

Rotary Lodge Port Macquarie FAQ

Booking Arrangements

Authority for the allocation of available units has been delegated to a Bookings Office, located at the front of the Rotary Lodge and which can be reached on 6581 1076.

- Every endeavour will be made to meet the requirements of those 'with the most need and/or the greatest distance from their home'.
- Unit accommodation is provided on the basis that vacation of a unit may be requested at reasonable notice.
- For those people arriving 'out of office hours', accommodation is only provided overnight and subject to availability, until the Bookings Office is open to review unit allocations.
- Guests are asked to present to the Rotary Lodge Booking Office by 9am the next day, to check if a room is available for their continuing stay.
- In exceptional circumstances, sharing of a unit may be requested if accommodation is fully booked. Such an arrangement would only be made with mutual consent.

Guest Usage of Units

- Guests are reminded to "turn-on" the hot water unit in their Unit.
- Smoking is NOT permitted in Unit rooms – automatic fire alarms will activate an alarm.
- Units are fully self-contained, cleaned and linen changed before use by new occupants.
- Your Unit will only be serviced with fresh linen and cleaning upon your departure in readiness for the next occupants.
- Instructions for the use of the microwave, TV, clock/radio, etc, are included in the 'blue folder', located in the Units.
- Internet facilities are available – contact the Booking Office to access.
- Reheating of prepared food and drinks may be undertaken in the microwave in your Unit.
- The TV has been preset to 4 local channels: ABC (6), Prime (7), NBN (9) and Ten (10).
- Please ensure that your Unit is securely locked when not occupied – your attention is drawn to the notice "Loss of or Damage to Guests' Property".
- Units MUST be vacated by 10am on the day of departure to allow for cleaning for the next occupants checking-in on the same day.
- When paying for your nights stay or to find out if a room is available for your continuing stay, Guests are to do so "prior to" 9am.

Common Areas

- The guest lounge and laundry are provided only for use by occupants of the Rotary Lodge.
- Your unit key will open both of these facilities.
- When using crockery, cutlery and cooking utensils, we ask that you wash-up, dry and return all items to the Kitchen cupboards/drawers.
- Detergent has been supplied for this purpose.
- Guests are asked to respect the privacy and wellbeing of other Guests and to behave in an orderly and non obtrusive manner.
- In the interest of security, you are asked to ensure that doors to these areas are closed and locked on leaving them.

Telephones

- A telephone is provided in each Unit and is connected to the hospital switchboard.
- The switchboard operator will connect inward calls for occupants of the Rotary Lodge, for enquiries ring extn 2000 or dial 9 (24 hours/day).
- In an emergency (medical or fire) – dial 888.
- Direct dialling is available to and from the hospital wards and patient rooms from your Unit.
- A pay telephone is available in the downstairs common room.
- Public telephones are also available in the main entry of the hospital.
- Rotary Lodge office extension is 1610.
- The hospital number (for external users) is (02) 6581 2000.

Meals/Snacks

- A full kitchen is available in the Rotary Lodge common room for individual or shared use.
- In addition, there is a Coffee Shop available at the hospital, located just outside the entry to the Maternity Ward.

Meals & Food

TEA & COFFEE: An initial supply will be placed in each unit.

BREAKFAST: Is available at a small cost (\$2.50) including breakfast cereals, bread and milk in the hospital's staff cafeteria, located on level 1.

LUNCH: You can order a Hospital hot lunch by paying for it at the Staff Cafeteria (preferably between 9:30am and 10:00am) and picking it up at 12:15pm. Cost is around \$5.00. You are requested not to consume the meal in the Cafeteria. You may eat it in the Rotary Lodge or

with your patient relative/friend (check this is OK with the ward nursing staff) or in the Visitors Lounge/Kitchen of Ward IC (opposite the Staff Cafeteria entry doorway).

DINNER: If you require a meal, it can be ordered in the Coffee Shop/Kiosk and must be paid for prior to 3:30pm. Your meal can be picked up from the Staff Cafeteria after 5:15pm. Please ask staff for directions to the Cafeteria when ordering your meal. You are requested not to consume the meal in the Cafeteria.

You may eat it in the Rotary Lodge or with your patient relative/friend (check this is OK with the ward nursing staff) or in the Visitors Lounge/Kitchen of Ward IC (opposite the Staff Cafeteria entry doorway).

COFFEE SHOP: Located near the main Hospital entrance, adjacent to the Maternity Ward. The hours are from 8:00am to 6:30pm (Mon-Fri) and from 10:00am to 6:00pm (Weekends and Public Holidays). Hot and cold drinks are available, as well as light refreshments.

OTHER: There are numerous restaurants, take-away and delivery shops. They are listed in the Yellow Pages. You may purchase food and cook it in the Common Room. Food vending machines are situated in various locations throughout the Hospital. All wards have tea and coffee preparation rooms for relatives.

Rotary Lodge Overview

Rotary Lodge is located at the Port Macquarie Base hospital. Motel style rooms including sink, fridge, microwave, own bathroom and TV. Some rooms feature air conditioning.

Throughout this website you'll find all you need to know about Rotary Lodge including it's history and expansion plans. We hope you enjoy your visit.

It's History

This community service project was commenced in 1990 and officially opened in March 1996, initially with 6 units. The building of a further 18 units was commenced in 2003 and officially opened in 16th April 2005.

The projects were organised and funded by the combined Rotary Clubs of Port Macquarie, Port Macquarie West, Wauchope, Laurieton, Port Macquarie on Hastings and Port Macquarie Sunrise, along with the generous assistance of many community groups, organisations and individuals.

The Federal Government Regional Partnership Program and the NSW Cancer Council also provided financial support.

Planning is underway for a 23 unit expansion of the Rotary Lodge that will increase the facility from 24 units to 47 units. It is expected that the new building & associated works (at a cost of some \$2.0 million) will be completed and operational by late 2014. Approaches will

again be made to local community groups, organisations and individuals as well as to the NSW Cancer Council, State and Federal Governments for financial assistance, with this important community service project.

It's Management

The complex is managed by the Port Macquarie Hospital Lodge Association Inc, an independent body with formally appointed representatives from each of the 5 local Rotary Clubs. The Association periodically reports back to the local Rotary Clubs, as well as formally reporting annually to the NSW Office of Fair Trading.

At the annual general meeting held in August each year (at which all local Rotarians and the general community are invited to attend) - the chairman, vice-chairman, secretary and honorary treasurer are elected from amongst the Rotary Club appointed representatives.

This body meets bi-monthly to deal with all matters pertaining to the management of the facility, including dealing with correspondence; as well as written reports, statistical and financial data from the Rotary Lodge manager; the honorary treasurer; and the chairman; as well as any matters of general business.

Contact Details

Location:

Within the grounds of Port Macquarie Base Hospital (follow the signs).

Office hours:

Monday to Friday - 8.30am to 3pm,
Weekends - 9.00am till 12 noon.

Phone: 02 6581 1076