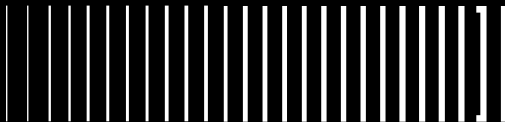


Student Accommodation

0800 TPP INFO
tpp.ac.nz



Creating
BETTER
Together

Tai Poutini Polytechnic
 West Coast
NEW ZEALAND

Contents

03	Welcome
04	Facilities Team
05	Village Facilities
08	Safety and Security
10	Responsible Freedom
12	Our Responsibilities
14	General Contact Numbers

Welcome

Welcome to the Tai Poutini Polytechnic Village - your new home while you are studying and training at Tai Poutini Polytechnic.

This booklet is a guide for you containing information on every aspect of residential living. Please read it thoroughly, and keep it handy to refer to during the year.

If you are unsure about anything, please ASK! It is your responsibility to understand the Village policies and to abide by them.

The goal of the Village staff is to provide you with a living environment which encourages and supports the educational mission of the Polytechnic. We aim to support you in your chosen programme of study, and also to help you develop personally, socially and culturally. Your participation and co-operation are essential in making our Village a pleasant and dynamic place in which to live. You will meet people from a variety of backgrounds and with different values and beliefs. Respect, tolerance and politeness form the foundation on which our Village is built.

We hope that you will make good friends among Village residents. We also hope that you will look back on the year as an important year in your life in terms of educational goals and personal growth.

The Polytechnic staff extends their good wishes to you for a happy and successful year.

Alex Cabrera
Chief Executive

Facilities Team

Rebecca Stanger

Facilities Co-ordinator



Rebecca Stanger is responsible for the day-to-day running of the Student Village.

Phone: 0800 555 109 or 03 769 9651 or 027 228 0170

Wayne Bruce

Caretaker



Wayne Bruce is the Caretaker for both the campus and the Student Village. Wayne will carry out various maintenance work from time to time as directed by the Facilities Co-ordinator.

Phone: 03 769 9419 or 027 256 0074

Ian Richardson

Caretaker/Cleaner



Ian Richardson supports both the cleaners and the caretaker, by carrying out such work on campus and the student Village.

Cleaning Staff

The common area in the units will have basic cleaning.



Suzette Billet



Deidre Harris



Julie Stevenson



Margaret Steele

Security Personnel

Armourguard.

Village Facilities

Your Room

All residents' rooms in the Village are designated single study/bedrooms. The condition and tidiness of your room is your responsibility. Each room is furnished appropriately for living and studying purposes. No furniture or furnishings are to be removed from your room at any time.

Bed Linen

Please bring all your own bed linen (king single), eg; sheets, pillowcases, blankets, tea towels and towels.

Cleaning

You are responsible for the cleaning of your own room. There will be a check on room conditions from time to time throughout the year. Vacuum cleaners, mops, brooms, etc, are available for residents' use. Residents are required to supply their own cleaning items other than what is supplied. You will be charged extra if facilities cleaning staff are required to clean your room or common areas.

Damages

You will be charged the cost of any damage to your room caused by your actions or those of your guests. Remember - this is your home. Help us to keep it safe and in good condition by reporting any suspicious activity or vandalism at the first opportunity.

Electrical Appliances

Replacement electric light bulbs are available from the Facilities Department.

Laundry Facilities

The Village has a laundry equipped with coin operated washing machines and dryers. The washing machine cost is \$2.00 per load and the dryers are \$2.00 per load. Irons and ironing boards are available in each laundry.

Kitchen Facilities

The kitchen areas are to be left in a clean and tidy condition at all times. All dishes must be washed after each meal, ready for the other residents to use. You will be charged if facilities cleaning staff have to clean dishes.



Cooking Utensils

Each kitchen is equipped with the basic kitchen equipment, i.e. microwave, jug, toaster, fry pan and some plates, cups and cutlery.

Entertainment

Greymouth has a large covered Recreation Centre that includes a gym and swimming pool, cinema, various sporting organisations, climbing wall and other recreational facilities, all of which are open to student membership and participation.

Mail

The correct postal address for residents' mail is:

(Your Name)
Tai Poutini Village
C/- Tai Poutini Polytechnic
Private Bag 607
Greymouth 7840

Please do not use your room number or any other name as part of your mailing address. Mail can be picked up from the Facilities Co-ordinator's office.

Keys

Upon arrival you will be issued with your room key which will also give you access to any common areas in the complex. This key must be returned at the end of the year. If you lose, damage or fail to return your key a replacement charge of \$50 per key will be made. It is in the interests of security for you to look after your keys carefully and never to lend them to another person.

Bicycles and Kayaks

There is a shared garage space available. Discuss your requirements with facilities. Bicycles and Kayaks are not to be stored in rooms or common areas.

Cars and Motorcycles

Some units/houses have a limited amount of parking space available. There is no garaging available. We ask that you be thoughtful to others when bringing motor vehicles into the Village.

Telephones

Each complex also has a phone to make local and toll free calls. The numbers for incoming calls are:

Puketahi House	(03) 768 4756
House 1	(03) 768 9573
House 2	(03) 768 9572
House 3	(03) 768 9825
House 4	(03) 768 9764
House 5	(03) 768 4563

WI-FI

Wi-Fi is available within the Student Accommodation for residents to use in their study and to keep in contact with family and friends.

Users of the Wi-Fi must comply with the Terms and Conditions that will be provided to you when a Wi-Fi code is issued. You will be required to ensure that your device is free from viruses and other malware to use the Wi-Fi.

There is no IT support available; residents are responsible for their own devices and their setup.

The Wi-Fi is free, however your access may be revoked due to the non-payment of rent, the violation of the Wi-Fi Terms and Conditions or Accommodation Regulations at the discretion of the Facilities or IT staff.

To get a Wi-Fi code, see the Facilities Co-ordinator.



Safety and Security

Safety for yourself, your possessions, and for Village property is of paramount importance. We cannot prevent difficulties from arising, but with your help and vigilance always, we can minimise the risks and build a more secure environment for all. The Tai Poutini Polytechnic Village carries no insurance or financial protection for residents' personal property.

After Hours Call Outs

Facilities management operate a callout system to cover events outside normal working hours. The number is 0800 555 109.

Lost Property

Students are reminded that they are responsible for the safe keeping of their personal property, and are advised to be conscious of the security of their valuables at all times.

Personal Property Insurance

It is the responsibility of each resident to arrange their own insurance cover for personal property. Some insurance companies consider student accommodation as an extension of your parent's domestic insurance. A check with your parent's insurers will verify whether you are covered in this way.

This is of particular significance to students in the Village or whose classes take them off campus, and also applies to personal property left in Polytechnic vehicles or buildings, even behind locked doors. Those students who

do not already have all-risk cover for their personal effects can obtain cover through one of our local insurers.

You Can Assist General Security by:

- Locking your room whenever you are away from it, and not leaving money or other valuables in a visible or conspicuous place in your room.
- Assisting with Village's security, particularly by reporting any suspicious circumstances or behavior.
- Not inviting unknown persons into the building.
- Labeling clothing, personal linen and books with your name.
- Making sure that outside doors are shut securely behind you, especially at night time.
- Not walking alone at night, especially in areas which are not well lit.

Absence

If you intend to be away at any stage, please ensure you inform the Facilities Co-ordinator of your whereabouts and return date. Ensure that you note the detail in the absence register.

In addition to these general precautions, there is a number of specific safety and security measures which you must observe at all times.

Fire Prevention

Do not leave electric blankets or heaters on when you are not in the

room. Candles, fireworks or any other inflammatory devices are not permitted in the Village. Use all electrical appliances with common sense and in accordance with manufactures' instructions.

Fire Equipment

You must not tamper with the fire alarm system nor with any fire fighting equipment, hoses or extinguishers. Any person sending a false fire alarm or interfering with equipment is subject to civil prosecution as well as student accommodation disciplinary action. You will be charged a minimum of \$200 for unauthorised discharge of fire extinguishers.

Fire Drill

A fire drill will be conducted at a specified time early in the year. You are expected to follow directions which will be notified to you in advance. Should the fire alarms sound at any time, you should leave the building from the closest exit and assemble on the footpath area outside the grounds. Do not congregate on driveways or in any area where you might obstruct fire engines or other emergency services.

Discovering a Fire

Raise alarm; yell "FIRE" to let those in the vicinity know. Alarm system (break glass of fire alarm). Phone 111, check for safety, do not endanger yourself or anyone else. Remove anyone in danger if safe to do so.

State FIRE

- State location of fire
- What is burning
- Anyone injured

Close all internal doors on your way out. Extinguish the fire only if safe to do so. Assemble at the assembly point.

Earthquake Procedure

Should an earthquake occur while you are in the building, take immediate cover under a table or door frame. As soon as the situation has stabilised, leave the building as quickly as possible and assemble on the footpath area outside the grounds. Stay well clear of driveways and of any area where there is danger from falling power lines or roofing materials, etc.

Fire Arms and Weapons

These must not be brought into the Village, this includes slug guns, BB guns, paint ball guns, etc.

Responsible Freedom

For any community to function smoothly, its members are expected to conform to acceptable standards of behaviour. These standards focus on consideration of others and their property at all times. Therefore every student must sign the TPP Student Accommodation agreement to live under these conditions. Any resident who participates in abusive, destructive or offensive behaviour is liable to lose the privilege of living in the Village.

Please refer to 'Student Rights' and 'Student Code of Conduct' in the TPP Student Handbook.

The following are types of misconduct for which you may face disciplinary action or have your tenancy terminated:

Alcohol

No alcohol is to be consumed or held on any of the Village grounds. If this policy is broken then students will face disciplinary action.

Lost Property

The possession, manufacture, use or distribution of illegal and/or dangerous drugs is totally prohibited. When identified, police will be involved without prior warning. **This includes all synthetic drugs.**

Smoking

No smoking cigarettes or Vape on any of the village grounds. Tai Poutini Polytechnic is a smoke free environment.

Conduct of Guests

Overnight guests are not permitted. Any breach of this will result in termination of your tenancy.

All visitors must be off the premises by 10.00pm.

Abusive Behaviour

Behaviour which is abusive or threatening to any resident or staff member.

Noise

Noise that unreasonably disrupts residents or which violates specific quiet time policies. The following noise limits are not to be exceeded within the boundaries of the village.

Monday to Friday:

9pm - 7am 45dba L10

7am - 9pm 55dba L10

Saturday:

5pm - 8am 45dba L10

8am - 5pm 55dba L10

Sunday:

45dba L10

A general rule of thumb is that any noise in your room must not be at a level where it is noticeable to others when your door is closed.

Vehicles

Noisy or the improper use of vehicles which unreasonably disrupts residents of the village or our neighbours will not be tolerated. Please note also that bicycles may not be stored in your room or in any common areas of the accommodation.

Explosives & Weapons

Possession of explosives and flammable substances (including fireworks); and of weapons or dangerous instruments is prohibited.

Non Co-Operation

It is expected that all residents of the village co-operate with reasonable requests from Village staff. eg, access to rooms for cleaning purposes.

Vandalism

The vandalism or deliberate damage of any of the Village's facilities will not be tolerated.

Furnishings and Furniture

The unauthorised use or movement of bedroom and common room furnishings and furniture.

Pets

Pets are not allowed within the Village, on the grounds or in the units.

Leaflets

Leaflets are not to be distributed on behalf of an individual or organisation within the Village.

Safety Equipment

The misuse or tampering with fire or safety equipment and/or failure to follow specific evacuation and safety procedures.



Our Responsibilities

- TPP Facilities staff may enter your room for safety and health purposes.
- In your absence staff may enter your room to silence excessive noise.
- Any search will be notified, and conducted in your presence and with reasons being given.
- Formal disciplinary measures are as per TPP policy. Non-residents who violate conduct regulations will be referred to the appropriate authority.

Sanctions

It is not Village policy to threaten residents with disciplinary measures nor to cause you unnecessary hardship. Nevertheless, it is necessary to have formal sanctions in place so that you are aware of the nature and limits of authority, and in order for the Student Village to function for the good of the majority of its residents.

Disregarding or violating TPP policies may result in any of the following measures, depending on the nature and severity of the offence:

Warning

A verbal or written warning of action if further violations occur.

Restitution

A charge for repair or replacement and associated costs of damaged property. If necessary the Polytechnic will charge all residents a share of costs.

Probation/Contract

A written reprimand which states that continued residency is dependent on responsible behaviour.

Eviction

On a specified date, with no refund of payment and with future access to the Student Village and its facilities denied.

Miscellaneous

Facilities Maintenance

In reception there is a book where you can write to request items for the Village or for items that require repair etc.

Illness/Accidents

Cases of sickness or accidents should be reported immediately to the Facilities Co-ordinator. In any case of emergency only, telephone 111; for other than emergency calls, telephone 768 0499 (Grey Base Hospital). The Facilities Co-ordinator should always be notified as soon as practicable if any resident has contacted emergency services. The facilities staff or Student Services will endeavor to assist students with any needs during an illness.

Notices

You should make a point of reading all notices which are posted on the noticeboard in the common room.

Parties/Get Togethers

A request is to be made to Facilities Management to hold parties etc. If Facilities Management or their contracted security staff are required to attend an incident in the Village either within normal working hours or outside working hours, the cost accredited to the call out will, at the discretion of the Facilities Staff, be charged to the complainant.

Complaints

If you have any concerns about the organisation of the Village, you should speak to the Facilities Co-ordinator in the first instance.

If you are still not satisfied you should contact the CE office or refer to the TPP Complaints Resolution Policy on the TPP website.

Any concerns about TPP services

can also be raised via our complaints resolution policy and procedures (available on the TPP website).

General Contact Numbers

Tai Poutini Polytechnic

Cinema

Regent Theatre

03 769 9400

03 768 0920

Courier Services

NZ Couriers

0800 800 841

Fast Ways Courier

03 768 0990

Fitness Facility

Westland Recreation Centre

03 768 9076

Govt. Departments

ACC

03 768 9100

Inland Revenue

0800 257 777

Police (non emergency)

03 768 1600

Study Link

0800 559 009

Health Services

High Street Medical Centre

03 768 5942

Health Line

0800 611 116

Hospital

Grey Base Hospital

03 769 7400

Pharmacies

Olsen's Pharmacy

03 768 4075

Library

Grey District Library

03 768 5597

Tai Poutini Polytechnic

03 769 9407

Local Information

Information Centre

03 768 5101

Supermarkets

Countdown

03 768 7545

Greymouth New World

03 768 4442

Swimming Pool

Greymouth Aquatic Centre

03 768 9076

Taxis

Greymouth Taxis

03 768 7078

Transport Services

Coast to Coast Shuttle

0800 800 847

Alpine Coaches

0800 274 888

Intercity Coach Lines

03 768 5101 or 03 768 7080

Tranz Rail Ltd

0800 802 802

Hokitika Airport

03 755 8123

Air New Zealand

0800 737 000

Travel Agents

House of Travel

03 768 4479

Flight Centre

03 768 4363



The Tai Poutini “Edge”

Version 25.02.2020

Tai Poutini is nestled between the wild Tasman Sea and the grand Southern Alps. People who live on the West Coast know what it takes to live on the edge. Confidence, skills and a “can do, will do” attitude set them apart.

TPP graduates are out there on the edge doing it!

He aha te mea nui o te ao?

He tangata, he tangata, he tangata!

What is the most important thing in the world?

It is people, it is people, it is people!

Tai Poutini Polytechnic
 West Coast
NEW ZEALAND

0800 TPP INFO
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study@tpp.ac.nz