cost of eradication of those pests, including if the eradication cost escalates due to the subsequent spread of those pests to other areas of the accommodation.

LAUNDRY

Laundry facilities are located within the Hostel complex – three washers and a dryer available – coin operated, two \$1 coins wash, and three x \$1 coins for dryer.

Washing machines and dryers are provided for you to do your personal laundry. Irons and ironing boards are also provided in your accommodation. Please make sure the iron is turned off, unplugged and properly put away after use. Students/guests must provide their own detergents, soap powders and pegs. Laundry hours are 6am-10pm ONLY. Do not use the laundry after 10 pm as this will cause noise and disturb the other residents located near the laundry.

Residents are reminded of the importance of cleaning out the filter after each and every use. ACCUMULATION OF LINT IS A MAJOR FIRE RISK. In consideration for others, please remove your clothes from the lines or dryers as soon as possible after they have dried. If you discover clothes that have been left for some time in a washing machine or dryer please place them in their owner's laundry basket.

FUNCTIONS

Students/guests must apply to the Accommodation Coordinator for permission to hold a function or event for more than 10 people. This will ensure you have access to the necessary venue and equipment.

BBQ

Gas barbecues are available at the Hostel. You are responsible for cleaning the BBQ, washing your own dishes and cleaning up as soon as you have finished.

GROUNDS AND GARDENS

Please help keep the grounds looking good by removing rubbish and not dropping, or allowing your visitors to drop, litter in the grounds or gardens. Any trees or shrubs damaged by residents in the course of recreational activities will be replaced at the resident's expense.

SPORT AND RECREATION

Situated on the ground floor of the hostel there is a darts board, pool table, table tennis table and a basketball hoop in the adjacent grounds. Please see the staff should you require any equipment. There is 2 TV lounges, both located on the ground floor of the hostel. There is a TV/ DVD player, guitars, a variety of board games, books and magazines available for use by all guests.

Emergency, safety and security

FIRE PROCEDURES

- › For any life-threatening emergency call '000' to contact Fire and Rescue Service, Police and Ambulance Services.
- › You are responsible for familiarising yourself with the location of alarms and fire safety equipment, and with the emergency procedures for the Campus.
- › Fire safety information is posted in all accommodation residences.
- › If the fire alarm sounds, proceed to the evacuation point as shown on the emergency evacuation plan and await instructions from building (fire) wardens.

FIRE PROTECTION SYSTEMS

Automatic fire detection systems and equipment is installed in each accommodation. Fire equipment includes fire extinguishers and hoses, fire alarm boxes, fire blankets, smoke detectors, exit signs and evacuation maps. Fire equipment that is not in working order jeopardises the safety of all residents. Consequently, all fire equipment is checked regularly by qualified staff and contractors and kept in good working order. It is against the law to tamper with any fire equipment. This includes removing or covering exit signs, damaging exit signs, altering the function of door closers, disabling or covering smoke detectors, discharging fire extinguishers for any purpose other than putting out a fire and doing anything that may compromise the proper functioning of fire equipment. Offenders may be subject to heavy fines and possible criminal penalties as well as accommodation disciplinary action for misconduct. If the repair or replacement of fire equipment is required as the result of resident(s) misconduct, the cost of that repair or replacement will be charged to the resident(s) involved. If the responsible resident(s) cannot be identified, the damage bill may be divided equally amongst all the residents of the relevant building.

SMOKE DETECTORS

False alarms waste the time of Emergency Services, Security and University staff.

Take care to prevent activating smoke detectors. Do not tamper with the unit. The following actions will set off a smoke alarm:

- › Cooking without using the exhaust fan
- › Using hairdryers, straighteners etc too close to the alarm
- › Spraying aerosols on or near the alarm
- › Smoking (this is not permitted)
- › Using hairdryers, straighteners etc too close to the alarm
- › Burning incense, candles or oil

EVACUATION

Evacuation signs indicate your location in relation to the nearest exit and steps to take to vacate the premises.

- › Please familiarise yourself with the location of all exits from your accommodation.
- › Evacuation signs are part of the fire safety equipment and must not be tampered with.
- › If the fire alarm sounds everyone must vacate the building immediately and follow the directions of the Building (Fire) Wardens.
- › In the event of an evacuation, please report to your building's assigned assembly point for further instruction.
- › Failure to evacuate when an emergency alarm sounds or when instructed to do so by a staff member, or misuse of firefighting equipment, may result in termination of residency or prosecution of offenders for a fire code violation.
- › Any student/guest found to have set off a false fire alarm, whether purposefully or because of carelessness may be required to pay the attendance fee imposed by the Department of Fire and Emergency Service (\$750.00 + fee).

EMERGENCY PROCEDURES

It is your responsibility to familiarise yourself with emergency procedures. An emergency evacuation requires a clear and unobstructed path to safety. Any obstruction found in hallways, walkways, stairways and other common areas is considered to be a fire code violation. Students/guests are required to keep building common areas clear at all times. Items including boxes, bicycles, furniture, shopping trolleys and personal items are obstructions to emergency evacuation. The law requires Accommodation Management to remove anything left in these areas immediately.

FIRST AID BOX

The First Aid box is located in the Hostel kitchen attached to the wall. A portable kit is available at the Accommodation Coordinators office, first floor. If you require assistance please ring 0467 810 919 or 000 in an emergency.

ILLNESS

If you are unwell and require assistance, please contact the Accommodation Coordinator 0467 810 919. Call 000 in an emergency.

INSURANCE OF PERSONAL BELONGINGS

The University cannot be held responsible for any loss or damage incurred to guests belongings.

INSURANCE you should make your own arrangements to insure personal property against theft or breakage. The University does not take out insurance cover for your belongings nor does it accept responsibility for their loss or damage. Make sure that you protect your personal possessions by locking your room door and obtaining adequate insurance. Check your parents/guardians home and contents insurance for coverage.

SAFETY AND SECURITY

Notre Dame strives to provide a safe and secure atmosphere that is conducive to your academic life and needs. We take safety and security very seriously, and we expect that students/guests will adopt the same attitude towards their personal safety and the security of all property within the accommodation. The university has established security measures, however cannot accept any responsibility for the theft, loss or damage of students/guests personal effects. To help to ensure the safety of all students/guests and the security of your belongings we ask that you please:

- › Keep your room locked and ensure the door closes and lock behind you when you enter or leave your room.
- › Secure windows and doors when leaving the room and do not leave any valuables in full view.
- › Get to know your neighbours.
- › Do not leave keys or swipe cards under pot plants, mats or on door frames.
- › Do not leave valuable items in full view in your vehicle.
- › Do not leave kitchen items on benchtops – clean them and put them away.
- › Dry valuable items of clothing in your room. Clothes airers are available from the Accommodation Office.
- › Check the ID of any unexpected/unknown visitor or trades person.
- › Report any suspicious activities/visitors, vehicles or strangers to university staff, or if necessary, to the Police (000).
- › Report instances where the security of any area is compromised.

Theft can only be avoided if everyone is vigilant about locking the door of their room, even when absent only for a few minutes. Be aware that if you leave your room unlocked, most insurance companies will decline a claim for stolen property. You should also lock your door when you are sleeping. Do not leave your key hanging in your door while you are sleeping or in your room. In the interest of security, you must keep personal belongings within the confines of your own room, and not in shared areas (laundry, bathroom, lounge, etc).

Residents are reminded that in a communal living environment they must be vigilant about securing their own personal property and room as well as communal areas. Any theft of residents' personal property, including food and kitchen items, will be treated as a criminal act. Thefts should be reported immediately to the Police. The Accommodation Coordinator should also be notified so that other residents can be warned of the problem.

We request that you behave responsibly in order not to endanger yours or other guest's safety and security. Please report any concerns, near misses or incidents to the Accommodation Coordinator or complete a feedback form located in the Hostel kitchen.

POOLS

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

VALUABLES

It is advisable that all students keep a record of model, serial number, value and date of purchase for any valuable equipment. It is much easier to trace missing items if they are clearly inscribed with the owner's name. Always ensure your valuables are kept in a safe place and your room is locked when going out. The University accepts no responsibility for loss or theft.

VISITORS

Visitors are certainly welcome during your stay in the Campus Accommodation. Our aim is to provide an environment that is safe, caring and supportive. Life at the Student Village is communal and encourages responsible living and maturity. We ask you to consider the length and the time of your guest(s) visits. Visitors before 8 am and after midnight are discouraged. Group of visitors may not be suitable for communal living. Try to arrange another meeting place such as the Hostel. Residents who have visitors are responsible for the behaviour of those visitors.

Conduct

ANTISOCIAL BEHAVIOUR

Drunkenness, possession and or use of drugs, stealing, obscene language, spitting, verbal or physical aggression, acts of violence and other anti-social behaviour will not be tolerated. Offenders shall be asked to “show cause” why they should be allowed to remain at the university accommodation.

The Accommodation Coordinator will refer to the Police where deemed necessary.

HAZING

Hazing is defined as any mental or physical requirement or obligation placed upon any person or group of persons that could cause discomfort, pain, fright, disgrace, injury or is personally degrading or violates any Commonwealth, State or Local Government statute or any University Policy. Hazing (initiation) in any form is unacceptable in the accommodation and any student / guest who is found to be involved may have their accommodation booking terminated.

ABSENCES

Unannounced absences cause concern for your welfare. If you intend to be away overnight, please advise the Accommodation Coordinator and provide details where you may be contacted in an emergency. Should you be unexpectedly detained elsewhere by accident, illness or any other circumstances please inform the accommodation office of your whereabouts as soon as possible. Group coordinators are responsible for advising the Accommodation Coordinator of groups participating in field trips, tours and attending events.

FAILURE TO COMPLY

Students/guests and their visitors must co-operate with University staff members acting in the performance of their duties. Persons failing to comply with such reasonable directions may be subject to disciplinary action. Verbal or physical abuse of University staff may result in termination of residency or prosecution of offenders.

NOISE POLICY

Noise must be kept to a minimum from the hours of 10pm to 6am. All guests have the right to quiet occupation of their living environment, and particularly the right to uninterrupted sleep or study at any time. Excessive or unreasonable noise is defined as noise that interferes with the ability of other guests to sleep, study or quietly enjoy their living environment. Usually such noise comes from controllable or avoidable sources e.g. stereos, musical instruments, house gatherings, visitors and even conversations should be carefully contained so as not to intrude on the activities of others.

THEFT

Where items go missing or are borrowed without the owner’s consent residents should in the first instance discuss with their room mates to determine what happened to the missing/used items. Where items are stolen the incident should be reported to the Police and an incident report submitted to the Accommodation Coordinator.

RENT REFERENCE

The Residences Office shall not provide a rent reference for any resident who has paid their rent late or has incurred a charge or fine.

CODE OF CONDUCT

Our Vision for The University of Notre Dame Australia Campus Accommodation

Communal living in the Campus Accommodation presents some challenges. Notre Dame aims to provide an environment that fosters a strong sense of community which is characterised by care, safety for all, enthusiastic participation and friendships.

We aim to:

- ✓ Provide a safe and secure residential environment for all occupants.
- ✓ Provide care, support and enrichment for the residential community in cultural, personal, academic, vocational and academic aims.
- ✓ Provide a setting that celebrates diversity by bringing occupants together in a community where differences are respected and where there are common goals of harmonious living and successful achievement of vocational and academic aims.
- ✓ Create an atmosphere of courtesy, where personal responsibility and mutual respect are not only encouraged but expected.
- ✓ Encourage all individuals to make positive contributions to the Village community, particularly in terms of service and care.
- ✓ We have zero tolerance of illegal drugs and substance abuse, including abuse of legal and illegal drugs, controlled substances, alcohol and prescribed or over-the-counter medications.
- ✓ We have zero tolerance of aggressive and/or violent behaviour of any kind directed at University staff, students and occupants of the Student Village and Hostel.

Basic rules

- ✓ Treat everyone with respect, dignity, impartiality and courtesy.
- ✓ Not bring or consume alcoholic drinks, illegal drugs or controlled substances on Notre Dame property under any circumstances.
- ✓ Smoking is prohibited in all Notre Dame areas and buildings, including bedrooms, with the exception of the designated smoking areas.
- ✓ Residents are expected to act in a way that respects the rights, differences and welfare of all occupants of the Campus Accommodation.
- ✓ Respects the opinions and views of others.
- ✓ Refrain from any conduct that may result in damage to property or person.
- ✓ Familiarise yourself with the information in the Campus Accommodation Guide.
- ✓ To use resources wisely and economically.
- ✓ Keep noise to a minimum.
- ✓ No vehicles may be parked or driven anywhere except on designated areas.
- ✓ For your own safety and with the consideration of others in mind, occupants must observe minimum dress requirements in public areas. These include:
 - Footwear (thongs are acceptable)
 - Shirt (singlets are acceptable)
 - Shorts
 - No clothing displaying offensive language or symbols

How to make the accommodation environment positive for all

- ✓ That the facilities and equipment used are safe and comply with HW&S guidelines.
- ✓ To be treated with courtesy and respect.
- ✓ To be treated equitably irrespective of gender, sexual orientation, race, disability, medical condition, cultural background, religion, age, political conviction.
- ✓ To participate in an environment free of sexual, racial or gender based harassment or otherwise intimidating.

COMPLAINTS AND CONCERNS

The aim of this procedure is to ensure that all students/guests are treated fairly and appropriately. For grievances of a small, domestic nature (e.g. house matters) guests/students should approach the Accommodation Coordinator for advice or assistance. Should you wish to escalate your concern please contact the Operations Manager at the Campus Reception office in NDB1. Notre Dame students please refer to the Student Code of Conduct Grievance Procedure.

Please utilise the Campus Service Feedback Form. These are located at the back of the Compendium and in the Hostel Kitchen.

Local Knowledge

PUBLIC TRANSPORT

Broome Bus services, map and times can be found at broomebus.com.au/times.html.

MARKETS

The Courthouse markets are on every Saturday 8am to 1pm.

Staircase markets are on at the Town beach 5pm to 9pm.

SHOPPING

Boulevard Shopping Centre, 106 Frederick Street, Broome.

Paspaley Plaza, 15-17 Carnarvon Street, Broome.

Chinatown Main Street, Carnarvon Street, Broome.

Opposite the campus on Guy Street is a 24 hour service station. Services include an ATM, mini supermarket, a range of convenience foods and cool drink, ice and fishing tackle, thongs, hats and sunglasses.

RECREATION

BRAC, the Broome Recreation and Aquatic Centre is a 2 min drive or 15 minute walk from the campus. Please see their website for opening hours and programs. <http://www.broome.wa.gov.au/Facilities-Recreation/Broome-Recreation-Aquatic-Centre>

VISITOR CENTRE

Broome and Kimberley region is an internationally renowned tourism destination. There is many things to see and do however we recommend that you plan your adventures before setting out, particularly if you are exploring remote areas. The Visitor Centre is located in Chinatown. <http://www.visitbroome.com.au/>

WILDLIFE

The Campus grounds are abundant with wildlife and birdlife that complement the mix of native and exotic flora. We ask you to be kind to our cohabitant possums, frogs and geckos. As the warmer months approach be aware of snakes and lizards on the move. Insect repellent is supplied in the Hostel kitchen as the climate is conducive to mosquitos and sandflies. It is recommended that you apply repellent regularly and wear appropriate clothing.

WET SEASON

November to April

The 'wet season' in Broome is a great time, there are less crowds, the days can be hot and nights are balmy. Contrary to popular belief, the Broome rain does not fall constantly, but in heavy and generally short downpours with little (if any) rain before mid-December. A typical Broome downpour might only last for half an hour or so and this usually occurs late in the afternoon and evenings. The Broome build up creates the perfect environment for mind blowing lightning shows and spectacular sunsets with most of the annual rainfall received from January through to March. These build-ups can bring with them intense thunderstorm which can cause power outages. To monitor storm movement we suggest to keep informed via the Bureau of Meteorology, Broome radar: www.bom.gov.au/products/IDR173.loop.shtml

Daytime temperatures in Broome during 'the wet' are in the mid 30's with the overnight temperature averaging around the mid 20's. To function optimally we suggest to have prepared an umbrella and shoes that withstand water. As we want to help you be prepared for 'wet season' we would also like to acknowledge the Six Season of Yawuru.

CYCLONE PROCEDURE

The cyclone season extends from 1 November to 30 April. Before this period some important measures need to be undertaken. Start preparing for the cyclone season by reporting to the Residential Coordinator anything that may be picked up and turned into a missile around your house or within the Village. These wind-blown pieces of debris can cause damage and serious injury. Emergency supplies including tinned food, torches/lamps, batteries for portable radios and drinking water containers need to be organised.

CYCLONE WARNINGS

As cyclones often adopt an erratic course or suddenly change speed, it is important that you are aware of any changes at the earliest possible time. To do this, keep tuned to your radio. Warnings will be issued on ABC Radio and other local radio and TV stations. The standard emergency warning signal had been adopted by the WA Government for all emergency situations and will be the main public warning for cyclones.

CYCLONE WATCH MESSAGES

Are released every six hours whenever there is a possibility that a cyclone may produce gale force winds within the next 48 hours. These messages contain information about the position and movement of the cyclone as well as the areas under threat.

The operations Manager will also email cyclone advice to all students. Staff will visit each House and advise students of alerts.

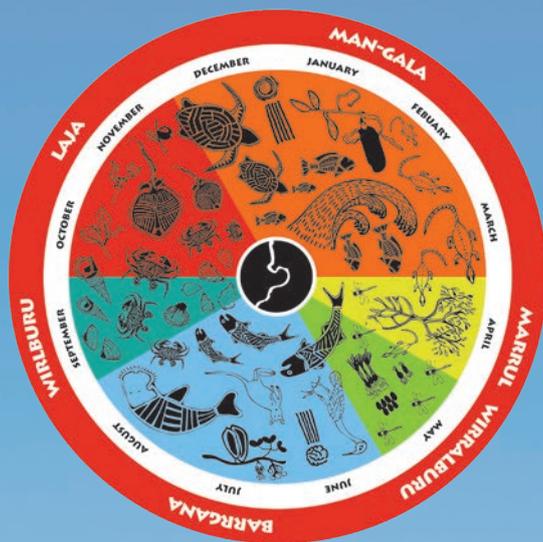
Broome SES Unit: 0417 937 073

Cyclone Watch Warning and Alert Messages: 1300 659 210

Severe Weather Warning: 1900 955 371

Website: www.bom.gov.au

AT ALL TIMES FOLLOW OFFICIAL WARNINGS AND ADVICE



YAWURU SEASONS

Yawuru people live by six seasons. We read the changing signs in the wangal (winds), the wula (rainfall) and temperature, and the plants and animals, and notice how these come together.

The wattle flowers in Bargana mean that the salmon and catfish are fat. When the wattle seeds, the mullet lay their eggs, and when the seeds open up, the eggs have hatched. We have cultural rules and responsibilities about how we use and look after the country, plants and animals. We have rules about when certain animals can be eaten and by whom, as well as responsibilities about not wasting what can be eaten.

- Mankala** December to March is the wet season. During the rainy season you will experience magnificent sunsets and amazing lightning displays as the rain replenishes the land.
- Marul** During April the rain begins to deplete and the weather is still humid and hot. Big tides and abundant water in the area encourage rapid growth in the natural landscape.
- Wirralbu** At the start of May the cooler winds begin to come off the desert and dew forms at night, marking the beginning of the winter.
- Barrgana** In June and August the beginning of the dry season is discernible with a drop in temperature, starry nights and blue skies.
- Wirrburu** The days start to warm up in September and the nights are still cool. A mist begins to form over the ocean and the area becomes dry and thirsty.
- Larja** The build-up of the wet begins in October in anticipation of the rain. The humidity begins to build and the days heat up.



Nulungu

Research Institute

The University of Notre Dame Australia

Nulungu Research Institute is a Kimberley-based organisation of Indigenous and non-Indigenous researchers, each with extensive practical and theoretical knowledge.

Located in Broome, Nulungu provides an Indigenous research and academic focus for the entire University – including the Notre Dame Fremantle and Sydney Campuses – and operates at local, regional, national and international levels.

Nulungu encourages the pursuit of excellence in research through valuing community-based Indigenous knowledge. While Nulungu focuses on the core research themes of Country (land, saltwater, freshwater, and desert), Health and Wellbeing, and Education - research expertise covers a wide range of disciplines.

A key feature of Nulungu's research profile is its collaboration with national and international academic institutions, teaching and research communities, government and industry, all within an Indigenous context. Nulungu has demonstrated the capacity to establish and maintain successful engagement across disciplines and professional fields, secure funding from a range of sources, and complete projects of relevance and priority to the Indigenous community.



Campus facility hire

We have many fully equipped corporate facilities available for hire, seven days a week. There is indoor and outdoor venues suitable for a maximum of 300 guests.

- › Meetings
- › Workshops
- › Exhibitions
- › Special Events
- › Interviews
- › Conferences
- › Awards

Audio visual, multi-media capability and Wi-Fi access throughout the venues.

Off-street parking (including buses) and all weather undercover set down and pickup points.

Universal access to venues and amenities.

Choose from:

- › Lecture rooms
- › Library decking
- › Meeting rooms
- › Grand Square
- › Kailis Room
- › Multi-purpose Hall
- › Yarning Circle
- › Seminar rooms

Catering and accommodation packages are available (conditions apply), for further information call 9192 0600 or email broome.enquiries@nd.edu.au.



THE UNIVERSITY OF
NOTRE DAME
AUSTRALIA
BROOME CAMPUS

NOTREDAME.EDU.AU/BROOME

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