



Government of Western Australia
Department of Training
and Workforce Development

MURESK
INSTITUTE
CULTIVATING MODERN AGRICULTURE

Muresk Institute

Community guidelines



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Introduction

Welcome to the Muresk Institute community. This guide will:

- identify your responsibilities and those of the Institute; and
- provide information about living, studying and socialising while on site.

Background

Muresk has been an educational hub for agriculture and agribusiness since it was established in 1926. 'Muresk Farm' was purchased by the Western Australian State Government in 1925 from Mrs EW Cotton, daughter of founding farmer Andrew Dempster. In 1926 the Muresk Agricultural College was established, with 16 students commencing classes on 14 September 1926, with the initial focus being animal husbandry.

2012 marked a new chapter in Muresk's long history with the Department of Training and Workforce Development establishing Muresk Institute as a multi-tenanted, multi-functional facility for training, higher education, research, professional development and learning extension.

Today the Institute hosts a range of education and training providers, conference and student groups.

With a focus on the agriculture, agribusiness, health and mining industries, the Institute aims to improve rural productivity, build capacity and attract and retain a skilled rural workforce in Western Australia.

Situated on 898 hectares of farm land, the Institute offers:

- extensive education, training and research facilities;
- conference facilities;
- accommodation; and
- a working farm.



Accommodation

Keys

Upon check in at Muresk Institute, you will be given a set of accommodation/facility keys.

Keys are to be carried with you at all times to avoid being locked out as some doors close automatically.

There is a fee of \$50 for lost or damaged keys. Keys must be returned to reception upon check out. A key return slot is available at reception for out of hours returns.

Halls of residence

There are three halls of residence with a total of 114 single rooms and four double rooms (two with an ensuite). Each bedroom is furnished with a bed, wardrobe, desk, chair and bed light.

Each common room has a television, DVD player, fridge/freezer, kitchenette and reverse cycle air conditioner.

Settlement

There are four smaller units available at Muresk Institute. Collectively they are referred to as the Settlement.

The fully furnished units have four, five or six single bedrooms and one double room, shared bathroom and toilets, kitchen and common lounge.

One of the Settlement units can accommodate clients with limited mobility.

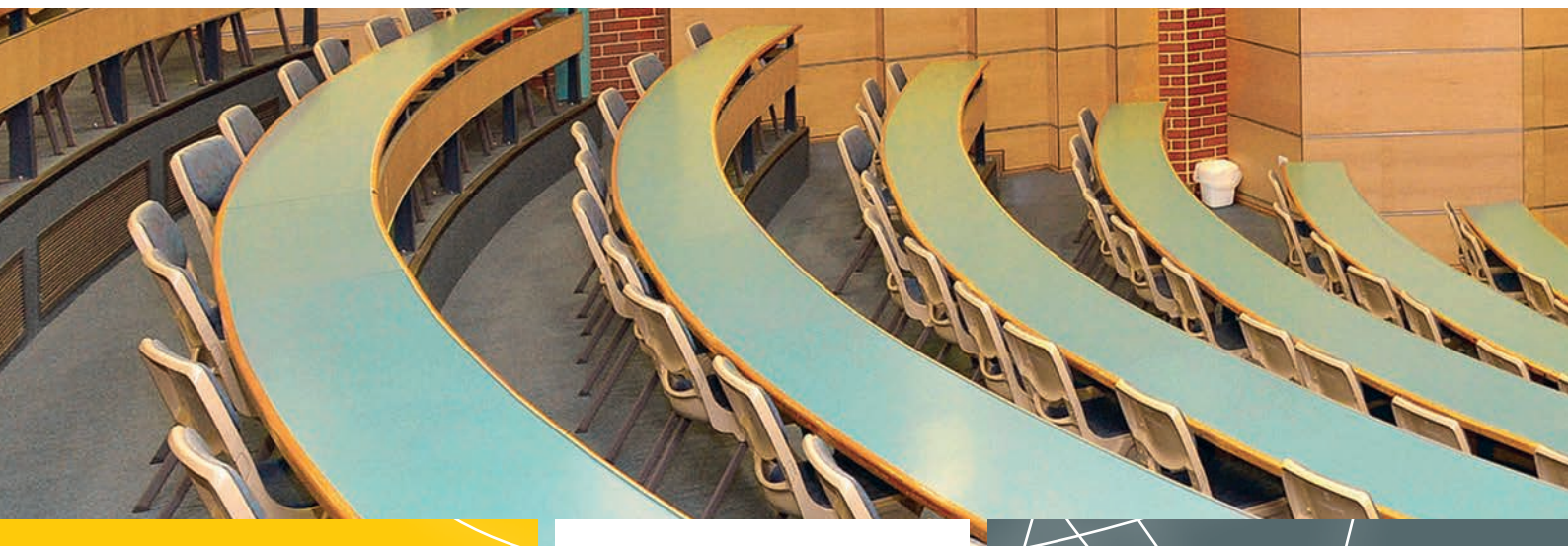
Houses

There are a number of fully furnished two, three and four bedroom houses at Muresk Institute which are available periodically.

Insurance – personal

Clients' and residents' personal property is not covered by the Institute, this includes your car. It is recommended that all visitors arrange insurance on personal property.





Facilities

Training environments

Situated in various locations around the Institute are training environments of different styles:

- training rooms;
- lecture theatres;
- computer laboratories;
- conference facilities;
- wet and dry science labs; and
- Muresk Hall.

The above facilities can be equipped with audio visual capabilities including data projectors, screens, lap top connectors and audio equipment.

Other training venues which can be used:

- oval;
- shearing shed;
- agricultural grounds; and
- the Institute's working farm.

All venues are available for hire for conferences, group sessions and workshops or training. Contact reception for details.

Conference and administration

Muresk Institute has one of the biggest conference facilities in the Avon Valley catering for up to 120 people. The centre boasts state of the art audio visual technology, wireless internet, interactive eBoards in the main conference room and accompanying break out rooms.

Contact reception if you require assistance with your administration services during business hours (photocopying, faxing, scanning and printing). For after hours assistance, prior arrangement will need to be coordinated through reception and a fee may apply.

Wireless internet

Wireless internet is available; however, if internet access is essential, guests are advised to bring their own wireless internet device as adequate signal strength cannot always be guaranteed.

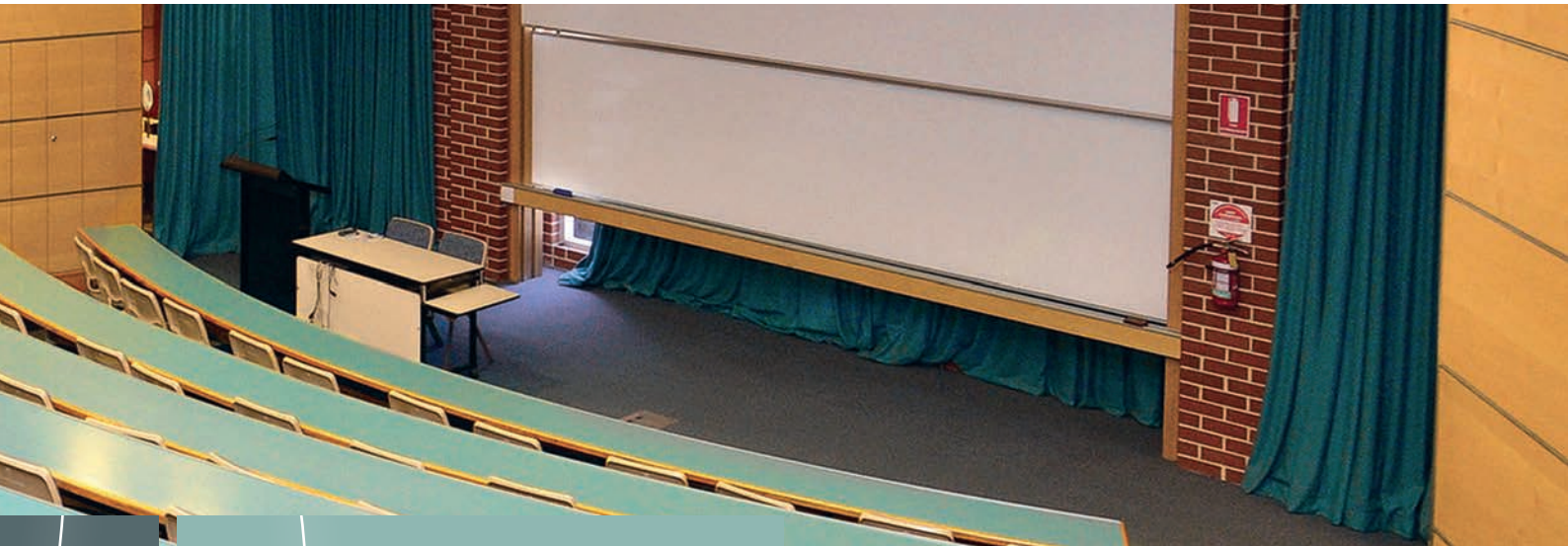
Recreation facilities

Muresk Institute has a wide variety of recreational facilities.

The Stables recreation centre (building 820A) located in the heart of the Institute features darts, pool table, table tennis table, television and audio visual set up as well as self-service BBQs and outdoor lounge and seating. The centre can be used on an individual basis, with no bookings required, or booked out for large groups or social functions. The stables recreation centre is open six days a week.

There is an indoor gymnasium (building 821), 20m swimming pool, squash court (building 837) and outdoor courts for tennis, basketball, netball etc.

BBQs are located throughout the Institute, ask at reception for these locations. Gas bottles are provided, however for groups of 10 or more please book with reception in advance to ensure availability.



Opening hours for all recreational facilities vary from season to season. Instructions where appropriate, are also on display in recreational areas, please adhere to these while using the equipment and grounds to ensure your own safety and that of others. For large groups please contact reception to organise a booking to ensure the space is available.

Visitors are welcome to use Muresk Institute's recreational facilities while in the company of a resident or client. Children under the age of 16 must not be left unsupervised in any of these areas at any time. For safety and security reasons access to other Muresk Institute buildings outside of your accommodation agreement is not permitted without permission or by appointment.

Swimming pool

The swimming pool is for the use of Muresk Institute students, residents and their guests only. Diving is only permitted at the deeper end which is clearly marked 2.3m.

To maintain cleanliness, shower before entering the pool and avoid carrying soil and debris into the area. Opening hours are generally 9:30 am to 9:30 pm on weekdays. Check the roster for weekend opening hours. A monthly schedule is available from reception. The pool must not be used while the pool cleaning equipment is operating or maintenance is being carried out.

Please take note of and abide by all the terms of use signage. Under no circumstances is glass to be taken into the pool area.

No alcohol is to be consumed in the pool area. Any person who is intoxicated will be removed from the pool premises and appropriate action taken.

An emergency telephone is situated outside reception should there be a need to call for emergency assistance.

In accordance with the Department of Health's *Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities*, the pool is classified:

- Group three (1 February – 30 November) – there is no lifeguard within the pool confines but there is emergency assistance close by from qualified aquatic rescue and emergency care personnel.
- Group four (1 December – 31 January) – qualified aquatic rescue and emergency care personnel are not on standby.

Dempster Homestead

The Dempster Homestead is one of the many historic features of the Institute. It was the original homestead for the Dempster family, and is now used for functions, conferences, private gatherings, special occasions and as the main dining room for the Institute.

Suitable dress and footwear must be worn in the dining room at all times. Your assistance in ensuring that no crockery or cutlery is removed from the dining room premises is appreciated.

Take away meals may be provided upon request.

Prices vary according to the catering selection and bookings are essential. Please discuss your requirements with reception.

Muresk Institute Farm

Muresk Farm is 898 hectares in total, divided into 30 paddocks, of which 20 can be cropped. Approximately 805 hectares (90%) of the total area is grazable and 506 hectares (56%) is arable.

To maintain biosecurity, permission is required to access the farm. Contact reception for more information.

Services

Reception

Reception is located in the reception building opposite the main visitor's car park and operates Monday to Friday, 8.00 am-4.30 pm.

Building: 822A T: 9690 1591

After hours assistance

If you need assistance on site outside of reception hours please call security.

T: 9279 2888

Security

While staying at the Institute you are responsible for the security of your own belongings. Our community is a safe one, however it is always advisable to lock your accommodation when you leave.

Muresk Institute has patrolling security guards on site. If you require security assistance (non-life threatening situation) officers can be contacted at all times on the number listed below.

Building: 822A T: 9279 2888

In case of an emergency dial 0 (outside line) then 000.



Cleaning and housekeeping

As the Institute is a multi-tenanted facility, the cleaning and housekeeping requirements for each client or group are varied.

As a general rule all clients are asked to keep their own accommodation and common areas clean and tidy and ensure that all rubbish is disposed of each day (in the bins provided). Rubbish collection day is Friday, Long term tenants must place bins on the street (adjacent to curbing) by 5.00 am. Contact reception for more information.

Laundry

A coin operated laundry is located on site in the Southern Hall (building 821). All washing machines and dryers require coins to operate. An iron and ironing board is provided in each unit.

Parking

Parking on site is at your own risk, refer to the Institute map (pages 11-12) for the appropriate parking for your visit.

The main visitor car park is located on the left as you enter the Institute, reception is located directly opposite. Parking is available for clients, visitors and staff, this includes clearly marked ACROD bays. Parking is permitted in designated areas only and should not block pathways or building entrances. Long term residents will be asked to complete a parking form.

Mail

Muresk Institute adheres to procedures which align with the *State Records Policy*. Any mail addressed to Muresk Institute, under any name, will be considered to be in the Institute's corporate interest. This mail will be opened by staff upon arrival to site. This includes mail, parcels and courier deliveries addressed to Muresk Institute via Australia Post or courier companies.

No delivery or notification of mail or courier items will be given to tenants on site; it will be your individual responsibility to collect items from reception during business hours. Uncollected mail (after 28 days from delivery to Muresk Institute) will be 'returned to sender'.

Under these conditions it is recommended you arrange for a private mail box at the Northam Post Office. Muresk Institute residents are eligible for a private mail box reduced rate, contact Australia Post for more information.

Maintenance

If you notice any maintenance required in your area or around the Institute please report this to reception. If you have an emergency maintenance issue (after hours) that requires immediate attention contact security.



Catering

Catering can be provided on site, subject to sufficient numbers and advance notification. Muresk Institute uses a range of externally contracted caterers to deliver this service.

Catering can include breakfast, morning and afternoon teas, platters, buffet style lunches and dinners, a la carte group menus or working meals. Dietary requirements and special requests can also be catered for. Prior booking is required. Please contact reception for further information and menu options.

T: Reception 9690 1591

Visitors, guests and children

Visitors and guests

We understand you may have visitors from time to time while you are staying at Muresk Institute. Visitors who come to visit for a short period of time are requested to leave each evening by 10.00 pm. Guests who wish to stay overnight are considered clients and will need to be checked in with reception as soon as possible (for safety reasons), this will incur a fee.

In all instances and in the event of an emergency it is the responsibility of the client or resident to make sure their visitors are safe while on site.

Visitors are the client/resident's responsibility; this includes the behaviour of and damages caused by visitors.

Children

Children under the age of 16 must be accompanied by an adult at all times while on site.



Standards of behaviour

Muresk Institute management is committed to ensuring that anyone who is part of the Muresk community treats others, and is treated, fairly and equitably, in an environment which is free of harassment, bullying and discrimination (whether online, such as email, social networking sites or otherwise).

Clients and residents must at all times conduct themselves in a manner that reflects credit on themselves and Muresk Institute. Anti-social behaviour is viewed most seriously and action will be taken against any offenders. Any abuse towards Muresk Institute staff, other staff, fellow students, residence and visitors may result in your accommodation agreement being terminated.

Any person who discriminates in any manner or threatens the safety or wellbeing of any resident, verbally, physically, sexually or in writing, may be subject to immediate termination of their accommodation agreement.

Health and safety

First aid locations

The first aid room is located at the end of the Learning centre (building 835). The first aid post is open 24 hours for anyone to use. If you require first aid during office hours please advise reception and after hours please contact security. Basic first aid kits are located:

- Reception (building 822A);
- Conference and administration building (building 832);
- Pavilion (building 839);
- Dempster Homestead (building 833); and
- all accommodation units.

T: Reception 9690 1591

T: Security 9279 2888 (after hours)

Driving

For the safety of all residents, clients and visitors the speed limit within the Institute is sign posted at 30 km per hour.

Normal road rules apply throughout the site and all vehicles must be registered and driven by a licenced driver.

Please adhere to all road signage while on site and be aware that some roads may also be used to transport livestock.



Personal electrical appliances

In accordance with occupational health and safety regulations, any personal electrical appliances or equipment brought to the Institute must be tagged by an electrician. This service can be arranged onsite, at a cost.

Smoking

Muresk Institute's facilities are smoke free. Smoking anywhere except within a designated area is prohibited (refer to map). For further information refer to the *Smoking policy* available on the Institute's website.

Alcohol consumption

As specified in the *Alcohol on premises policy*, the consumption of alcohol is confined only to individual accommodation units.

Permission may be granted for occasional functions to be held at other locations, ensuring that all requirements relating to the supply of alcohol at such functions is in accordance with the *Liquor Licensing Act*.

Please refer to the *Alcohol on premises policy* available on the Institute's website or contact reception for more details.

Drugs and illegal substances

The consumption, use, possession or selling of drugs prohibited by Western Australian or Commonwealth Law is not permitted at Muresk Institute. Any person on site caught with illegal drugs will be reported to the police and their accommodation agreement immediately terminated. Accommodation fees will not be refunded.

Firearms and weapons

Under no circumstances are firearms (including replicas, models, airguns, pellet guns and paint ball guns), knives or offensive weapons permitted on the site. Failure to comply may result in the termination of your accommodation agreement.

Noise levels

Noise control is essential in a communal environment. Please be considerate of others on site at all times. It is essential that individuals should have the freedom to rest and work undisturbed, therefore reasonable noise levels must be maintained at all times.

Unreasonable levels of noise will not be tolerated at any time of the day. In line with the *Environmental Protection Act 1986*, action will be taken for unreasonable levels of noise after 10.00 pm and before 7.00 am. For example music which is audible outside the room in which the equipment is located will be considered to be an unreasonable noise level.

We ask all clients on site to:

- ensure that noise is down to a minimum after 10.00 pm;
- be mindful of clients who work day or night shift;
- keep audio equipment or instruments to a minimum in communal accommodation;
- use the Stables recreation centre (building 820A) to entertain visitors rather than accommodation; and
- contact reception or security (after hours) if you have an issue with noise in your area (which cannot be resolved).

Animals

Permanent residents living on site, in private residences, are permitted to have dogs or cats living with them as part of their accommodation agreement. Dogs and cats must be contained within their housing yards. If dogs are walked on site they must be on a leash at all times.

Clients, students and visitors are asked not to bring animals, bird, fowl, reptile, fish or pet of any kind (except guide dogs for the blind) on site.

For clients requiring horse agistment you may wish to enquire at the following centres:

- Twin Pines 9622 5760 (Northam)
- Crowes Riding School 9573 6285 (Wundowie)

Policies and procedures

While on site all clients, visitors and guests must adhere to all Muresk Institute policies. These can be found on our website or requested from reception.

Complaints procedure

In the unlikely event an issue arises which causes you difficulty, you can bring this to the attention of the Client Services and Infrastructure Coordinator.

The types of situations which can arise are usually directly related to living in a communal environment with a diversity of people with differing standards, needs and backgrounds. Some issues are simply related to maintenance of the residence.

A complaint may be lodged, in writing, with the Client Services and Infrastructure Coordinator who will investigate the situation and offer options for a possible resolution.

☆ Important numbers

Life threatening emergency dial 0 (outside line) then 000.

Reception 9690 1591 or 0407 998 837

- Accommodation and facilities bookings, catering.
- Issues on site, for example access to facilities or services during business hours.

Security 9279 2888

- After hours issues on site, for example access to facilities or services.

🏥 Health services (Northam)

Doctors

Wellington Street Surgery	98 Wellington St	9622 2200
Grey Street Surgery	16 Grey St	9622 1599

Hospital

Northam Hospital	Robinson St	9690 1300
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Chemists

Stewarts Savemor Pharmacy	124 Fitzgerald Street	9622 1644
Health Pharmacy	Shop 17, Northam Boulevard	9622 1521

Dentists

Avon Valley Dental	59 Duke Street	9622 1245
Northam Dental	177 Fitzgerald Street	9622 1801

🚗 Transport

Muresk Institute is located 13 km from Northam. Available forms of transport are:

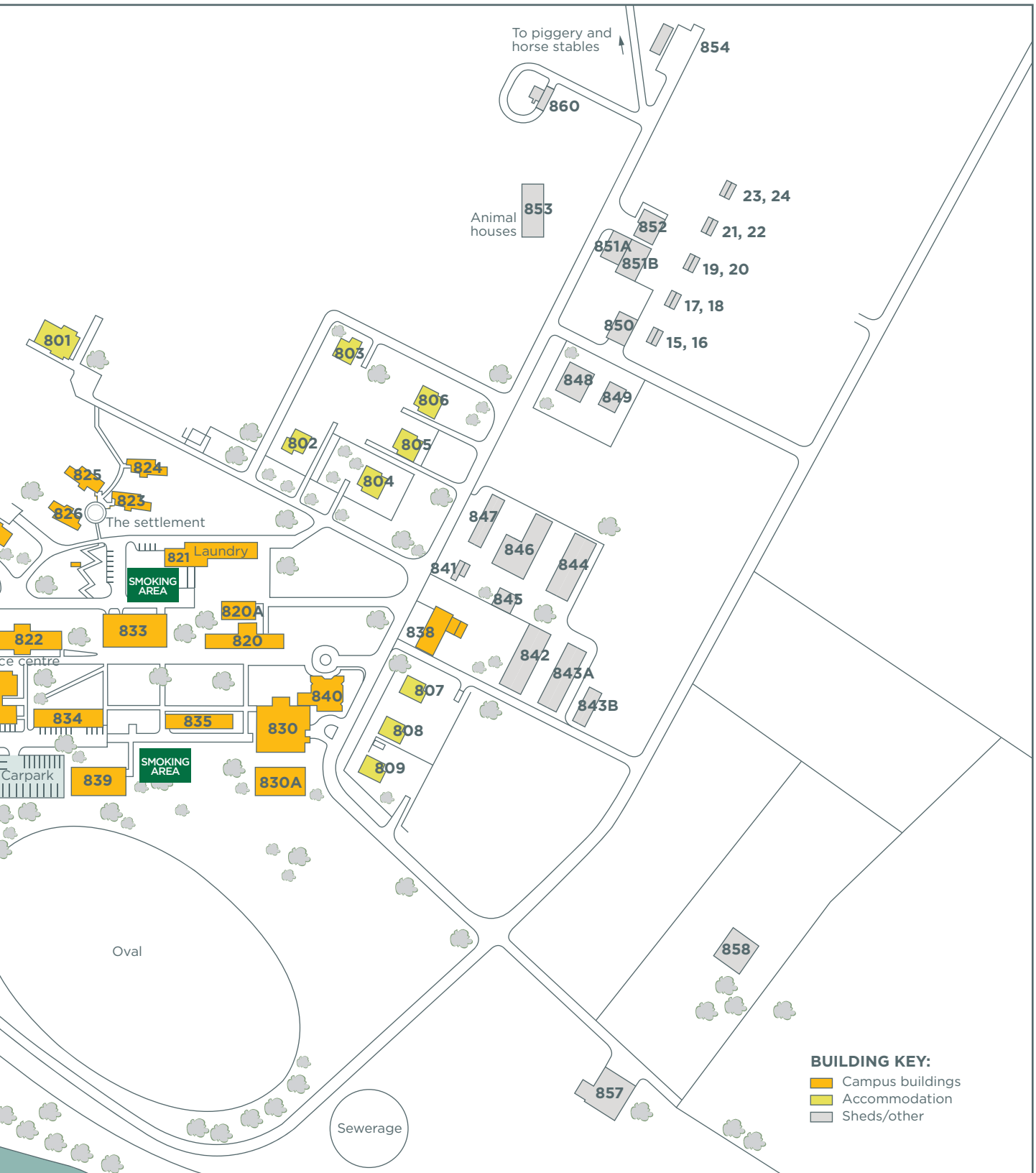
- Avon Valley Taxis 9622 2936
- Avon Valley Transport 9622 3098
- Train/Bus 1300 662 205 (Northam to Perth)

Muresk Institute map

LEGEND:

- 15-24** Animal yards
- 801-818** Housing accommodation
- 820** Hughes hall
- 820A** Stables recreation centre
- 821** Southern hall Gymnasium and laundry
- 822** Dempster hall
- 822A** Reception
- 823** Jack Verschuren cottage
- 824** Derek Lamperd cottage
- 825** Henry Howard cottage
- 826** Peter Ripa cottage
- 830** Wet/dry labs
- 830A** Training room 2
- 831** Muresk hall
- 832** Conference and administration
- 833** Dempster homestead
- 834** Client services and infrastructure
Training room 1 + computer labs
1 & 2
- 835** Learning centre
- 837** Squash court
- 838** Training rooms 3 & 4
- 839** The pavilion
- 840** Auditorium
- 841** Weighbridge
- 842** Workshop
- 843A** Engineering workshop
- 843B** Engineering workshop
- 844** Vehicle maintenance shed
- 845** Bus shed
- 846** Machinery shed
- 847** Infrastructure shed
- 848** Hay shed
- 849** Hay shed
- 850** Vet lab classroom
- 851** Vet lab classroom
- 851A** Vet lab classroom
- 851B** Vet lab classroom
- 852** Vet lab classroom
- 853** Animal houses
- 854** Granary
- 857** Shearing shed
- 858** Shed
- 859** Horticultural sheds
- 860** Chemical wash-down shed





Please note the designated smoking areas as they appear on the map:



Emergency assembly area

In case of an emergency

At any time **dial 0 (outside line) then 000**. Let the response person know that you are at Muresk Institute, Northam, Western Australia then state the emergency.

If you need security assistance and the situation is not life threatening call **Security 9279 2888**.

FIRE ALARM or EVACUATION

- Calmly and quickly evacuate the building by the nearest emergency exit.
- Follow instructions from fire wardens.
- Move directly to the oval (evacuation point) located near the swimming pool and tennis courts. Please see map below for exact location.
- Do not re-enter any building until advised it is safe to do so by Muresk Institute management.

First aid room

In the case of a **minor injury** the first aid station can be found at the location below.

