

CURRIE HALL



HANDBOOK 2008

EMERGENCY CONTACT NUMBERS

Day Office

ext 333

Night (After 5:00 pm)

Duty RA

ext *2002

Security (11:00pm-5:00am)

ext *2010

UWA Security and Emergency

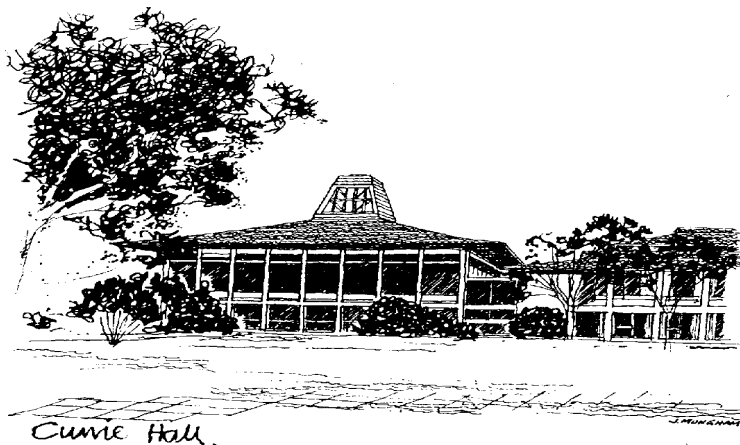
Telephone:

54 2222

(Internal)

6488 2222

(Extrenal)



VISION

To create an outstanding living and learning environment where a diverse collegiate community is encouraged to develop and excel.

MISSION

Currie Hall is committed to excellence in services, facilities and support where members of the Hall and the University of Western Australia can achieve their full potential.

VALUES

The core values underpinning all our activities are a commitment to:

- Community
- Learning
- Growth
- Support
- Diversity.

Dear Resident

Welcome to Currie Hall! In particular I welcome all of the first year students and am delighted that you have chosen to be part of the Currie Hall community.

Living at Currie Hall will provide much more than just a bed for the night. The diverse Currie Hall community means there are a huge number of opportunities to be involved. The Vision, Mission and Values, outlined on the previous page, highlight the direction and expectations of the Hall. I strongly encourage you to take advantage of what living at Currie Hall offers, so that you can achieve your full potential and have a memorable experience. The only limitation on this success will be you!

Living at Currie Hall will enrich your experience at the University of Western Australia. Living in the Hall will have significant benefits, but at the same time it is important that all of us understand we must be mindful of all others living at Currie Hall. I expect, as a young adult, you will be an active, respectful and caring member of the Hall. The degree to which all residents can take on this responsibility will dictate the level of enjoyment and success we have in 2008.

Currie Hall provides a strong and dedicated support system for you. Full time staff and Residential Advisors are always more than happy to discuss any concerns or questions you have, to ensure the time you spend at Currie Hall will be some of the most enjoyable years of your life. Of course I am always available to discuss matters of concern. Please do not hesitate to make contact with us!

I hope this handbook provides you with some useful information to make your life a little easier. Take the time to read it and please seek any clarification if necessary. The second section of the handbook is dedicated to some of the policies which are in place at Currie Hall. I urge you to ensure you understand your responsibilities both academically and socially as part of your agreement to be part of the Currie Hall community.

Good luck and I look forward to sharing many laughs and successes in 2008!

Chris Massey
Principal

STAFF

Mr Chris Massey	Principal
Ms Janet Linn	Student Services Manager
Ms Janine Brooks	Business Manager
Mrs Jean Rupert	Administration Officer
Ms Jan Allen	Administration Officer
Mrs Sharon Weall	Manager House Attendants
Mr Claudio Cattaneo	Maintenance
Mr John Tan	Groundsman
Ms Margaret Rush	House Attendant
Mrs Sandy Link	House Attendant
Ms Belinda Mathyi	House Attendant
Mr Stephen Forshaw	House Attendant
Ms Michelle McDonough	House Attendant

RESIDENTIAL ADVISORS (RA's)

Ian Croucamp	A100s/200s
Chee Low	A300s
Debbie Sun	A400s
Hans Sathasivam	B100s/200s
Melanie Roberts	B300s
James Curry	B400s
Tessa Dadd	E & M Houses
Mark Wallace	A Flat
Jordan Yen	A Flat
Carrie Jeffreys	C House
Michael Pauley	D House

CATERING STAFF

Rena Lynch	Manager Chef
Debra Lindsay	Cook
George Campbell	Kitchen Hand
Jo Pearson	Front of House

RESIDENT CLUB COMMITTEE

PRESIDENT	Amy Clark
VICE PRESIDENT	TBC
SECRETARY	Ace Choo
TREASURER	Steven Gandy
FEMALE SPORTS REP	TBC
MALE SPORTS REPS	Dwayne Smith Jeffrey Palm Brendon Poon
SOCIAL REP	TBC
INTERNATIONAL REP PUBLICATIONS OFFICER	Nora Khalid Shu-yin Chia
ACTIVITIES OFFICER	Emma Allen

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PART A: “THINGS YOU OUGHT TO KNOW”

ADMINISTRATION

Office Hours

The front office is attended from:

Monday to Friday: 9.30am – 12.30 pm
 1.30 pm – 4.45 pm

After Hours: 5 pm – 11 pm: Duty RA (Phone *2002)
 11 pm – 5 am: Security (Phone *2010)

<i>Office Phone Extensions</i>	Jean Rupert/Chris Massey	333
	Jan Allen	203
	Janine Brooks	332
	Janet Linn	205

Currie Hall Phone Number + 618 9273 3333

Duty RA’s Extension is on the Roster next to the entrance phone.

DINING

Meals

Meal times in the Hall are as follows:

- Breakfast 7.00-9.30am
 - Saturday 7.30-10.00am
 - Sunday 8.30-10.00am
- Lunch 12.00-1.30pm
- Dinner 5.30-7.15pm

Breakfast is continental style, apart from Sundays, when hot breakfasts are served.

If you are eating in the outdoor barbecue area, **dishes must be returned to the trolleys in the dining room when you finish.**

When departing the dining room or outdoor eating area after a meal, the only food that may be taken away is:

- **two pieces of fruit per person per meal.**

Dress Requirements

- you do not have bare feet
- you do not come in without a shirt on
- no swimwear

Alternative Meal Arrangements

You can arrange to have a packed lunch, or an early or late evening meal if your university commitments keep you away from the Hall at the regular meal times.

Cut Lunch

- Order the night before required, leave name, room number and pick up at breakfast time.
- This facility is available Monday to Friday.
- If you have a meal in the Dining Hall at lunch time on the same day you will be charged \$7.

Early or Late Dinner

- Early dinner is 5.00 - 5.15pm.
- Late dinner is 7.45 - 10.00pm.
- Complete a meal request slip at the kitchen servery on the day you require the meal.
- Collect your meal from the refrigerator in the dining hall and reheat it in a microwave.
- These arrangements may be made for a single day at a time.
- To cancel a meal request, fill in the blue slip at the servery.
- Reasons must be given in writing by 10am next morning for meals ordered but not collected.

Swot Vac & Exam Period

- There will be no late meals or cut lunches available.
- Any request for late meals or cut lunches on weekends or outside the University teaching period will only be granted if the Resident still has University lectures (e.g. MBA Students) and must be authorised by the Principal or Student Services Manager.

Illness

- Meals can be arranged to be taken out to a sick resident's room simply by contacting the office or your RA.

Visitor Meals

Except for special nights, such as Theme and International Nights, you may occasionally bring a friend to the Hall for a meal with you. Simply sign the visitors' book in the servery *clearly* with your name,

room number and full name of your friend. You will be billed for the meal later.

Cost \$5.00 - breakfast

\$7.00 - lunch

\$9.00 - Dinner

It adds cost to others when people don't honour the system. **A visitor's meal taken before signing the book will be charged double.** Meals not paid for within the period specified on your statement will be charged double.

RESIDENTIAL FEES

The fees in 2008 are \$295 per week.

The Academic Year

The Academic Year is considered to cover the period:

- 1st Semester – Sunday 2 March until Sunday 29 June at 10.00am, which is 17 weeks, and
- 2nd Semester – Sunday 27 July until Sunday 23 November at 10.00am, which is 17 weeks.

Residents will be charged for 34 weeks.

Students requiring their rooms outside of the above Semester dates and during the mid year break will be invoiced the normal weekly residential rate unless otherwise advised.

First year students will be charged the normal weekly fee for Orientation Week.

Payment Plan

There will be only two payment periods for 2008 - at the beginning of First Semester for a 17 week period and at the beginning of Second Semester for a 17 week period.

Any request for alterations to the 2 payment plan for 2008 must be in writing to the Principal or Business Manager. On or before taking up residence, payment must be made for the annual Residents' Club fee and for any pre-semester fees.

The payment dates for 2008 are as follows:

Instalment 1	17 weeks at \$5015	14 March 2008
Instalment 2	17 weeks at \$5015	8 August 2008

Payment Methods

You may pay by cash, cheque, bank draft, Visa, MasterCard, or Bankcard. If you wish to pay your fees directly into Currie Hall's account, you may do so. *Remember* that you need to give us your name, payment date, and amount paid whenever you do this, otherwise we won't know who paid.

Westpac Bank BSB	036054
Currie Hall A/C	000166
Swift Code	WPAC AU 2S

Late Fees

Currie Hall has been instructed by the University Auditor to advise the Registrar's Department of outstanding fees prior to Pre-examination study breaks. **Unpaid fees could affect graduation, re-enrolment and admittance back into Currie Hall for the following year.**

Financial Hardship

Any resident who encounters financial hardship during the year is advised to discuss it confidentially with the Principal.

Mid Year Break

Residents not requiring their rooms for the Mid Year break **will be required to clear out their rooms** and store their belongings in the locked cupboard which has been fitted in your room or in the baggage areas. Your room will be used for conference visitors during this period.

End of Year Break

Fees

Residents who remain in the Hall during the Christmas break will be charged a bed and breakfast rate unless otherwise notified.

Vacation Forms

You must complete a Vacation Form by the due date, for each Vacation period. These forms enable the administration to charge the appropriate vacation rates and to assist in its planning requirements.

The Departure Form issued towards the end of Semester II gives residents the opportunity to indicate whether or not they will be returning to the Hall for the following year as well as the date of their departure.

ADMISSION

Admission Policy - Returning Residents

Former residents will be invited to return to Currie Hall provided:

- they have exhibited satisfactory behaviour;
- their account is up to date;
- they have not failed more than two units in the academic year
- they have participated as part of the Currie Hall community;
- their application and payments have been lodged by the required date.

Conditions of Admission

- Residents are accepted into Currie Hall for the full academic year and sign an Agreement to that effect.
- Study abroad, exchange students and students who are finishing their study mid year can be accepted on a 1 Semester only Contract.
- Full fee paying Degree Students who enter the Hall for 2nd Semester sign a Contract for 1 Semester only and then in the following year they will have the opportunity to sign a Contract for the full year.

Room Allocation

When applying for readmission to the Hall you should state your room preferences. You will have prior right ahead of all others to occupy your old room, provided it is not a double room or in the sets and your behaviour for the year as been satisfactory. In allocating rooms in sets some preference is given to complete set applications.

Overnight Visitors

Permission for friends to stay overnight can be obtained from the Principal or Business Manager. *Visitors must not stay without prior arrangement.* A spare room will be provided if one is available for \$40 per night full board. Where there is no spare room, arrangements should be made with the office for a mattress with linen to be supplied

for your room. For this, a charge of \$25 will be made for bed and breakfast. The mattress will be removed after use. These arrangements are permitted only for a limited period of 4 consecutive days. If possible, please give at least 24 hours notice of a visitor coming, preferably 48 hours if you know they are arriving on the weekend.

LEAVING THE HALL

When you leave the Hall you must:

- Notify the front office of your leaving date;
- Return your key

This will enable your Contingency Fee to be processed and returned.

Termination of Contract

- **The Contingency Fee and Club Fee are automatically forfeited if a Resident leaves before the end of the Academic Year.**
- **If the resident terminates the contract during Semester the Resident is liable for the remainder of the Semester Fees.**
- **If the resident terminates the contract during the Mid Year Break the resident is liable for fees in the following semester until their room is occupied.**
- At the discretion of the Principal residents may be permitted to leave due to exceptional circumstances, but in all other instances residents will be responsible for the balance of their Semester fees.
- Residents lodging an application form to leave must make an appointment to see the Principal.

RESIDENTIAL ADVISERS

Residential Advisors (RAs) in Currie Hall are appointed to assist the Principal and Student Services Manager in the smooth running of the Hall. The functions of the RAs are:

- Conduct tutorials in their subject area as required and directed by the Student Services Manager.
- Be on Rostered Duty during the Academic year.
- Provide pastoral care to their floor group in particular and to residents of the Hall in general.
- Provide study skills and general academic support.

Floor Activities

To enable greater grass roots participation in Currie Hall events, and their planning, a system of Floor Groups has been devised. Currie Hall divides very neatly into nine Floor Groups with an RA attached to each group/set.

<u>Floor Group</u>	<u>No. of People</u>	<u>RA</u>
A100s/200s	10 + 23	Ian Croucamp
A300s	23	Chee Low
A400s	24	Debbie Sun
B100s/200s	6 + 23	Hans Sathasivam
B300s	24	Melanie Roberts
B400s	24	James Curry
C House	27	Carrie Jeffereys
D House	27	Michael Pauley
E/M Houses	23	Tessa Dadd

Early in Semester One each of the floor groups will appoint/elect a floor/set group representative who will meet regularly with the Social and Activities Officers of the Residents' Club to plan Hall events. Each floor group is required to plan its own floor/set programme as well as run one event each for the whole Hall. A sum of money will be allocated to each floor/set group to subsidise floor activities.

AWARDS

Six prizes are awarded at the end of the year. Representative groups of residents assist in selecting the winners. You can find the exact conditions of the prizes from the office, but briefly they are as follows.

- The Academic Prize, first awarded in 2000. It will be awarded to a person graduating from The University of Western Australia who has spent most of their UWA academic life at Currie Hall and has gained outstanding academic results.
- The Currie Hall Association Prize, awarded by the Former Residents' Association to the most outstanding resident of the Residents' Club.
- The Principal's Prize, is awarded to the Resident who through voluntary work has given outstanding service to the Hall.
- The Mary Hodgkin Prize, awarded to the student who contributes most to fostering closer relationships and understanding between Australian and overseas students in Currie Hall.
- The Staff Prize, awarded to the first-year student who, in the opinion of the Residential Advising staff, has made the most significant contribution to Hall life.
- The Nick Rock Prize, awarded to the resident who contributes most to the musical life of the Hall.

MEDICAL ASSISTANCE

If a member of the Hall is injured, or becomes ill, the assistance of a member of staff or senior student should be sought, and the Principal, Student Services Manager or RA informed. A small first-aid kit is available from the office during office hours. There are a number of sources of medical assistance readily available to Hall members.

The University Student Health service (phone 542118 or 6488 2118 during office hours) is located on the 2nd Floor Guild Building – Student Services. The following general practitioners are located in the immediate vicinity:

- Captain Stirling Medical Centre 9386 1858
92 Stirling Highway, Nedlands
- Dr S Chin, 56 Stirling Highway, Nedlands 9386 2320
- Dr SL Hodby and Dr Prue Healy 9386 1040
206 Hampden Road, Hollywood
- Dr Bernadette Bong 9386 6803
15a/88 Broadway Emergency 0418 922 646

If necessary a doctor may be called to see you, but you will be responsible for medical and hospital expenses. In an **emergency**, you should go straight to the emergency section of **QEII Medical Centre off Monash Avenue**.

For medical assistance after hours the Locum Service can organise for a doctor to visit you at home. This service is available 24 hours a day, 7 days a week. Tel. 9321 9133.

The Hollywood After Hours Clinic in Monash Avenue, Nedlands provides access to a doctor from 6 pm Monday – Friday and from 9 am to 9 pm on weekends. Tel. 9346 6191.

For Poison information the 24 Hr Hotline is 131126

FIRE EMERGENCY

Please read the evacuation notice which is in your room for procedures to be followed in the event of an alarm.

Fire Escape Doors

For the purposes of security and insurance cover, it is essential that the fire escape doors remain locked against entry from the outside.

Fire Escape Stairways

The fire escape stairways are not intended as means of every day entrance and exit. Accordingly, residents **ARE NOT** to use the fire escape stairways other than in emergencies.

Fire Instructions

Every room within our buildings is fitted with fire detectors, alarms and fire-fighting equipment. Alarms will sound automatically both in the Hall and in the fire station for a major fire. Currie Hall has installed the rooms with automatic closers (entrance doors, kitchen and bedroom doors in the set) which must not be propped open or have the closers disconnected. This is an infringement of the fire regulations and may result in loss of insurance cover and heavy personal liability in the event of fire.

For A Major Fire

Shut your window, leave your room, shut the door. Quickly check for people in rooms on either side and make your exit down the main stairway, or via the fire escapes at the end of each floor in A and B House.

If the alarm has not sounded, press the glass cover of the nearest actuator. You will find these at most exit points. Assemble at locations as per evacuation notice located in each room.

For A Minor Fire

Attempt to put out the fire with the available equipment. Shout for help and alert persons adjacent to the fire. Attempt to locate equipment:

- Fire extinguishers near the bathrooms and landings
- Fire extinguishers in the set kitchens

Fire Prevention

Small fires can be caused by cigarettes (which should not be smoked in the rooms anyway), or by portable electric radiators, which are *not* permitted, placed too near curtains or bed mattresses. In the sets, unattended pots on the stove, particularly if they contain fat, are dangerous. Always be *careful*. Fireworks or any highly inflammable material cannot be brought into the Hall under any circumstances.

Fire Drill

Once a semester we will be having a fire drill. It is mandatory for each resident in the Hall to participate. Residents who do not follow instructions for the drill will be fined and face expulsion from the Hall.

Heaters

- Heaters are operational from the beginning of May. They operate on an hour timer, as per university regulations.
- Do not under any circumstances tamper with or remove covers from control boxes - these contain live wires.
- Do not use any heater in your room other than the one provided.
- Floor heaters or bar radiators discovered in rooms will be removed.
- Using any heating appliance which is not approved by the Hall will invalidate any insurance claim against loss through fire.

PROPERTY MAINTENANCE

Preservation of the Buildings

Please exercise care in the use of the buildings, equipment and furniture. Misuse will increase our maintenance costs and our fees. These costs are directly passed on to you through loss of your Contingency Fee and any obvious damage will be billed directly to your account.

People living in sets will be expected to take collective responsibility for damage to the set. If you use wall adhesives that damage the paint you may be asked to meet the cost of repainting. Nails and drawing pins should not be used on doors or furnishings. Where additional provision is needed for hanging pictures or ornaments, leave a note at the Office, detailing the request so that the Hall maintenance can insert correct fittings.

Removal of Furniture

Furniture and equipment in the Hall may not be removed to other locations without the permission of the Business Manager. Students are not permitted to substitute Currie Hall furniture with their personal furniture unless they have permission from the Principal.

Notification of Repairs

Residents are asked to give early notification of breakages and defective or mislaid equipment in their area of the Hall. Please use the maintenance slips provided at the office counter. A report early in the day may enable repairs to be carried out in the same day.

Electricity Usage and Overload

Your room is fitted with a circuit breaker and your lights and power will switch off if you draw more than 4.5 amps (1125 watts). Hi-fi units, reading lamps, electric blankets and Hall-supplied heaters can be used, but appliances such as hair dryers, electric jugs and convection heaters must not be used in student rooms as they will trip the circuit breaker.

HOUSEKEEPING

On one day per week rooms will be cleaned and linen changed by the Hall's housekeeping staff. Residents are expected to keep their rooms in a reasonable state. Rooms will be cleaned in the following order.

Monday: A201-10, A301-10, B301-10, C101-7, C Flat,
D101-7, D Flat
Tuesday: A211-20, A311-20, B311-20, C201-10,
D201-10
Wednesday: A221-24, A321-24, A401-6, B201-6, B321-24,
B401-6, C301-10, D301-10
Thursday: A407-16, B207-16, B407-16, E001-003, E101-10
M Flat , M201-8,
Friday: A101-6, A417-24, B103-8, B217-24, B417-24,
A Set

Housekeepers Responsible Areas

A100	Belinda
A200	Sharon
A300 & 400	Margaret
B100	Stephen
B200	Sharon
B300 & 400	Sandy
D & E House	Stephen
C&M House	Belinda & Michelle
A Set	Sharon

INTERNET & PHONES

ResNet

The local area network provided by Currie Hall and UWA is available for the use of residents. Every room has an RJ-45 port which allows residents to connect their computers to the LAN. The onus is on residents to connect their own computer to the port and provide any hardware (including cables and cards).

The Internet service is called “Resnet” and is free to residents. Once your Ethernet cable is connected to the data point in your room simply click on the internet icon on your screen. Once this is done you are now connected to the internet.

Room Phones

Every room has a personal telephone connected with a dial direct phone number. Incoming and internal calls within Currie Hall are free of charge.

To make external calls it is necessary to use a Telstra Phone Away phone card which can be purchased at the office during normal working hours.

We stock Telstra cards, which are most suitable for calls within Australia or to connect to an overseas card, and have untimed local calls at 50 cents.

Calls to UWA departments are free by using a tie-line “54” prefix number followed by the 4-digit extension number.

AMENITIES & MISCELLANEOUS

Games Room

Pool and table tennis tables and other games equipment are available for use by residents under the control of the Residents' Club Committee. Members are asked to co-operate in maintaining the security of the room and its equipment.

Tennis Court / Basketball Court/Soccer

Do not use inline skates or skateboards on the court. Please remember that this is for the use of Currie Hall residents only. A Currie Hall resident must be on the court with guests at all times.

Outdoor Games Area

The lawn area south of the buildings on Mounts Bay Road may be used for games practice. The space is limited, but residents may kick a football or practice cricket etc. The lawn quadrangle bound by the Dining Hall, A, B and E Houses and the Blue Room (Common Room) ***must not be used for sports or games***. This serves to preserve the quadrangle as a general meeting place, to prevent disturbance to students studying in adjacent buildings, and to prevent damage to buildings and plants. Golf practice is not permitted on the site. Inline skates and skateboards are not permitted on internal college footpaths.

Provision for Private Parties

Residents wishing to hold a private party may do so by booking the Party Room for that purpose. Parties may not be held in student rooms or Set kitchens.

Booking of the Party Room

The Party Room may be booked for a private party conducted by a resident and for occasional or regular meetings of appropriate Hall

clubs or organised groups. Residents wishing to make a booking may do so by applying at the office. Users of the Party Room are responsible for leaving it clean and in good order.

Canteen

The canteen is located in the Games Room. It is run by residents appointed by the Residents' Club on a marginal profit basis. The trading hours will be posted on notice boards around the Hall.

Pianos

The pianos in the Blue Room and Dining Room are available to residents for practice.

Facsimiles

If you wish to use the Currie Hall fax machine (93881224) to send or receive faxes, you may do so at the rates shown.

Outgoing within WA	\$1.10 first page 55c each page thereafter
Outgoing Interstate	\$2.75 first page \$1.10 each page thereafter
Outgoing International	\$3.30 first page \$2.20 thereafter
Incoming	55c per page

Baggage Rooms

These are situated at ground level in the walkways and on the floor landings of A and B Houses and are used to store boxes and other possessions. Obtain keys from the office during week days and RAs at other times. Please mark all of your possessions clearly with your name and date. When you are in residence the contents of your room are insured up to a maximum of \$500 but baggage is stored at your own risk.

Bicycles

Bicycles should be locked with heavy duty locks and stored only in the locked bike shed which is able to be accessed using your room key. Only persons in the Hall who own bikes have access to the bike shed. Theft is *not* covered by the Hall, but insurance can be arranged through some insurance companies. Westsure, SGIO and Sun Alliance will all insure your bicycle if you or your parents have household contents insurance with them.

In any case:

- mark the frame of your bike with a car license number (yours or your parents') so that, if recovered after being stolen, it can be traced back to you by the police;
- use a heavy chain and padlock or a D clamp, not a light chain which is easily snipped with bolt cutters or a combination lock which is easily broken.

Bicycles left unattended in the quad area will either be double chained or removed.

Parking

Car parks at the front of the Hall are solely for the use of staff and visitors to the Hall. Residents should warn outsiders that illegal parking will lead to a fine under the University Site By-Laws. The moment a non-resident or non-staff member of the Hall leaves the premises whilst their car is parked here, they are breaking the by-law. Car parks are not transferable except with the permission of the Principal.

Laundry

A fully automatic laundromat is located in the north-east corner of the dining/kitchen block. Rotary clothes lines are available between B and C houses. It is advisable to *not* leave clothes on the line or in the laundry overnight. Washing machines should not be overloaded since this causes damage and prevents proper washing operation. The

washing machines and dryers each take \$1 coins, the soap dispensers takes 20c coins. Foreign coins must not be used.

Mail

Mail is placed in the letter boxes above surname initials. These boxes are situated on the wall just around the corner from the office counter. Exceptions: registered and certified articles, parcels, bankcards, PINs, driver's licences. A note addressed to you will be placed in the letterbox informing you that you have something to collect from the office. **The Mail Boxes are only open during Office Hours.** There is a slot in the office counter for sending external mail. If you have inter-departmental mail to send out, you can place it at the bottom right hand corner of the mail boxes. You can also leave messages there or return internal mail envelopes etc.

Insurance of Personal Belongings

The Hall carries insurance against the loss of personal belongings of residents with exception of Computers, Stereos and CD Players. Claims may be met up to the value of \$1000 with an excess of \$50, but this does not include notes, coins, negotiable securities or cheques. Losses should be reported immediately as a time lapse could prejudice the claim. Residents should realise that negligence in securing property, including failure to close your room door whereupon it would automatically lock, will invalidate the claim. Details of further Insurance Cover will be available from the Business Manager.

Sets

Balconies associated with sets are also the responsibility of the set occupants. Monitoring noise control is essential. There is a limit on the number of guests allowed in a set living area. Two or three guests are the limit.

No smoking is permitted on any balconies.

PART B: CURRIE HALL POLICY & GUIDELINES

Hall of Residence Policies

The community of Currie Hall operate under State and Commonwealth laws and the by-laws of the University of Western Australia (UWA). As UWA's own Hall of Residence, Currie Hall supports and implements all of the policies and procedures of UWA.

Currie Hall respects the rights and privacy of residents. A student's room is regarded as his or her private space, yet the student has a responsibility to other Hall residents to maintain a clean, safe living environment which does not infringe on the rights and privileges of other residents.

The Student Services Manager is responsible for ensuring residents conduct themselves within the Currie Hall policy and guidelines. The Student Services Manager is supported by the Residential Advisors to ensure the effective and safe operation of the Hall. In cases where the Principal needs to deal with breaches of the guidelines and policies, the parents/guardians and police may be notified.

As a guiding principle the following will **not be tolerated** at Currie Hall

1. Harassment, intimidation or bullying.
2. Sexist, racist or discriminatory behaviour.
3. Any use or possession of illegal drugs, including equipment associated with usage.
4. Binge or excessive drinking (see alcohol policy).
5. Underage drinking.
6. Disruptive or discourteous behaviour.

7. Damaging or the tampering of any safety equipment such as fire detectors.
8. Theft, vandalism or damage.
9. Smoking in rooms, balconies, stairwells, corridors, bathrooms, common rooms and toilets (see smoking policy).
10. Excessive noise (see noise policy).

The following sections and policies expand more fully on the above mentioned guidelines.

RULES OF ADMISSION AND RESIDENCE

1. Students shall be admitted and remain in residence at the discretion of the Principal and Council.
2. All students shall pursue their studies to the satisfaction of the Principal. Those not making satisfactory progress may be asked to leave the Hall or may be refused admission in the following year. Students who fail 2 or more units in an academic year will be deemed unsatisfactory.
3. No student shall behave in any manner which tends to cause offence or annoyance to the general body of students or which tends to bring discredit upon the Hall.
4. Students shall not create unreasonable noise likely to disturb the study or sleep of other residents.
5. Students are requested to dress at all times in a manner not offensive to other members.
6. Each student, prior to admission, shall sign a declaration that he or she will obey the rules of the Hall.
8. Admission, Fees, and Termination of Residence. All students shall be admitted on the understanding that they will remain in residence for the full academic year and that they will abide by the conditions set out below in respect of payment of fees and/or termination of residence.

Accounts not paid within one week of the date can be charged interest on the outstanding balance at a rate determined by the Business Manager.

- (b) Any resident who wishes to terminate his or her residence before the end of the year (defined as the Sunday at the end of the second week of UWA examinations) must have an

appointment with the Principal and complete a leaving form. Residents are liable for the rent of their room for the remainder of the semester. If terminated during the mid-semester break the student is liable for rent until a new resident is found to take over the room.

- (c) Except in special circumstances a student leaving the Hall before the end of the year as defined above will forfeit the Contingency Fee.
 - (d) Any person whose residence is terminated for non-compliance with the rules of the Hall will forfeit the whole of her or his deposit.
 - (e) The Principal shall be responsible for the allocation of rooms. In doing this he or she will take into account the preferences, seniority and the disciplinary record of the students.
9. The right of students to use their rooms or any part of the Hall shall be confined to the academic year which shall extend from the commencement of Orientation Week until one week after annual examinations. Permission is required for residence during the vacation period between academic years.
10. Residents may have visitors in the Hall between the hours of 7am and 11pm. Residents shall be responsible for their guests including noise made or damage done by them. They are responsible for liquor brought by persons visiting them. *Members may not have overnight visitors unless prior arrangements have been made with the Principal or Business Manager.*
11. During the academic year students may bring occasional guests from outside the Hall membership to meals *but not to late meals*. They must enter their guests name in the visitors' book *before taking the meal*. Failure to do so will result in the meal charge being doubled.

12. Students intending to stay away from the Hall overnight are required to inform their RA and leave details of their whereabouts during the period of absence.
13. In case of illness the Hall reserves the right to obtain medical assistance or to send students to their homes or to a hospital at the student's own expense.
14. Currie Hall residents wishing to park their vehicles in the Hall grounds shall provide the Office with the registration number of their vehicle and ownership documents and display their parking permit sticker.
15. The main kitchen is out of bounds to students.
16. Students may use the electric radiator provided by the Hall (no others permitted) and other electrical appliances such as radios, fans and reading lamps in their bedrooms provided. However, that these shall not be left on while the room is unoccupied or overnight and provided also that the power consumption at any time does not exceed 1125 watts (1800 watts in the sets).
7. Electric lights must be switched off when not in use.
8. Because of the fire risk no open flame burners are permitted in the rooms, no fires are to be lit in the grounds other than with the permission of the Principal and, at no time, shall fireworks be brought on to the site. Fire fighting equipment *must not* be tampered with.
9. Students shall not remove furniture or furnishings from the bedrooms or cutlery or crockery from the dining hall or any other Hall property from its usual place without permission of the Business Manager.

10. Any damage to or loss of furniture and/or fabric in each bedroom shall be the responsibility of the student occupying the room.
11. Every student on first accepting a place in the Hall shall pay a contingency deposit against damage to or loss of property of the Hall. The portion of the Contingency deposit not forfeited will be refunded when the student leaves the Hall.
12. Residents should be aware that serious breaches of Currie Hall Policy can lead to immediate expulsion. The resident concerned will be informed in writing by the Principal as to the disciplinary action taken.

Admission Policy - Returning Residents

Former residents will be invited to return to Currie Hall provided:

- they have exhibited satisfactory behaviour;
- their account is up to date;
- they have not failed more than two units in the academic year;
- they have participated as part of the Currie Hall community;
- their application and payments have been lodged by the required date.

ALCOHOL POLICY GUIDELINES

Rationale

As part of its concern for residents, Currie Hall promotes moderation in the use of alcohol and a responsible attitude towards its consumption within the Hall community.

Resident Responsibility

Each resident within the Hall who drinks alcohol needs to be responsible. The fact that you were drunk, which often leads to anti-social behavior such as excessive noise, loud music, vomiting etc., will not be accepted as an excuse nor will it absolve you from being accountable for both your own and/or your guests behaviour. Anti-social behaviour of any nature within the Hall community is unacceptable and will be addressed appropriately. Undue reliance on alcohol for recreational purposes is not condoned and under-age drinking is not permitted.

Continued excessive use of alcohol or unacceptable behaviour arising from your consuming alcohol may result in your being counselled, or required to seek assistance at Student Services.

If a resident is discovered drunk and unconscious on Currie Hall premises she/he **will be admitted to hospital, treated, and the resident's parents will be notified.** This is a legal responsibility under the duty of care guidelines.

Residents who are drunk and vomit will be required to pay \$50 for cleaning.

Residents Rooms

Alcohol in modest amounts may be consumed within the confines of a resident's private room provided that the quality of life and rights of other residents of the Hall are not compromised, threatened or infringed. A resident may have no more than two friends or visitors in their room at any one time, numbers in excess of that must move to the party room.

Remember that normal rules regarding noise and floor "quiet hours" will always apply and take precedence. Residents who reside in C, D and E houses who have kitchen/living areas available may consume moderate amounts of alcohol in these areas. Only residents residing within the set plus up to 5 guests or friends in total will be permitted at any one time in the kitchen living area of their set. Numbers in excess of this number must also move to the party room. If the Party Room is required to be opened the RA on duty before 11pm or the security person after 11pm can open the room for you. Your name will be recorded in the Security Diary in case any follow-up is required.

The Party Room

If you wish to have a drink with friends within the Hall or with outside visitors the Party Room is available.

- Outside visitors are your responsibility and must be signed in to be able to access the Party Room. The signing in book will be kept in the Security Room.
- The room must be tidied up and rubbish removed once the gathering has finished. Under certain circumstances and by arrangement the tidy up may be delayed until the following morning.
- Guests having socialised in the Party Room are not permitted into any of the accommodation blocks.
- Impromptu groups of up to 20 people returning from a night out may use the Party Room without a booking subject to the above rules.

- The Patio area outside the Games Room can also be used for social purposes providing no drinking or smoking occurs inside the Games Room.
- Rules regarding **NOISE** apply at all times.
- Larger planned gatherings of up to 30 people (number determined by the Occupational Health & Safety – UWA) wishing to use the Party Room must submit a completed application form, obtainable from the office, seeking permission for the event to take place.
- An interview may be required with the Principal, Student Services Manager or Business Manager to clarify details of the application. If permission is given a copy of the application form will be passed on to Security and the RA on duty.
- Any damage or excess cleaning will be the responsibility of the person booking the event and will be charged to their account.

Consumption of alcohol in the Blue Room, Games Room, Quad and in all other Community areas is expressly forbidden unless otherwise arranged with the Principal.

NOISE POLICY

From time to time a resident or group in the Hall may give offence to others, wittingly or unwittingly. It may be excessive talking in the corridor, smoking or unduly loud music which disturbs you and prevents you from working or sleeping. It may be a loud party or some anti-social behaviour.

There are recognised means of dealing with these problems.

1. If you are personally disturbed by others in the Hall, your first action should be to approach them and discuss the matter. Very often this solves the problem amicably.
2. Sometimes noise and disturbance continues and recurs in spite of reasonable requests. In this case you should discuss the problem with the Student Services Manager or RA.
3. If you are reticent to approach the offending person or group yourself, then make the approach with a group of neighbours who are also being disturbed, or ask other senior students to assist you solve the problem. You may also ask an RA to assist you if the more direct approach is ineffective.

Quiet Hours

Within Currie Hall time periods have been designated as “Courtesy Hours” and “Quiet Hours” to promote an environment conducive to living and learning. The University is committed to providing students with housing in which they may grow and develop both personally and academically. The development of an atmosphere conducive to study is the mutual responsibility of all the residents.

Therefore, the following guidelines have been established.

- (i) Student are required to be considerate of the needs of others at all times and to govern the noise level of their stereos and gatherings accordingly. Courtesy hours are in effect at all times.
- (ii) Currie Hall will have quiet hours, and these hours will be posted throughout the Hall.

- (iii) Prior to the adoption of quiet hours for a new academic year, the minimum quiet hours are **10pm to 9am weekdays and 11pm through 10am weekends**. Quiet hours will begin on the first evening the Hall or Residence opens for the commencement of first semester.
- (iv) Quiet hours are in effect 24 hours a day beginning the evening of the last day of classes, until the end of final examinations. The RAs in each area may select a short period of time each day when the quiet hours are not enforced, but courtesy hours will remain in effect at that time.
- (v) Radios, stereos, musical instruments and sound amplification equipment may be used by students as long as the use of the equipment does not disturb other residents. The placement of speakers in room windows or outside areas is prohibited. It is recommended that a set of headphones accompanies each stereo in Currie Hall for use when loud music is played.

UNLAWFUL SUBSTANCES

The Hall in no way condones illegal drug use, nor will it protect users from the law. Where use of illegal drugs is observed or trafficking is suspected, the Hall may rely on police or other appropriate resources to resolve the various problems identified.

1. **Trafficking or participating in trafficking in illegal drugs will result in the resident/s being expelled from the Hall and police notified.**
2. Residents shall not keep or have in their possession or control in the Hall any substance or article of which possession is forbidden by the Law of the State or the Commonwealth of Australia.
3. Use of any illegal drug by a Currie Hall resident will result in their parent or guardian being notified. The matter may result in police being notified and expulsion from Currie Hall.

TOBACCO SMOKING POLICY

Currie Hall is committed to ensuring students, staff and visitors are not exposed to tobacco smoke and therefore students must comply with the smoking policy.

The underpinning principle is that non-smokers, as far as practical, not be subjected to smoke inhalation.

Smoking is prohibited in:

- All buildings including common rooms, corridors, stairwells, laundries, dining hall and balconies.
- Major thoroughfares and pathways.
- Within three meters of access points to buildings such as doors, windows, near air-conditioning vents and ducts.
- Other areas designated as no smoking areas by signage.

Residents should dispose of their cigarette butts in appropriate waste bins and not litter college grounds.

More information on the UWA Smoking Policy can be found at <http://www.safety.uwa.edu.au/policies/smoking>.

HARASSMENT POLICY

Currie Hall has an obligation to protect its residents and staff from harassment. The Hall is committed to providing a living, working and study environment that is free from harassment, but where this does occur, to ensure that complaints are dealt with fairly and promptly. Currie Hall is also committed to providing a discrimination free environment. It is our policy that no resident should be treated less favourably than any other regardless of the circumstances.

This harassment policy is aimed at deterring harassment by increasing awareness that such behaviour is unacceptable. It ensures that there are avenues to pursue grievances, and contains assurances that any occurrence of harassment will be dealt with to prevent their recurrence.

Harassment is a serious issue which can undermine morale and adversely affect the ability of staff and students to achieve their full potential within the Hall. It may be initiated by either males or females and may occur among a combination of students, other residents, staff, residential advisers, or members of the public in the course of Hall business.

Harassment involves, either verbally or in writing, threats, insults, taunts or abuse of a person or associate of the person because of that person's particular gender, race, religious or political conviction, sexual preference, age, or psychological or physical impairment. Harassment may occur through the words or actions of individuals or of a group, and may be a single incident or repeated incidents.

Legislation

The Western Australia Equal Opportunity Act 1984 makes it unlawful to discriminate against or harass a person in certain areas of public life, and provides for the Commissioner for Equal Opportunity to resolve complaints through conciliation. Sexual harassment in particular also conflicts with the University's Equal Opportunity Policy and the Commonwealth Sex Discrimination Act (1984).

Sexual Harassment

Sexual Harassment is one form of harassment. It covers a range of behaviours and includes, but is not limited to:

- unwelcome verbal communication of a sexual nature either deliberate or unintentional;
- unwanted and deliberate physical contact such as patting or pinching, through to more hostile conduct;
- gratuitous display of sexually explicit written materials, audio-visual materials or computer images;
- implicit or explicit demands for sexual activity;
- offensive gestures or actions of a sexual nature.

Some forms of sexual conduct which are considered innocuous by some people may be considered offensive by others. It may however, be difficult for the offended person to convey her or his displeasure, especially if the person giving offence is in a position of authority. Regardless of intent, the incidence of sexual harassment is determined by how the alleged offensive conduct is perceived.

If you experience harassment of a sexual nature or otherwise you must report to the appropriate staff member as soon as possible.

Procedures for resolving complaints

The following procedures aim to ensure that complaints of harassment of staff and residents of the Hall are considered seriously and sympathetically, are dealt with promptly and confidentially, and that the rights of both the complainant and the alleged harasser are respected. No action will be taken unless it is requested by the complainant, and throughout all stages of the inquiry and follow up confidentiality will be preserved. Advisers may be approached on an informal basis by anyone concerned with harassment, either by the person that has allegedly been harassed or associates.

Contacts

Any of the following can be contacted.

Principal:

Chris Massey

Ext 335

Student Services Manager: Janet Linn Ext 205

Equity Officers are available from the Equity Office, The University of Western Australia ext 543873 or 6488 3873

Equal Opportunity Commission
2nd Floor, Westralia Square, 141 St George's Terrace
Perth WA 6000 Telephone 92641933

Full details of these procedures, information on the University's sexual harassment policy, or State discrimination guidelines can be obtained from UWA.