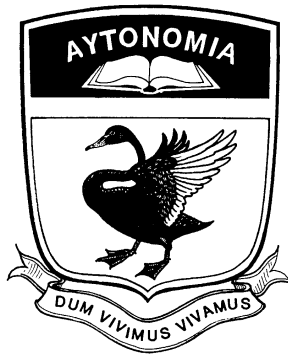


CURRIE HALL



HANDBOOK 2009

EMERGENCY CONTACT NUMBERS

Office hours (8.30-5.00) Dial 8333

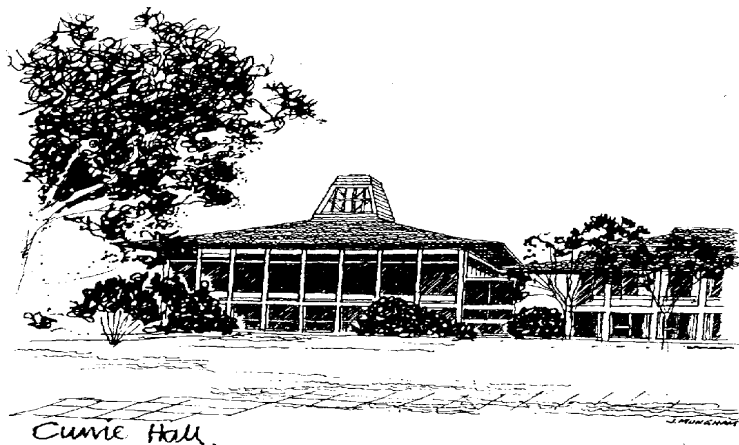
Duty RA (5.00pm-11pm; 5am-8.30am) Dial 9502

Security (11:00pm-5:00am) Dial 9510

UWA Security and Emergency

Internal Dial 2222

External 6488 2222



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 in which 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!

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 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 2009.

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 2009!

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
Ms Belinda Mathyi	House Attendant
Mr Stephen Forshaw	House Attendant
Mr Reuben Stack	House Attendant

RESIDENTIAL ADVISORS (RAs)

Qi Wei Ang	A100s/200s
Steven Gandy	A300s
Melanie Roberts	A400s
Glynn Simpson	B100s/200s
Amy Clarke	B300s
Ankit Asarpota	B400s
Emma Allen	E & M Houses
Raj Zaman	C House
Chee Low	D House
Hans Sathasivam	M Flat
JunXiang Pong	C House

CATERING STAFF

Debra Lindsay	Cook
Vincent Tan	Chef
See Kuan Foo	Chef
George Campbell	Kitchen Hand
Jo Pearson	Front of House
Siew Fong Cheong	Front of House
Tony Lindsay	Front of House

RESIDENT CLUB COMMITTEE

PRESIDENT	Wolfgang Lewandrowski
VICE PRESIDENT	Tristan Richards
SECRETARY	Jamie Pearce
TREASURER	Shu Yin Chia
FEMALE SPORTS REP	Rachel Conroy Vishnupriya Rajkumar
MALE SPORTS REPS	Nat Baldwin
INTERNATIONAL REP	Nora Khalid
PUBLICATIONS OFFICER	Mitra Rosaryo
ACTIVITIES OFFICER	Zehra Khan Sarah Haynes

CONTENTS

PART A	“THINGS YOU OUGHT TO KNOW”	1
ADMINISTRATION		1
Office Hours		1
DINING		2
Meals		2
Dress Requirements		2
Alternative Meal Arrangements		2
Cut Lunch		2
Early or Late Dinner		3
Swot Vac & Exam Period		3
Illness		3
Visitor Meals		3
RESIDENTIAL FEES		5
The Academic Year		5
Payment Plan		5
Payment Methods		6
Late Fees		6
Financial Hardship		6
Mid Year Break		6
End of Year Break		7
ADMISSION		8
Admission Policy - Returning Residents		8
Conditions of Admission		8
Room Allocation		8
Overnight Visitors		9
LEAVING THE HALL		10
Termination of Contract		10
RESIDENTIAL ADVISORS		11
Floor Activities		11
AWARDS		12
MEDICAL ASSISTANCE		13
FIRE EMERGENCY		14
Fire Escape Doors		14
Fire Escape Stairways		14
Fire Instructions		14
For A Major Fire		14

For A Minor Fire	15
Fire Prevention	15
Fire Drill	15
Heaters	15
PROPERTY MAINTENANCE	16
Preservation of the Buildings	16
Removal of Furniture	16
Notification of Repairs	16
Electricity Usage and Overload	17
HOUSEKEEPING	18
Housekeepers Responsible Areas	18
INTERNET & PHONES	19
ResNet	19
Room Phones	19
AMENITIES & MISCELLANEOUS	20
Games Room	20
Tennis Court / Basketball Court/Soccer	20
Outdoor Games Area	20
Provision for Private Parties	20
Booking of the Student Lounge	21
Canteen	21
Pianos	21
Facsimiles	21
Baggage Rooms	21
Bicycles	22
Parking	22
Laundry	23
Mail	23
Insurance of Personal Belongings	23
Sets	23
<u>PART B: CURRIE HALL POLICIES & GUIDELINES</u>	24
Hall of Residence Policies	24
RULES OF ADMISSION AND RESIDENCE	26
Admission Policy - Returning Residents	30
ALCOHOL POLICY GUIDELINES	31
Rationale	31
Resident Responsibility	31
Residents' Rooms	32

The Student Lounge	32
NOISE POLICY	34
Quiet Hours	34
UNLAWFUL SUBSTANCES	36
TOBACCO SMOKING POLICY	37
HARASSMENT POLICY	38
Legislation	38
Sexual Harassment	39
Procedures for resolving complaints	39

PART A “THINGS YOU OUGHT TO KNOW”

ADMINISTRATION

Office Hours

The front office is attended from:

Monday to Friday: 8.30am – 5.00pm

After Hours contacts

5.00 pm – 11.00 pm Duty RA (Phone 9502)

11.00 pm – 5.00 am Security (Phone 9510)

5.00 am – 8.30 am Duty RA (Phone 9502)

<i>Office Extensions</i>	Jean Rupert/Chris Massey	8333
	Jan Allen	8203
	Janine Brooks	8332
	Janet Linn	8205

Currie Hall Phone Number + 618 9273 3333

DINING

Meals

Meal times in the Hall are as follows:

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

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

- footwear please (no bare feet)
- clothing please (no shirtless chests, no swimwear)

Alternative Meal Arrangements

If university commitments keep you away from the Hall at the regular meal times, you can arrange to have a packed lunch, or an early or late evening meal. Fill out the forms available in the kitchen servery.

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 \$8.00

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 Hall Dinners and International Night, you may occasionally bring a friend to the Hall for a meal with you. Simply complete 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

\$8.00 - lunch

\$10.00 - Dinner

Please do the right thing and complete the visitor's book. It causes you and your guests embarrassment when we have to follow up in the dining hall. It also adds cost to others in the community 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 2009 are \$315 per week.

The Academic Year

The Academic Year is considered to cover the period:

- 1st Semester – Sunday 22 February until Sunday 21 June at 10.00am, which is 17 weeks, and
- 2nd Semester – Sunday 19 July until Sunday 15 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 2009 - 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 2009 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 due dates for 2009 are as follows:

Instalment 1	17 weeks at \$5355	13 March 2009
Instalment 2	17 weeks at \$5355	7 August 2009

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 **must 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

Unless otherwise notified, residents who remain in the Hall during the Christmas break will be charged a bed and breakfast rate after the annual kitchen closure.

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. 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 priority to occupy your old room, provided it is not a double room or in a set and your contribution and 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, Student Services Manager or Business Manager. *Visitors must not stay without prior arrangement.*

A spare room will be provided if one is available for \$45 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 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 ADVISORS

Residential Advisors (RAs) in Currie Hall assist the Principal and Student Services Manager in the running of the Hall. The responsibilities of the RAs include:

- Providing pastoral care to their floor group and to residents of the Hall in general.
- Developing a productive and harmonious living and learning community.
- Fostering cross-cultural awareness and respect of individual differences within the Hall.
- Providing general academic support to residents.
- Performing after-hours Rostered Duty.

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	4 + 10 + 23	Qi Wei Ang
A300s	23	Steven Gandy
A400s	24	Melanie Roberts
B100s/200s	6 + 23	Glynn Simpson
B300s	24	Amy Clarke
B400s	24	Ankit Asarpota
C House	27	Raj Zaman
D House	27	Chee Low
E/M Houses	23	Emma Allen

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

Eight 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.
- The Sportsman and Sportswoman of the Year Prizes, awarded to the male and female Currie Hall Residents who have demonstrated strong participation, sportsmanship and sporting skills in their inter-college and UWA sporting pursuits.

MEDICAL ASSISTANCE

If a resident of the Hall is injured, or becomes ill, the assistance of a member of staff or senior student should be sought, and the RA, Student Services Manager or Principal 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 ext 2118 or 6488 2118 between 8.30am and 5.00pm) 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. Telephone 9321 9133.

The Hollywood After Hours Clinic in Monash Avenue, Nedlands provides access to a doctor from 6 pm Mon – Fri and from 9 am to 9 pm on weekends. Telephone 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) 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 and 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. Locate equipment:

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

Fire Prevention

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.

Small fires can be started by cigarettes or by portable electric radiators placed too near curtains or bed mattresses. **For this reason, smoking is not permitted inside any building at Currie Hall** and residents are **not permitted** to have at risk appliances, including portable electric radiators, in their rooms at any time.

Fire Drill

A fire drill will take place once a semester. 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, air conditioners 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	Reuben
D & E House	Stephen
C&M House	Belinda
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 and can be dialled using 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) is not be used as a general area for sports or games practice. 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 Student Lounge for that purpose. Parties may not be held in student rooms or Set kitchens.

Booking of the Student Lounge

The Student Lounge 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 Student Lounge 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 *not* advisable to 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 does not insure against the loss of resident's personal belongings. It is highly recommended that students find suitable coverage to insure personal belongings whilst living at the college. At all times residents should secure their property, door closers must remain intact whereupon your door will automatically lock.

Sets

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

No smoking is permitted on any balconies.

PART B: CURRIE HALL POLICIES **& GUIDELINES**

Hall of Residence Policies

The community of Currie Hall operates 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 UWA policies and procedures.

Currie Hall respects the rights and privacy of residents. A student's room is regarded as his or her private space, however 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 and 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 behaviours 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 drug usage.
4. Binge or excessive drinking (see alcohol policy).
5. Underage drinking.
6. Disruptive or discourteous behaviour.

7. Damaging or tampering with any safety equipment such as fire detectors.
8. Theft, vandalism or damage.
9. Smoking in rooms, balconies, stairwells, corridors, bathrooms, common rooms and toilets. Use of smoking equipment such as water (Hookah) pipes is not allowed (see smoking policy).
10. Excessive noise (see noise policy).

It is the responsibility of all residents to read the following sections of the Handbook and be proactive in following Hall guidelines.

RULES OF ADMISSION AND RESIDENCE

1. Students shall be admitted and remain in residence at the discretion of the Principal and/or Council. An failure to abide by any Currie Hall policy or guideline may result in expulsion.
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 causes offence or annoyance to the general body of students or which brings discredit upon the Hall's reputation.
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 residents.
6. Each student, prior to admission, shall sign a declaration that he or she will obey the rules of the Hall.
7. 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.
 - (a) 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 of 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 and are responsible for their guests. This includes responsibility for excessive noise, damage or disruption. Residents are also responsible for alcohol brought by visitors.
 11. Residents may not have overnight visitors unless prior arrangements have been made with the Principal or Student Services Manager. There is a charge for having overnight

guests (please refer to page 9 of this Handbook for further information).

11. During the academic year students may bring occasional guests from outside the Hall to meals. There is a fee of \$8 for lunch and \$10 for dinner and this is charged to the resident's account. You must enter the guest's name in the visitors' book *before taking the meal*. Failure to do so will result in the meal charge being doubled. Guests may not come to *late meals or to special Hall dinners and events*.
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 must use the electric radiator provided by the Hall (no others permitted). Electrical appliances such as radios, fans and reading lamps may be used in bedrooms, provided they are not left on while the room is unoccupied or overnight. Power consumption must not exceed 1125 watts (1800 watts in the sets) at any time.
17. The following electrical appliances are potential fire hazards and are not permitted in residents' rooms: hairdryers, toasters, kettles, rice cookers, electric frypans, strings of

lights against the curtains, any objects tied to or draped over electrical fittings and lights.

18. Electric lights must be switched off when not in use.
19. Because of the fire risk no open flame burners are permitted in the rooms, no fires are to be lit in the grounds without the permission of the Principal and fireworks are not permitted on site at any time. Fire-fighting equipment *must not* be tampered with.
20. 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.
21. Any damage to or loss of furniture and/or fabric in a bedroom shall be the responsibility of the student occupying the room.
22. Students are not permitted to substitute Currie Hall furniture with their personal furniture unless they have permission from the Principal. Students are not permitted to place and use air conditioners in their rooms. Students can only have a fridge with permission from the Principal and the fridge does not exceed electrical standards and limits.
23. 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.
24. Residents should be aware that serious breaches of Currie Hall Policy can lead to immediate expulsion. The resident concerned will be informed in writing of disciplinary action by the Principal.

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 actively participated in 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 Hall resident who drinks alcohol needs to be responsible. Using excessive consumption of alcohol as an excuse for anti-social behaviour such as excessive noise, loud music, vomiting etcetera will not be tolerated. Nor will it absolve you from being accountable for your own and/or your guests behaviour. Anti-social behaviour of any kind 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 alcohol consumption 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 a minimum of \$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 Student Lounge.

If you have guests, remember that the usual community rules regarding noise and "quiet hours" always apply and take precedence. Residents who reside in C, D and E houses may consume moderate amounts of alcohol in their kitchen/living areas. Only set residents plus up to a total of 5 guests will be permitted at any one time in the kitchen/living area of their set. Please move to the Student Lounge if numbers are greater than the limit.

The Student Lounge

The Student Lounge is available for residents who wish to have a drink with a group of friends within the Hall or with outside visitors. Please note that:

- Outside visitors are your responsibility and must be signed in with the RA or Security Officer to be able to access the Student Lounge. Visitors must leave Currie Hall by 11.00pm unless otherwise arranged with the Student Service Manager.
- The room must be tidied up and rubbish removed once you are finished. Under certain circumstances, and by arrangement, the clean-up may be delayed until the following morning.
- Guests who have been socializing in the Student Lounge are not permitted into any of the accommodation blocks.
- Impromptu groups of up to 20 people returning from a night out may use the Student Lounge without a booking subject to the above rules.
- Rules regarding excessive noise apply at all times.
- Larger planned gatherings of up to 30 people (number determined by the Occupational Health & Safety – UWA) in

the Student Lounge must submit a completed application form, obtainable from the front 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.

The consumption of alcohol in the Blue Room, Games Room, Dining Hall, Quadrangle, Barbecue area and all other Community areas is 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. For example, this may occur through excessive noise in the corridor, smoking in the wrong place or playing unduly loud music which disturbs someone and prevents them from studying or sleeping. It could be a loud party or anti-social behaviour.

Here are suggestions for dealing with these problems constructively.

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. If you are reticent about approaching the person or group yourself, ask an RA to assist you.
3. Sometimes noise and disturbance continues and recurs in spite of reasonable requests. In this case you should discuss the problem with your RA who will report it to the Student Services Manager.

Quiet Hours

Within Currie Hall certain 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.

- (iii) The minimum quiet hours are **10pm to 9am on weekdays and 11pm through 10am on 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 from the evening of the last day of semester classes until the end of final exams.
- (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 does not in any way condone illegal drug use, nor will it protect drug users from the law. Where the 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.
4. Any student in possession of devices used to smoke or use illegal drugs will face disciplinary action which may include expulsion and/or the police being notified.

TOBACCO SMOKING POLICY

Currie Hall is committed to ensuring students, staff and visitors are not exposed to second hand 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.

Any apparatus used to smoke any substance, including tobacco, is not allowed at Currie Hall.

Smoking of tobacco is prohibited in:

- All buildings including common rooms, corridors, stairwells, laundries, dining hall and balconies.
- Major thoroughfares and pathways.
- Within **five** metres 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. If harassment does occur, complaints will be 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.

The aim of our harassment policy is to deter harassment by increasing awareness that such behaviour is unacceptable in our community. It ensures that there are avenues to pursue grievances, and contains assurances that any occurrence of harassment will be dealt with promptly and definitively to prevent any 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 advisors, 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 with regard to their 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 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 ranging from patting or pinching through to more aggressive or hostile behaviours;
- gratuitous displays of sexually explicit written, visual or computer images;
- implicit or explicit demands for sexual activity;
- offensive gestures or actions of a sexual nature.

We all need to be aware that there are forms of sexual conduct which, although considered harmless by some people, may be considered offensive by others. It can be difficult for the offended person to express their discomfort, especially if the person giving offence is older, bigger or in a position of authority. Regardless of how the perpetrator might intend their action or remark (for example, thinking they are making a joke or not being really serious about it), an incident of sexual harassment is determined by how the alleged offensive conduct is perceived by the victim. All residents must be aware of the potential for their behaviour to be considered offensive, even threatening, to other residents and to think about the possible consequences of their actions and words.

If you experience any form of harassment while at Currie Hall, you must report it to a staff member as soon as possible.

Procedures for resolving complaints

The following procedures aim to ensure that complaints of harassment within the Hall are considered seriously and sympathetically, dealt with promptly and confidentially and resolved

with the rights of both the complainant and the alleged harasser 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. Advice can be sought on an informal basis by anyone concerned with harassment through the following contacts:

Principal: Chris Massey Ext 8335

Student Services Manager: Janet Linn Ext 8205

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

Equal Opportunity Commission
2nd Floor, Westralia Square, 141 St George's Terrace
Perth WA 6000 Telephone 9264 1933

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