

# Newstead Residence

30 Cypress Street, Newstead Tasmania 7250



# 2016 Residents' Handbook



# INTRODUCTION

## Newstead Residence

The Newstead Student Residence is located at 30 Cypress St, Newstead, next door to Newstead College. The Residence provides accommodation for students from the East Coast and North East Tasmania undertaking Year 11 and 12 studies at Newstead College and Launceston College. The Newstead Student Residence aims to provide students living and studying away from home for the first time, with a safe, supportive and happy environment. The Residence provides a marvellous opportunity to experience life as an independent young adult, responsible for their own meal preparation and cleaning of the unit with an emphasis on being a good neighbour.

We ask that you take the time to read this handbook and discuss any queries with the **Residence Manager, Sandra Hudson 6337 3100 or 0417 907 170 (evenings)** or Newstead College **Administrative Manager, Debra Scott 6332 3232**.



# ACCOMMODATION

## Newstead Residence

The Newstead Student Residence, which caters for 50 students, comprises 12 self-contained, fully furnished and equipped, three, four and five bedroom units. The Residence has a shared accommodation arrangement. Each student has their own bedroom with a shared lounge, bathroom and toilet facilities. The lounge is fully furnished and the kitchen is fully equipped including: white goods, cooking equipment, crockery, cutlery, etc. Residents are responsible for their own cooking and cleaning of the units.

Facilities provided at the Newstead Residence include a study room with 10 networked computers including email and internet access and a common room with recreational facilities. The common room provides students with an area to relax and socialise. Recreational activities include: an eight ball table, small air hockey table, and large television and DVD player. A laundry with coin operated washing machines and dryers and a clothes line is provided.

Residents stay at the Newstead Residence for either a five day period, from Sunday night through to and including Thursday night, or a full seven day period if circumstances warrant it (e.g. Flinders Island students).

It is assumed that students taking up residence will display a mature and responsible attitude. Active participation in their studies including full attendance is a requirement for residency. It would be inappropriate for anyone to be taking up a place if they are not committed to their learning. The manager lives on site to assist students and provide supervision.



# APPLICATION FOR ADMISSION

## Newstead Residence

### To be eligible for selection you must be:

- A rural or isolated student, from the East Coast or North East Tasmania (including Flinders Island). Selection is based on distance from Launceston. Students from these areas will take priority over students from other areas of Tasmania including the NW Coast and Hobart.
- A full-time student enrolled in Year 11 or 12 at Newstead College or Launceston College. Full-time enrolment applications take priority over part-time and Year 11 and 12 students take priority over Year 13.
- Male or Female, 16 years to 19 years of age.
- Have independent living skills. Independent living is defined as capable of cooking, cleaning, attending to personal hygiene, following hostel routines/rules and maintaining appropriate social relationships with other residents.

When applying for admission you must read this handbook, agree to meet all expectations and sign and date the Application for Admission 2016. Both you and your legal guardian need to sign this document.

Please return complete **Application for Admission to the Newstead Student Residence** and the **Resident Profile** (enclosed in this handbook) to the Newstead College, 30 Cypress St., Launceston, Tas 7250, by 27<sup>th</sup> November 2015. The completion of these two forms is a condition of acceptance. Once we have processed your application, we will contact you to offer you a place at the residence.

Please note that students must re-apply each year to reside at the Newstead Student Residence. Re-admission to the residence is not automatic. You will be admitted at the discretion of the Newstead Student Residence Management Committee.



# GENERAL INFORMATION

## A-Z of the Newstead Residence



### **ALLOCATION OF UNIT/ROOMS**

Allocation of rooms is made by the Manager, however, student requests are welcomed.

### **ACCESS TO UNITS**

Access to another resident's unit must be with the permission of the unit residents. Males (including visitors) are not to enter female units, likewise females are not to enter male units. The common room is available for mixed gender socialisation.

### **BBQ**

There is a barbecue available for residents. 48 hour notice needed - contact the Manager. If left in an unsatisfactory state you will not be permitted to use the barbeque again until further notice.

### **BED LINEN**

A bed base and mattress is provided with mattress protector, which must be used. You will need to bring: all bedding e.g. doona, doona cover, pillow, pillow slip, and sheets. Bottom sheet over mattress protector, must be used for hygiene reasons. NO electric blankets.

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### BEHAVIOUR

We aim to give you as much freedom as possible, whilst safeguarding your rights and the rights of others. Many students enrol in demanding courses which will require many hours of work on assignments, study for tests and exams, etc. It is important that all residents are provided with an environment where this is possible. All residents must be mindful of, and respect, the needs of others by keeping music/noise to a minimum, the number/frequency of visitors to a sensible level. Disorderly or unsafe behaviour that impacts on either yourself or others will not be tolerated. **Prior to taking up residency you will need to agree to:**

- No noise - loud music/TV, noisy vehicles. At all times noise level must be kept to a minimum. Equipment will be confiscated if a request to control noise is not adhered to.
- No rowdy behaviour - fighting, shouting, swearing or hooliganism.
- No inappropriate, inconsiderate or dangerous use of vehicles.
- Indecent language - is not acceptable and will not be tolerated.
- No nuisance behaviour – out after curfew, not leaving by 8:30am, messy unit/room, leaving washing up, impeding access to communal areas, climbing on buildings, throwing stones at windows and on roof areas etc.
- No intimidation/harassment – groups or individuals making threats, sending nasty/offensive letters/emails/facebook, obscene/nuisance phone calls and text messages and menacing gestures. These acts can be on the grounds of race, sexual orientation, gender, religion, disability or age and are strictly forbidden.
- No criminal damage/vandalism – graffiti, damage to furniture, vehicles, phones, buildings, trees and shrubbery, tampering with fire equipment.
- No littering.
- No alcohol/drug/substance consumption and dealing – taking drugs, sniffing volatile substances, discarding needles/drug paraphernalia and presence of dealers or users. You are liable for immediate removal from

# GENERAL INFORMATION

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the Residence and possible prosecution if you or your guests introduce, consume or possess any alcoholic liquor, controlled substances or illicit drugs on residence grounds. This policy extends to consumption or usage prior to entering the Residence. The police will be notified.

- No sexual misconduct or offensive and or sexual material to be undertaken or kept at the Residence.
- Firearms, knives, ammunition, spear-guns, weaponry and fireworks are not permitted on the premises. This includes toy guns.

Disciplinary action may be taken if you have been found to be in breach of any of the rules described above and in other sections of these guidelines. Disciplinary action within the Residence may include caution, probation or a requirement to leave the Residence.

Residents, who fail to respond in an acceptable manner to a warning and continue to behave in a manner that is detrimental to the wellbeing of the Residence community, may have their place at the Residence terminated.

Serious breaches of the guidelines may result in immediate removal from the Residence.



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### COOKING

Residents are responsible for their own cooking. When using ovens, toasters, and frying pans etc. resident must remain with their cooking. Students who activate fire alarms by unattended cooking may be liable for the cost of fire brigade attendance. No cooking is to occur after 9.00pm. You will need to bring: food, tea towels, dish washing liquid, etc.

### CURFEW

Sunday to Thursday the curfew is 9.00pm. Seven day residents - curfew for Friday and Saturday is 10.00pm. Management require that the curfew time is adhered to.

If a resident needs to be **out after 9.00pm, the parent/guardian must give permission** either by a note or phone call (Not SMS) before 9.00pm on the day involved. For example when a student is involved in a campus activity (production, eisteddfod etc.), tea with family member, etc. Parent/Guardian permission is required including if resident is over eighteen years of age. If permission is received for a student to be out after 9.00 pm, **students must return to the residence by 10.00 pm at the latest.** This ensures minimal disruption to the residence community.

Within the Newstead Student Residence students may socialise or study with fellow residents, but must return to their own units by 10.00pm.

### DAMAGE

Please report any damage to any part of the buildings or fixtures to the Manager. Any damage caused by either yourself or your guest to your unit or the common areas will be your responsibility and will be billed to you.

### DRESS

You must be appropriately dressed at all times within the communal areas of the Residence. Appropriate and clean footwear is required to be worn between units and all communal areas for health reasons.

### FEES

You are responsible for payment of accommodation, security deposit, and key deposit. When you sign the Application for Admission, you agree to pay your fees at least five days before the due date of commencement.

Parents seeking placement for their child should make a commitment to rent for the full school year. Given that some students miss out, it is unfair to rent for a short period while waiting for private accommodation.



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All residents of the Newstead Residence will be charged a security deposit of \$300.00, when accepting the offer of a place at the Newstead Residence. The security deposit of \$300.00 is non-refundable if you do not take up a place at the student residence. The deposit can be refunded when you leave, however no refunds of deposits will apply if you leave prior to the end of Term 2, 2016. If you damage equipment or property during the course of your stay at the residence you will be invoiced accordingly for the replacement or repair costs.

Residents stay at the Newstead Residence for either a five day period, from Sunday night through to and including Thursday night, or a full seven day period if circumstances warrant it.

**For 2016 the weekly rent is:**

**Five day Resident - \$118.50**

**Seven Day Resident - \$167.50**

Note: Weekly fees apply as costs have been averaged over the teaching year; set fees apply even in shorter weeks due to public holidays, student free days, etc. Residents who take leave from the Newstead Residence (including illness), but want to retain their place will be required to pay normal weekly rent.

Five day residents wishing to stay in for a weekend may do so providing they have permission from parent/guardian and it is connected with campus activities e.g. College Production. Staying in on weekends requires the approval of the Manager. Those wishing to stay in must arrange this with the Managers by 5.00pm on the Thursday night prior to the weekend, and pay a casual weekend rate fee of \$25.00 per night.

Five day residents returning on Sunday night should not arrive at the Newstead Residence before 5.00pm.

**Two weeks rent must be paid in advance, at all times. Residents who fall behind in their rent payments by two weeks may be asked to leave the Newstead Residence.**

If you get into financial difficulty make time to talk to the Manager about the issue – you will feel better for it and the situation won't get out of control.

**Key and Fob deposit is \$20.** You will be charged for cost of replacement and forfeit your deposit if lost.

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### **FEES & RENT PAYMENT**

All families are invoiced for the rent at the beginning of each term. Families may pay this invoice on a weekly or fortnightly basis. There are a number of payment options available and these are detailed on the invoice. Note you can pay the invoice off **two weeks at a time**, however rent must always be paid two weeks in advance.

### **FIRE SAFETY**

Candles and incense burners are prohibited at the Newstead Residence. Residents are NOT to bring their own heaters, electric blankets and power boards to the residence.

Clothes, etc. must not be placed on the heaters, as danger of igniting. You will be required to take part in fire drills.

Emergency evacuation area: is the grassed area opposite the main entrance to Newstead College.

In the event of an emergency evacuation you are required to leave your room/unit, closing doors behind you and assemble in the emergency evacuation area.

You must take direction from the Chief Warden for this area in the event of an evacuation occurring.

All smoke detectors are linked to the control panels in the Managers' unit. Tampering with, or falsely setting off alarms will not be tolerated. The cost of attendance by the fire department will be passed onto the residents concerned. If no one individual can be identified, the cost will be shared amongst residents of the entire unit where the alarm was set off.

Any misuse of the fire protection equipment throughout the residence will be treated as a serious breach of the guidelines.

### **FRIDAY EVENING**

Student residence staff do not work Fridays. Students may leave their bags at Newstead College office on Friday morning.

### **GAMES EQUIPMENT**

Skateboards and all types of ball games are banned from the residence. The tennis court, outdoor gym and sports oval at Newstead College may be used by residents. Eight ball for use in common room at cost of \$2.00 per game.

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### **GARBAGE**

Each unit is responsible for putting out their own wheelie bin of rubbish to Cypress St by 7.00pm Monday evening for collection. Bins must be returned to units by 7.00pm Tuesday night.

### **GENERAL ASSISTANCE**

The Manager is able to provide general information relating to your accommodation.

Counsellors (at your relevant college) are available for further information on any student related matters e.g. career advice, counselling, financial assistance, disabilities support, Aboriginal access and other support.

We encourage residents to liaise with Newstead College, Launceston College Counsellors and Country Liaison Officers should you require assistance with personal matters and during periods of difficulty. Talk to the Managers about concerns you may have.

### **GRIEVANCE**

Parents and students who have issues/complaints that have not been resolved by Residence Management, can contact the Assistant Principal for residences at their study college. Parents and students will be notified with contact details by letter from their college.

### **HOLIDAYS**

The Newstead Residence is closed during the Easter break & school holidays, long weekends, student free days. It is expected that residents will be at home for these periods.

Residents can stay at the Residence on public holidays which fall mid-week e.g. Launceston Show Day but NOT public holidays over long weekends.

Residents are not required to pay rent over the Easter break or school holidays.

### **HEATERS & ELECTRICAL DEVICES**

All electrical devices you bring to the residence must comply with Australian Safety Standards.

Each unit has heaters in the living area and bedrooms. These heaters and all other electrical equipment are tested regularly to ensure they are safe. Electrical appliances need to be switched off when leaving the unit.

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### ILLNESS

The Manager will notify parents/guardian if their son or daughter becomes ill while at the residence. **Parents are required to collect ill students for transport home.** This action assists in preventing the spread of illness to other students and also ensures the student is well cared for in the home environment. (It should be noted that no staff are on duty at the Residence between 8:25am and 3:35pm).

For minor accidents, some medical supplies may be obtained from the first aid kit held by the Managers. Panadol will not be issued to residents by staff.

In the case of a medical emergency an ambulance will be called.

The Managers must be informed immediately of accidents and any cases of illness. Seriously ill or injured residents will be taken to hospital at the discretion of the Managers.

### INTERNET

All bedrooms at the Newstead Residence have hardwired computer access points and the facility is also wireless networked, enabling students to use their own PC's or laptops. If a student wishes to use their own laptop they will need to contact the ICT Officer at the Newstead College to organise this.



■ Computer Study Room



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### KEYS

All residents will be issued with a unit key, window key, a bedroom key and a fob to operate the electronic security system, which enables the resident to enter and leave the Newstead Residence. The system is a fully automated electronic system, which has been installed in the interests of the safety of our residents. The security system is linked to the fire alarms so that the gate will automatically open in an emergency fire situation. The operation of the key system will be explained when you are issued with your fob.

### LAUNDRY

Laundry facilities are provided, including coin operated washing machines and dryers. Laundry Hours are between 4:00pm to 9:00pm. Machines are \$1.00 coin operated and the cost is \$2.00 per wash and \$1.00 per ten minutes drying time. There are clothes lines located outside the laundry. You will need to bring your own washing powder. Please note - laundry must be removed from machines on completion of washing and drying to allow other residents access. An iron and ironing board is available for use by residents.

### LOCATION & TELEPHONE

The Newstead Student Residence is located at 30 Cypress Street, Newstead, adjacent to Newstead College.

Office: 6337 3100

Fax: 6337 3121

Newstead College 6332 3232

A list of unit phone numbers will be distributed to students and parents at the time of moving in. Unit phones may be used for incoming calls only.

The K Mart Shopping Centre and Coles Newstead are within walking distance of the Residence. Sports facilities within walking distance are the Launceston Aquatic Centre and Launceston Sports Centre.



■ Residence Laundry Room

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### **MAIL**

Mail should be directed to your home address.

### **MOTOR VEHICLES & BICYCLE**

NO parking in front of main gate, (no cars to be left unattended) drop off area only.

Car parking is available for your vehicle and any guest's vehicle in the Newstead College car park adjacent to the Residence, not in Cypress Street. Management is not liable for any damage and/or theft that may occur to either the vehicle or property within it. Use of these facilities is at your own risk. Chain locked at 10:00pm, opened at 7:30am.

Bicycles are permitted provided they are not brought inside the buildings. A locked bike shed is provided at the rear of the Manager's office. Resident is issued with own key.

### **NEWSTEAD RESIDENCE MANAGEMENT COMMITTEE**

A Newstead Residence Management Committee meets regularly to assist the Manager in the operation of the Newstead Residence. The Management Committee reserves the right to amend arrangements for the operation of the Newstead Residence throughout the year.

### **PARENT/GUARDIAN PERMISSION**

If a student needs to be out after curfew time 9:00pm, the parent/guardian must give permission either by a note or phone call (Not SMS) before 9.00pm on or before the day involved. For regular occurring events, (e.g. out every Sunday night) a written letter from parent/guardian is preferred.

**If a student is away from the residence for overnight leave, the parent/guardian must notify the Manager.** Parents/guardian of residents not returning on Sunday nights must notify the manager.

If you are over 18 years you still require parent/guardian permission.



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### **PERSONAL POSSESSIONS**

You are responsible for your own private belongings. These items are brought into the Newstead Residence at their owner's risk. The Newstead Residence Management Committee or Management does not accept responsibility for any loss or damage to the personal property of residents. It is suggested that where students have valuable equipment (for example, personal computers), that they take out their own insurance.

### **PETS**

Pets of any kind are prohibited in your unit/room for health and hygiene reasons.

### **SECURITY**

Security is a high priority at the Newstead Student Residence and no-one can gain access without a specially coded fob. The units are fitted with security locks so that only the people in that unit can gain access. Therefore if the door is kept locked whenever you are out, there is no danger of unwanted visitors. If you leave your door unlocked then there is no guarantee of your unit remaining secure.

Residents are not to let strangers onto the property. If you see someone at the gate, ask who they are wishing to see and get the resident to come to the gate to meet the visitor. Alternatively, ask the Managers to come to the gate to speak with them. For your safety do not let strangers in.

### **SIGNING IN AND OUT**

When leaving the Newstead Residence, other than to go to and from their college, residents must sign in and out on the sheets provided. Students must sign themselves in and out (i.e. not have other students do it for them). All visitors must also be signed in and out by the resident. Use of the sign out sheets is very important and they must be used correctly. They are vital to the Manager for use in case of emergency (e.g. fire) and to assist those trying to locate you when phone calls are received or when visitors arrive.

### **SMOKING**

The Newstead Student Residence has fully implemented the Public Health Act in relation to smoking in government buildings. To comply with this legislation no smoking is allowed within residence buildings. The policy applies to all government buildings including Newstead Student Residence and grounds 24 hours a day.

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### STAFF ACCESS

Residence staff have right of access to your unit at all times. If repairs to the building including your unit are required, access will be given to the relevant contractor. Where possible students will be given notice of such work.

### STUDY COMPUTERS

There is a study room with twelve computers available for residents to use. The computers are networked with Newstead College. All students who currently attend the Newstead College can use their College log on and password to access the network. Students who attend Launceston College will be assigned a separate username and password enabling access to software. Please note that the computers in the study room are available for use, by the residents only. NO food and/or drinks allowed in study area.

### SUPERVISION

The Manager and/or Supervisors are responsible for the operation, control and care of residents.

A Newstead Residence Manager or Supervisor are on duty, on a roster basis, from 3.35pm to 8.30am.

The Newstead Student Residence is NOT staffed between 8:30am to 3:35pm. Students would normally be in classes at their College and do not have access to the Newstead Residence during these hours. The Residence is closed during these hours as we cannot offer duty of care, while the Manager is not on duty. There are a number of places for students to study and socialise at their study campuses.

Students must indicate on the in/out board at the front gate when they leave and on return.





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### **UNIT - FURNITURE AND FURNISHINGS**

Basic furniture, furnishings, whitegoods, crockery, cutlery and fittings are provided in each unit. These must not be removed from the units. Residents are responsible for the contents of their own rooms and units. An inventory of the unit will be completed on taking up residency and will be held by the Managers until departure, when it will be checked again. Residents will be charged for items either damaged or lost.

Each unit is supplied with a television set and a DVD player. Each resident in the unit is responsible for not damaging or losing the remote control and for replacing batteries as the need arises.

Any damage or malfunction should be reported to the Managers at the earliest opportunity. Maintenance requests should be directed to the Managers. Do not attempt to fix yourself.

### **UNIT CLEANLINESS**

Units must be kept in a clean, tidy and hygienic manner at all times. A full inspection takes place each Thursday night including kitchen (stove, microwave, fridge etc), lounge, bedrooms, showers and toilets. Where students fail to meet this requirement a duty roster will be imposed.

### **VACATING UNIT**

Residents wishing to vacate their room at the Newstead Residence must have parental permission and give at least two full weeks' notice in writing to the Managers. Residents should be up to date with all rent monies at the time of vacating. The security deposit cannot be used to pay towards the final fortnight's rent. The room and the resident's share of cleaning should be completed upon moving out and will be inspected by the Managers, with the resident present. The date of vacating will be when possessions are removed. The keys and fob must be returned to the Manager at the time of inspection/ vacating. This procedure also applies for end of year move outs, although the Managers will issue a notice with full end of year move out details.

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### VISITORS

You may have one visitor at the Newstead Residence, but there must be no boys in girls units and vice versa. Guests must sign in and out of the visitor book when arriving and departing. The visitor book is located outside the Newstead Residence Office. Your guest should be in your company at all times. You will be held responsible for the conduct of anyone visiting you. Residents need the permission of their flat-mates before having a guest in their unit. Where this is inconvenient, visitors should be met in the common room. Overnight guests are not permitted. There is no capacity for family members to sleep over at the residence.

Management reserves the right to ask visitors to leave the premises.

Currently visiting hours are as follows:

Monday – Thursday	3.35pm to 7.00pm
Friday	3.35pm to 9.00pm
Saturday	2.00pm to 9.00pm
Sunday	2.00pm to 7.00pm

### WEEKEND ACCOMMODATION

Five day residents wishing to stay in for a weekend may do so providing they have permission from parent/guardian and it is connected with a college activity.

Those wishing to stay in must arrange this with the Managers by 5.00pm on the Thursday night prior to the weekend, and pay a casual rate of \$25.00 per night.

Residents cannot stay weekends for employment commitments.

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### WHAT TO BRING

Once you have settled in you will probably organise to share some expenses with your roommate, but to start smoothly, we suggest you bring with you:

- Tea towels x 2, oven mitt, dish washing liquid.
- Food – remember small freezer space.
- Toilet paper, cleaning products - shower and floor.
- Laundry washing powder and small laundry basket.
- Medicare card, health care card, Band-Aids, medication with parent/guardian permission, details of doctor etc.
- Towels and toiletries.
- Pillows and pillow cases, bedding and linen including sheets.
- Books, stationery, all requirements for study.
- Bring anything you need to make your room your own, but remember the rooms are small.
- \$1.00 & 2.00 coins.





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