



# WELCOME TO **STAYOVER** **IN KINGFISHER**

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GUEST INFORMATION AND RESIDENT CODE OF CONDUCT

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# WELCOME TO STAYOVER® BY AUSCO

The Stayover® by Ausco team is here to ensure you enjoy the comfort of our facilities whilst working away from home.

To ensure you get the most out of your stay, we have supplied the enclosed information and code of conduct which is designed to ensure you and your fellow residents enjoy the relaxing, safe and friendly atmosphere of our villages.

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SO-REF-099



# BOOKINGS

For Stayover® bookings and general accommodation enquiries

Phone: 1300 730 630 (Central Reservations)  
Head Office hours: 8.00am - 4.30pm AEST Monday to Friday  
Website: [www.stayover.com.au](http://www.stayover.com.au)  
Email: [reservations@ausco.com.au](mailto:reservations@ausco.com.au)

We will endeavour to reply to your enquiry within 48hrs.

## CHANGES TO BOOKINGS

Any amendments or cancellations to confirmed reservations must be sent through to our central reservation team on a booking form via email to [reservations@ausco.com.au](mailto:reservations@ausco.com.au) with a minimum of 24hrs notice before the arrival date to avoid charges.



# VILLAGE RECEPTION OFFICE HOURS AND SERVICES

Reception is located at the front of the Village and is open everyday between the hours of 6:00am and 7:30pm.

All arriving residents are asked to check in before 07:30pm. In the event of an after hours arrival by a resident they are to contact the onsite reception team on 0428 771 828 or the onsite management team on 0498 652 469 to advise of their late arrival and to receive instruction on how to collect their room key.

Any resident who departs after this time will incur an addition night charge.

## MAIL

Personal mail for residents can be sent to our villages. Residents can collect this Monday, Wednesday and Friday. Please ensure all mail includes guests name and room number.

Village postal addresses:

Kingfisher Stayover® Village  
Lock bag 5004  
Karratha WA 6714

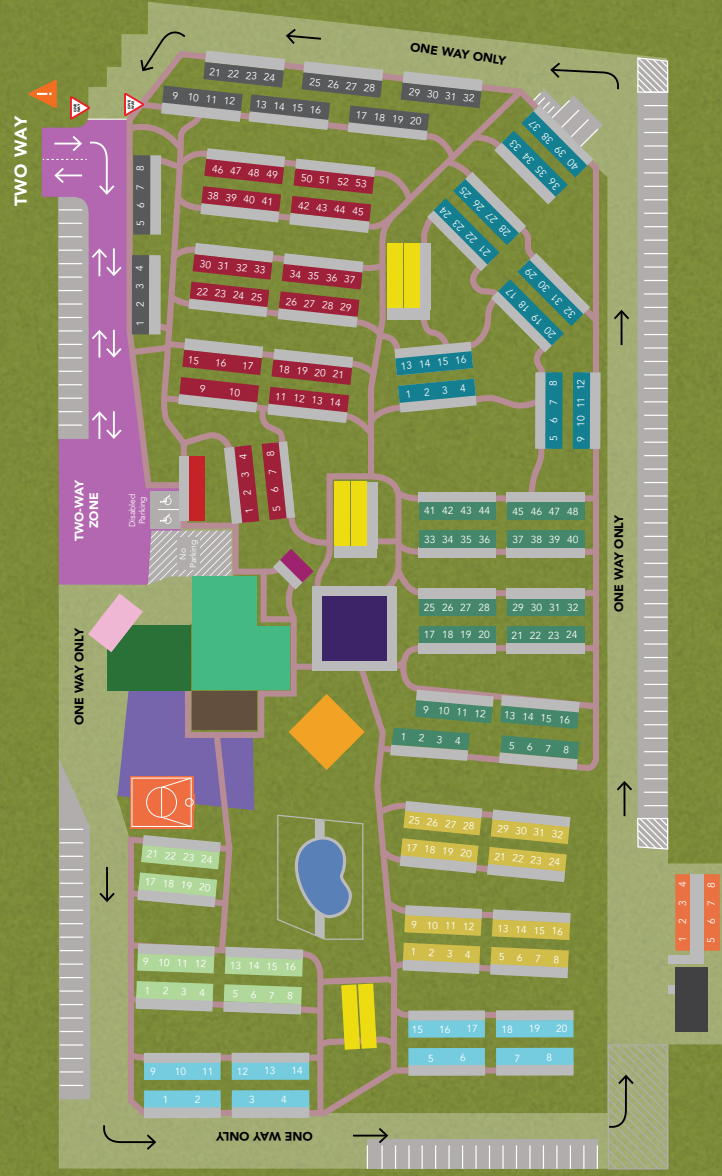
# KINGFISHER STAYOVER VILLAGE

## Accommodation

- Blue Bone
- Sailfish
- Cobia
- Barra
- Snapper
- Emperor
- Marlin
- Trout

## Legend

- Driveways, Roads & Carparks
- Two-way Zone
- Laundry
- Dining Hall
- Reception
- Cardo Unit
- Fitness Centre
- Pool
- Red Dog Bar
- Kitchen
- Ice
- Beer Garden
- BBO Area
- Locker Room
- Basketball Court
- Muster Point



**ENJOY YOUR STAY**

\*Please note one way traffic within our facility.



# VILLAGE MANAGEMENT, MAINTENANCE AND FEEDBACK

The village manager is responsible for the operation of all services in the village as well as ensuring residents follow the code of conduct of the village for the comfort of others. Each resident is asked to observe and comply with this code of conduct at all times during their stay.

## MAINTENANCE REQUESTS

- › Report any faults or required repairs to Stayover Reception Team.
- › Please do not attempt to repair any fixtures or electrical items. If any equipment is found to have been tampered with, your accommodation privileges will be revoked.
- › Maintenance request forms are available for residents in the dining room, their room and in Reception. Please ensure these forms are completed clearly and with as much detail as possible to ensure management are able to address these concerns as quickly as possible.
- › Management does aim to rectify maintenance issues within a 24-hour period. Delays may result if specialised parts are required.
- › If you require any further assistance while your maintenance request is being addressed, please contact our reception team.

## VILLAGE FEEDBACK

- › Residents can provide feedback at any point via verbal communication with the team, submitting their view via our QR feedback system or completing a feedback form. Forms and QR stickers are located in accommodation rooms, the dining room and at Reception.
- › We appreciate you taking the time to provide all forms of constructive feedback and our Management team may be in direct contact where needed to address areas of concern.
- › If you are unsatisfied with the response from your feedback submission, please do not hesitate to contact the Stayover® Village Manager or central reservations directly for further discussion.

# EMERGENCY CONTACT NUMBERS

The Village Manager is onsite 24hrs in case of an emergency.

All emergencies must be reported immediately to management or within 24hrs if not directly at the time of incident.

Police - Fire - Ambulance	000
Crisis Care	1800 177 135
Parents help line	1300 301 300
Lifeline	131 114
Karratha after-hours village manager	0498 652 469

**THE VILLAGE MANAGERS AFTER HOURS NUMBER MUST ONLY BE USED IN CASE OF AN EMERGENCY.**

Please make yourself aware of the following local phone numbers below:

Karratha Police	(08) 9143 7200
Karratha Health Campus	(08) 9144 7777
Karratha Fire and Rescue	(08) 9144 2166
WA Poisons Information Centre	13 11 26
Sonic Health Plus	(08) 9159 1800
State Emergency Services (SES)	(08) 9144 1848
Taxi	131 330

## EMERGENCY EVACUATION PLANS

An emergency evacuation plan is located on the inside of each room door, this shows a 'you are here' arrow, evacuation pathway from your location, muster points and all locations of fire extinguishers and fire hoses.

## PLEASE NOTE

The village is under video surveillance, including body-worn cameras worn by our security personnel, for your safety and security. You have the right to access footage of yourself captured by either video surveillance or body-worn cameras. For information, please contact [privacy@ausco.com.au](mailto:privacy@ausco.com.au).





# CODE OF CONDUCT

## ARRIVALS

- › Check-in time is from 2.00pm onwards.
- › On arrival, all incoming residents are to present to the Reception team to check in.
- › At this time you will receive your designated room key, an overview of the Village Rules, check that your village induction has been completed and your check-in acknowledgment.
- › Any early arrivals are subject to our discretion for early entry and are not guaranteed before 2.00pm.
- › All residents are to conform to this code of conduct during their stay.

## DEPARTURES

- › Departing residents are required to return their key to the Reception team or the designated drop boxes if the reception area is unattended.
- › Failure to have the key returned will result in additional charges for the resident for replacement costs and potential additional nights charged to the company if we do not receive payment from the resident.

## CARE OF FACILITIES

- › Residents are responsible for keeping and maintaining all furniture, fittings and linen in good condition.
- › Residents occupying rooms are not permitted to remove any fittings or furniture.

## VISITORS

- › All visitors and scheduled contractors there to carry out works in the village must report to Reception to complete the sign in process and receive onsite instruction and code of conduct information.
- › Unauthorised persons are not permitted to stay in the village.
- › Sharing a room with an unauthorised person may result in accommodation privileges being revoked.

## VEHICLE ACCESS

- › Vehicles are to be parked in designated areas only. All drivers are required to strictly observe the speed limits in place onsite.
- › Vehicles that are unroadworthy or derelict are not permitted to remain onsite.
- › Stayover® in Kingfisher is private property and entry into the car park is at our discretion. Car parking is for Stayover® residents and staff and their invited guests only.
- › No trucks or vehicles with trailers are permitted to park in the Stayover® carpark.  
No vehicle exceeding six and a half metres in length, or has a gross vehicle weight that exceeds four thousand five hundred kilograms.
- › Each time that you bring your vehicle into the car park, you do so subject to these Conditions of Use.
- › When you park and leave your vehicle in the car park, you do so at your own risk and you remain responsible for your vehicle and any property in or on it.
- › You must park your vehicle within the limits as defined by lines painted on the surface of the parking area, and comply with all signs erected in the car park. You must comply with any directions or instructions we give you.
- › You must not park your vehicle:
  - (a) in the car park if you are not a Stayover® resident or staff member or their invited guest; or
  - (b) if you do so as to obstruct or permit the obstruction of the free passage to, or the use of, this car park, and

We reserve the right to remove any unauthorised or obstructing vehicle. We will not be liable for any damage to your vehicle, persons or property by such removal. You will immediately pay to us any costs we incur in connection with such removal.

- Residents are only entitled to park their vehicle in the car park whilst in residency at Stayover® in Kingfisher. Residents must remove their vehicle from the car park upon checking out, whether temporarily checking out for R&R or associated leave or permanently checking out at the end of their stay.
- Except to the extent required by law, we will not be liable for: (a) the safe custody of any vehicle in this car park; or (b) the delivery of your vehicle to any person, whether that person has authority to take it or not; or (c) any theft loss or damage whatsoever to any vehicle or its accessories or contents; or (d) any damage to your property, injury to you or your death while you, your vehicle or your property person is in this car park or while you are entering or leaving this car park.
- You release and indemnify us from any claim against us or expense incurred by us arising from your use of the car park or from us removing your vehicle from it.
- You must ensure that your parked vehicle is securely locked and the ignition key removed.
- You must not litter the car park, or allow your vehicle to spill or leak oil in it.
- These Conditions of Use will only exclude us from liability to the extent that they are able to do so under any law which restricts or forbids that exclusion of liability, including the Trade Practices Act and similar State legislation.
- If any part of these Conditions of Use is illegal or unenforceable, that part is to be disregarded, and its removal will not affect the rest of the conditions.
- In these Conditions of Use, references to: (a) "we", "us" and "our" means Ausco Modular Pty Ltd ACN 010 654 994 t/as Stayover®, its employees, agents and independent contractors; (b) "you" means the person using, or intending to use this car park; and (c) "your vehicle" includes a vehicle and/or trailer driven, or intended to be driven, by you into this car park.

## ROOM KEYS (SAFETY & SECURITY)

- › Room keys are for the sole use of the resident issued the key.
- › Room keys are non transferable and any misuse of the key may result in accommodation privileges being revoked.
- › Lost or misplaced keys are to be reported to Reception immediately. If you require temporary access to your room, please contact Reception or the Village Manager (if after-hours).
- › Any doors found forced open and damaged can result in accommodation privileges being revoked. In the event of damages, repair costs will be charged directly to the resident through their employer.
- › Residents are required to keep their key on their person at all times. From time to time you may be asked to present your room key, this will be used as a means of identity and confirm your right to access village facilities.
- › Upon Departure and on completion of a Housekeeping check, any items found to be missing shall be charged to the resident's employer and paid to Stayover® by Ausco.
- › Where a key has been lost by a resident and in accordance with our security policy, the door lock to the resident's rooms will be changed and this will incur a fee which will be charged to the resident's employer and paid to Stayover® by Ausco. The fee for a room door lock is \$55.00+GST.
- › Where a key has been lost or not returned on departure by a resident, the door lock to the residents room will be changed and this will incur a fee which is the responsibility of the resident. This charge is \$150 + GST payable to Stayover® by Ausco. Failure to receive payment from the resident will result in accommodation costs of a maximum of 2 nights being oncharged to the company via account/card used for payment at time of booking.
- › Where a key has been broken by a resident and presented to onsite team, a replacement key charge of \$50.00+GST. This is the responsibility of the resident to pay.
- › Should the key be broken in the door lock and thus requiring the lock to be changed, the door lock fee of \$150+GST will apply.

## SMOKING AND DRUGS

- › Smoking is not permitted in any buildings.
- › Smoking is not permitted on the door step of your room with the door open.
- › Ashtrays have been provided for your use. If you require an ashtray for the outside of your room, please contact Reception.
- › Cigarette butts are not to be thrown on the ground. Any resident seen doing so will be requested to clean them up and place in ashtrays or bins provided.
- › Any resident seen compiling a pile of butts outside their room, will be required, to clean the area.
- › Possession or use of illegal drugs is strictly prohibited.
- › **Smoking in rooms is a serious fire safety hazard and will result in withdrawal of accommodation privileges.**
- › Any tampering of smoke alarms or fire safety equipment can lead to accommodation privileges being revoked. This includes but is not limited to the obstruction of the sensor lighting on all devices.

## ROOM SERVICING

- › Rooms are serviced weekly. Bed linen and towels will be serviced at this time. Please contact Reception if you have any questions.
- › Each resident is responsible for keeping their allocated room clean, hygienic and tidy at all times. Cleaning equipment is available upon request at Reception for this purpose.

## ROOM SERVICING CONTINUED

- › Authorised personnel will regularly inspect rooms to ensure personal hygiene is being maintained. Village service personnel will not attend to any dirty or unhygienic rooms. Any persons found not to be keeping their room in a manner considered hygienic will be requested by management to rectify this within 24hrs. If this does not occur, the resident's employer will be notified and may lead to accommodation privileges being revoked.
- › Cooking is not permitted in accommodation rooms.
- › Night Shift workers are able to request 'DO NOT DISTURB' signs from reception. These signs should be used to avoid being disturbed.
- › If a resident declines a scheduled service, one other attempt will be made within 24hrs before the service is forfeited for another 7 days

## CONDUCT OF RESIDENTS

- › Residents are advised that all State and Commonwealth laws apply in the Village.
- › Political or Union meetings shall not be conducted in the village.
- › Excess noise and partying is not permitted after 9.00pm. BBQ areas are provided for the social interaction and relaxation of all residents. Residents should not gather outside accommodation rooms after 8pm.
- › Village residents are expected to maintain a high level of personal hygiene and are required to use sanitary facilities provided.
- › Instances of possible infectious diseases are to be reported directly to Reception or Village Manager (if after-hours), whether confirmed or suspected.
- › Each resident is responsible for behaving in a manner that is appropriate, respectful and mindful of the potential impact that anti-social or unreasonable behaviour may have on their employer, fellow employees, other residents and the local community.
- › Residents visiting local towns and other communities must act with respect, courtesy, honesty and fairness.
- › Anti-social behaviour and misconduct of any kind will not be tolerated. This includes vandalism, discrimination, verbal or physical abuse of any nature, and excessive noise or illegal activities will not be tolerated. Disciplinary measures will be taken. Fighting is not tolerated in the village and all persons involved will have their accommodation privileges revoked.
- › Alcohol is not permitted to be consumed in the dining facility or crib areas onsite.
- › For the comfort of night shift workers, please reverse park into carparks to avoid reversing signals on departure of the village.
- › Please consider other residents when closing room doors. Doors must not be slammed.
- › In addition to the above, employees must also adhere to the Code of Conduct of their employer.
- › Any breaches of the code of conduct may result in the immediate withdrawal of accommodation privileges at all Stayover® villages.

## COMMON FACILITIES AND RECREATIONAL EQUIPMENT

- › Excess noise is strictly prohibited in these areas or around accommodation rooms.
- › The gym facility is available to residents 24hrs.
- › Entertainment/recreation centres are open 5.00am - 10.00pm.

## PATHWAYS

Concrete pathways throughout the village lead to all central facilities and parking areas. For resident safety please only use concrete pathways to access these areas.

## DINING ROOM AND MEALS

- › Meal times are designated and available at Reception and on entry to the dining room. No meals will be served outside these designated times unless authorised by village management.
- › No persons other than residents and other authorised persons are permitted in the dining room.
- › Under no circumstances are meals, cutlery/crockery or condiments to be taken from the dining room unless prior approval has been provided by village management.
- › Crib lunches are available to residents to take from the allocated crib buffet. These meals are to be taken as daily portions for village residents. Excessive removal of crib items is not permitted.
- › No hot food is to be removed from the dining room.
- › Residents using the dining room must be respectably dressed at all times. No dirty work clothes or boots are to be worn in the dining room. Residents are requested to change out of their work clothes before entering the dining room for dinner.
- › The minimum standard of dress is t-shirts, shorts and thongs.
- › To assist with hygiene and to avoid food contamination, please ensure you wash your hands before handling food and use the designated utensils provided.
- › Intoxicated persons are not permitted to enter the dining room.
- › Under no circumstances is alcohol to be consumed in the dining room.

## COMPUTER & INTERNET

The Stayover® Wi-Fi Service Acceptable Use Policy prohibits the following:

- Using the Service to transmit any material that, intentionally or unintentionally, violates any applicable local, state, national or international law, or any rule or regulations promulgated thereunder.
- Using the Service to harm, or attempt to harm other persons, businesses or other entities.
- Using the Service to transmit any material that threatens or encourages bodily harm or destruction of property or harasses another.
- Using the Service to make fraudulent offers to sell or buy products, items, or services or to advance any type of financial scam.
- Adding, removing, or modifying identifying network header information in an effort to deceive or mislead is prohibited. Attempting to impersonate any person by using forged headers or other identifying information is prohibited.
- Using the Service to transmit or facilitate any unsolicited commercial email or unsolicited bulk email.
- Using the Service to access, or to attempt to access, the accounts of others, or to penetrate, or attempt to penetrate, security measures of the Stayover® Wi-Fi Service or another entity's computer software or hardware, electronic communications system or telecommunications system, whether or not the intrusion results in the access, corruption or loss of data.
- Using the Service to transmit any material that infringes any copyright, trademark, patent, trade secret, or other proprietary rights of any third party, including, but not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books or other copyrighted sources, and the unauthorized transmittal of copyrighted software.
- Using the Service to collect, or attempt to collect, personal information about third parties without their knowledge or consent.
- Reselling the Service.
- Using the Service for any activity which adversely affects the ability of other people or systems to use the Stayover® Wi-Fi Service or the Internet. This includes "denial of service" (DoS) attacks against another network host or individual user. Interference with or disruption of other network users, network services or network equipment is prohibited. It is your responsibility to ensure that your network is configured in a secure manner.
- Using your personal account for high volume (greater than 5Gb per month) or commercial use is prohibited. The Service is intended for periodic, active use of email, newsgroups, file transfers, Internet chat, messaging, and browsing of the Internet. You may stay connected so long as you are actively using the connection for the above purposes. You may not use the Service on a standby or inactive basis in order to maintain a connection. Accordingly, the Stayover® maintains the right to terminate your connection following any extended period of inactivity.





# HEALTH AND WELLBEING

We strive to provide you with excellent service and quality facilities; promoting a healthy lifestyle for all our residents whilst working and living away from home.

## ENVIRONMENT

The village has a number of basic rules for protecting the environment and in general terms, residents are requested to respect the local flora, fauna and landscape.

Under no circumstances are dogs, cats or pets of any kind, domestic or native allowed on site.

## WASTE DISPOSAL

- › All litter to be disposed in the bins provided.
- › All food to be left in the dining facility or disposed of in the bins provided
- › Please replace lids on the bins after use.
- › All liquid disposals to be disposed of in the proper facilities.

## MENU PLANNING

- › Our menus are on a 4 to 6 week cycle, and changed quarterly to provide you a selection of fresh foods, meats and vegetarian options cooked by our dedicated chefs.
- › All menus are designed and approved by nutritionists and monitored daily by our village managers.

## RESIDENT COURTESY & CONSIDERATION

- › The design and operation of our villages is undertaken with all residents in mind, providing you with a safe and peaceful village, where you can be free to enjoy your down time with your colleagues and other guests is paramount.
- › We appreciate your co-operation in ensuring that no excess noise is made onsite.
- › After 8pm please ensure noise is kept to an absolute minimum. Groups gathered around sleeping areas in the village are also discouraged after this time.



# FACILITIES AND SERVICES

## LAUNDRY FACILITIES

- › Laundry facilities are available for all residents to use 5.00am - 10.00pm. Please ensure these are used with all necessary care and attention. Laundry equipment should be left in a clean and tidy condition and switched off upon completion of use. Laundry powder is provided.

## POOL & SNOOKER TABLES

- › All equipment for use on the tables is available from Red Dog Bar. This equipment is required to be signed out and back in after use. If you obtain this equipment after hours, it is your responsibility to ensure it is returned and signed in as early as possible the next day.

## LOCKERS

Going on R&R.

- › Reception will give the guest a key for their locker which will be recorded with name and contact details.
- › Once gear is locked safe in the locker please return the key to reception, keys are to remain on site.

Returning from R&R.

- › When checking in at reception the guest will be issued with their locker key.
- › Once all gear is collected, the padlock is to be locked on the locker, and the key returned to reception.
- › Once the locker key is returned the guest will be issued with their room key. Lost keys will incur a \$10.00 replacement fee.

## RED DOG BAR

- › The Red Dog Bar is open from 5.30pm - 7.00pm and 7.30pm - 9.00pm.
- › Residents will be requested for identification via presentation of their room key.
- › Takeaway purchases are restricted to a maximum of six beers/spirits or one bottle of wine.
- › All WA Government legislation regarding the responsible service of alcohol within the licensed area applies in the Red Dog Bar.
- › Toiletries, medical items, confectionary, water and soft drinks can be purchased from the Red Dog Bar during opening hours.

*\*Note: Any non-resident guest must sign the Visitors Log/Register and be co-signed by an inhouse resident. Purchases can only be made by the in-house resident for his/her guest.*

## BBQ FACILITIES

- › A BBQ area is located in the village for resident's use. No personal BBQ's are to be used. At no times are the BBQs to be moved from the entertainment and leisure areas.
- › BBQ request forms are available from the kitchen. Utensils and food are able to be provided upon request.
- › After use, all utensils and cutlery are to be returned to the dining room and signed back in. The BBQ is to be left clean and free of scraps.

## FIRST AID FACILITIES

First aid facility is located in Reception. Please contact Reception for access.

## GYM, POOL & BASKETBALL COURT

Access to the gym is 24hrs.

There are risks assumed by individuals who use Stayover® gyms.

No responsibility for loss or damage, or any injury suffered by a resident shall be accepted by Stayover® by Ausco or its village representatives, including but not limited to any injury suffered by a resident involved in any organised or unorganised sports or activities undertaken by the resident at any gym or sports facility located at the Stayover® by Ausco village. All such sports and activities are done at the resident's sole risk.

In order to use the gym facility you must ensure you follow the guidelines below:

- › Consult your doctor or a gym instructor before starting an exercise program.
- › Do not begin any exercise program without proper instruction.
- › If you are doing weight training, including bench presses, it is recommended that you have a spotter present and work out with a training partner.
- › Perform your exercises at a smooth moderate pace, do not jerk or yank on weights or any pieces of equipment.
- › Inspect equipment prior to use. Check cables for wear and tear; pop pins are placed in and secure; nuts, bolts and screws are all in place and secure.
- › Never use any pieces of equipment if any parts are missing or damaged. Ensure a maintenance request is filled out and submitted for repair, to allow village management to tag out the piece of equipment.
- › Always make sure all 'Snap Links' are closed before using any pullies or cables.
- › Keep clear of cables and moving equipment when in use.
- › Always use a clean towel and ensure dirty towels are placed in basket after use.
- › Take regular breaks and drink additional water to allow for moisture loss and muscle conditioning.
- › Always replace weights after use.
- › If you feel light headed or dizzy, stop exercising immediately and ask for assistance. We recommend you see a doctor before continuing any further training.
- › The pool and basketball court are open for use during daylight hours due to Council lighting requirements.

**ONLY RESIDENTS & OVERNIGHT GUEST ARE PERMITTED TO USE THE GYM FACILITY AFTER COMPLETING THE ONSITE INDUCTION ON TRAINING EQUIPMENT.**



# CYCLONE PROCEDURES STAYOVER IN KINGFISHER VILLAGE

Tropical cyclones are dangerous and unpredictable – early evacuation is the safest option. Your employer will confirm whether you are evacuating and your evacuation details. Village Management advise that evacuation should be done prior to Yellow Alert.

When evacuating, plan early and allow sufficient time (including contingency) to reach your destination, always notify your employer and Village Management of your departure. Advise your employer of your safe arrival at your destination, to avoid unnecessary search and rescue by emergency service personnel.

## FOR RESIDENTS WHO ARE UNABLE TO EVACUATE

The Central Facilities Building (Dining Room/ WetMess) has been constructed as a strengthened shelter during a cyclone. Remaining residents are required to take refuge in the Central Facilities Building. **You must not remain in your room.**

Three levels of progressive cyclone warnings are issued by DFES (Department of Fire and Emergency Services), as summarised below-until returning to normal, All Clear alert conditions indicating the cyclone risk has passed. At any time if you are unsure of current alerts – check with Village Management or DFES direct call **13DFES** or **www.dfes.wa.gov.au**

Follow all instructions of the Project Manager or delegate throughout all alert warning phases. Residents are requested to assist their colleagues and Village Management by supporting a civilised and constructive environment during cyclone conditions.

*\*Note that the site is closed to normal recreational activities and visitors during Yellow and Red Alerts. It is important to understand the four levels of cyclone alerts to help keep you safe.*

### BLUE ALERT

a cyclone is expected to cause gale force winds affecting the site within the next 48 hrs.

#### PROCEDURES

- Purchase any personal items required during refuge.
- Avoid camp absences & activities with risk of injury.
- Increase awareness of alert status and preparations.

### YELLOW ALERT

a cyclone has formed and it appears impact is inevitable within 12 hours.

#### PROCEDURES

- Commence room preparations.
- Undertake vehicle preparations.
- Prepare/pack your personal items kit.

### RED ALERT

cyclone impact is imminent.

#### PROCEDURES

- Listen for the warning siren or Project Manager instruction.
- Check/secure your room & collect your prepared kit.
- Move to the dry-mess and present for roll-call.
- Remain calm and await green alert.

## RESIDENTS PREPARATIONS – YELLOW ALERT

- Room**
- › Close and lock all doors and windows.
  - › Turn off all lights and electrical appliances.
  - › Place any outdoor furniture and loose items inside your room.
- Vehicle**
- › Secure all loose tools and materials
  - › Park car in the rear carpark at the direction of the Chief Warden
  - › Removal of Boats & Trailers off site
- Personal Items**
- › Pack a small kit of toiletries and medications etc. for your comfort and amenity during refuge (24-48 hrs)
- \*Note that food and water, first aid and other emergency provisions will be available in the Central Facilities Building*

The Central Facilities Manager is equipped with toilet facilities and emergency communication equipment.

### DO

- › Avoid alcohol – intoxicated persons increase group dangers.
- › Try to remain calm and support others during a stressful time.
- › Bring small items for your comfort or entertainment during refuge.
- › Ensure personal communication items (phone, radio) are fully charged.

### DON'T

- › Leave without advising Village Management and your employer.
- › Pack all your belongings and bring these to the Dining Room.
- › Try to leave or go outside during red-alert phase.
- › Support unruly or anti-social behaviours in others.
- › No alcohol is permitted in the shelters.

Village Manager Contact Details

**0428 405 392**



# ACCEPTANCE OF RISK

Each resident expressly accepts that the Resident's residency and use of the Facilities is at their own risk and no responsibility or liability for any, loss, damaged or injury suffered by a Resident, whether to the Resident's person or property as a result of any breakage, leakage, theft or other event on Site, shall be accepted by *Stayover® by Ausco*.

No responsibility shall be accepted by *Stayover® by Ausco*, its employees, subcontractors or agents for loss of or damage to personal belongings and it is strongly suggested that valuables and money should not be left in rooms. Always lock your room.





# IN ROOM EXERCISES



## IN ROOM WIDE STANCE SQUAT

<b>Where</b>	Any space that will allow a two shoulder width stance
<b>Muscles</b>	Thighs and Buttocks
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Make sure your back stays straight, make sure your eyes are looking just above horizontal, never lock or straighten your knees at the start or finished positions, feet at 45-degree angle, buttocks out - like you are going to sit down



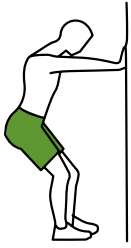
## IN ROOM LUNGE

<b>Where</b>	Any space that will allow a one shoulder width stance
<b>Muscles</b>	Thighs and Buttocks
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Make sure your back stays straight, make sure your eyes are looking just above horizontal, never lock or straighten your knees at the start or finished positions, feet pointing straight ahead, back leg/bent leg should point straight to the floor.



## IN ROOM SPIDERMAN PUSH UP

<b>Where</b>	Any space that will allow a two shoulder width stance
<b>Muscles</b>	Chest, triceps and core
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Make sure there is a straight line between your shoulders, hips and ankles, never lock or straighten your elbows at the start or finished positions, alternate touching your knee to your elbow as you lower yourself to the floor and retract the knee to starting position as you push up.



### IN ROOM BACK STRETCH

<b>Where</b>	Any space that will allow a one shoulder width stance
<b>Muscles</b>	Back
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Make sure you have a good grip on the door jam. Push your buttocks back, knees slightly bent, allow the head to relax between your arms, stretch the muscles in your back at the side of your body.



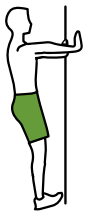
### IN ROOM CHEST STRETCH

<b>Where</b>	Any space that will allow a one shoulder width stance
<b>Muscles</b>	Chest
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	On a door frame, put your arm and hand up like making a stop sign, place the forearm on the door frame and take half a step through the door.



### IN ROOM WALL PUSH UP

<b>Where</b>	Any space that will allow you to push on a door while just over arm's length away
<b>Muscles</b>	Chest and shoulders
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Lock your core, maintain a straight line from your shoulders, through your hips to your ankles.



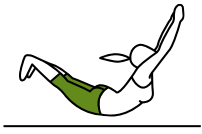
### IN ROOM WALL PUSH UP ELBOWS UP

<b>Where</b>	Any space that will allow you to push on a door while just over arm's length away
<b>Muscles</b>	Chest and triceps
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Lock your core, maintain a straight line from your shoulders, through your hips to your ankles.



### IN ROOM WINDSCREEN WIPER HIP STRETCH

<b>Where</b>	Laying in the middle of the bed
<b>Muscles</b>	Hips and lower back
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Keep your arms flat against your body, knees together and at right angles to your torso, ankles together, slow and steady. When the right knee is on the bed, ensure your left shoulder is also on the bed. Rotate from side to side as required.



### IN ROOM BACK EXERCISE

<b>Where</b>	Laying across the bed
<b>Muscles</b>	Hips, lower back and core
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Fully outstretched across the bed, lift your chest and thighs off the bed but do not swing up suddenly, slow and steady increase of pressure. Look up to aid in maximal stretch.



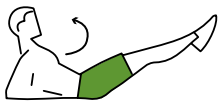
### IN ROOM CALF STRETCH

<b>Where</b>	Doorstep
<b>Muscles</b>	Calves
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Maintain balance and grip on the door jam. Maintain a straight line with your shoulders, hips and ankles, look forward not down. Toes on edge of the top step, lower yourself down as low as you can go and then move in the opposite direction as high as you can go.



### IN ROOM DIP

<b>Where</b>	End of bed or chair
<b>Muscles</b>	Triceps and shoulders
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Starting position should be 90 degrees at the hips and knees, hands on the bed/ seat at hip with apart. Lower your body toward the floor and then push back up while flexing the muscles in the back of your upper arm.



### IN ROOM ROMAN TWIST

<b>Where</b>	In the middle of the bed
<b>Muscles</b>	Core
<b>Breathing</b>	Continuously throughout the movement
<b>Important</b>	Lean back at 45 degrees, bend knees at 45 degrees, lift feet off the bed and while keeping your hips and legs in line, twist your upper body left and right.



### IN ROOM CRUNCH

<b>Where</b>	In the middle of the bed
<b>Muscles</b>	Core
<b>Breathing</b>	Continuously throughout the movement
<b>Important</b>	Lay back in the middle of the bed, fold your arms across your chest, knees and ankles together and then roll your upper body into a ball with your shoulders coming off the bed and then unwind back to starting position.



### IN ROOM CRUNCH WITH ELEVATED LEGS

<b>Where</b>	On the floor using either the bed or the chair for leg support
<b>Muscles</b>	Core
<b>Breathing</b>	Continuously throughout the movement
<b>Important</b>	Lay back on the floor with legs elevated, fold your arms across your chest, knees and ankles together and then roll your upper body into a ball with your shoulders coming off the floor and then unwind back to starting position.



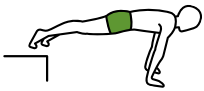
### IN ROOM SKYROCKETS

<b>Where</b>	On the floor using either the bed or the chair for leg support
<b>Muscles</b>	Bum and core
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Lay back on the floor with legs elevated, fold your arms across your chest, knees and ankles together and then raise your hips coming off the floor as high as you can and then relax back to starting position.



### IN ROOM PLANKS

<b>Where</b>	On the floor
<b>Muscles</b>	Core
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Lock your body into position with a straight line between your shoulders, hips and ankles. Hold for as long as you can. Try alternate shoulder taps.



### IN ROOM ELEVATED PUSH UPS

<b>Where</b>	On the floor with the chair
<b>Muscles</b>	Chest, Shoulders and core
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Lock your body into position with a straight line between your shoulders, hips and ankles. Up and down slowly with hands just wider than the shoulders.



### IN ROOM SQUAT

<b>Where</b>	On the floor with the bed or seat
<b>Muscles</b>	Thighs and buttocks
<b>Breathing</b>	In on the way down and out on the way up
<b>Important</b>	Ensure knees are always slightly bent, look just above the horizon, feet shoulder with apart, stick your butt out like you want to sit on the bed/seat but stop just short.



**ENJOY YOUR STAY**



**ENHANCING WORKFORCE LIFESTYLES**