Welcome

Welcome to all returning and new residents!

This is the first edition of Resident News for 2015. It contains some helpful information about living in residence, what you need to do before you arrive and where to go upon arrival.

We have scheduled a number of induction sessions for the week of 15–22 February. For those of you moving into the Newnham Apartments, we have a special session on Wednesday 11 February. We strongly encourage you to sign up for an induction session – if none of the days or times suits, you will need to contact the office to make alternate arrangements. These sessions will provide you with a tour of our residences and the dining hall (Saltz Café and Restaurant), and an outline of the rules of residency. The sessions also provide you with an opportunity to have your questions answered, to sign up for activities and events, and be introduced to our staff and the services that we offer.

Good luck for the year ahead.

Tania Harvey
Manager, Accommodation Services - Launceston

Induction sessions

Wednesday 11 February 5.00 pm (Newnham Apartments only. Meeting point is BBQ area outside laundry)

Sunday 15 February 3.45 pm
Wednesday 18 February 3.45 pm
Sunday 22 February 3.45 pm

Meeting point is the grassed area at the entry to Queen Elizabeth Walk (in front of the TUU building and the Walk). Please email your preference for day and time to enquiries@accommodation.utas.edu.au
Prohibited items
A reminder for those who may not have read the Residency Agreement in depth:

- Plug-in heaters are prohibited from use in residence. This is for a very good reason – your safety and that of your fellow residents! You will be living in a communal environment and you could be putting your lives at risk by using plug-in heaters. Your room has sufficient heating already installed, but if you need additional heating, let us know and we can offer alternative solutions.

- Cooking items such as rice cookers, toasters, electric frying pans, kettles and sandwich presses can be used in the kitchen areas only. They are prohibited from use in your individual rooms. Again the reason should be obvious – your safety and that of your fellow residents!

- Swords, bows, spear guns and the like are prohibited from the residences; however they can be stored with us if you wish to bring them for a legitimate recreational purpose.

- Sub-woofers are banned from residence. If you are planning on bringing one with you, DON’T – unless you want to leave it packed up in your cupboard for the year. If it is found connected in your room, it will be confiscated until the end of your contract.

The above are considered violations of your residency agreement and/or the rules of residence. Breaches may result in your being issued with a formal warning or with AS terminating your residency.

Before you arrive
Rent – If you have not submitted your Direct Debit form you need to pay 2 weeks’ rent by 2 February.

Arrival dates – please inform the office if your arrival date is not 15 February and let them know your estimated time of arrival. Please be aware that if you arrive before the start of your contract, you will be charged for the additional nights. Failure to notify us that you will be arriving early may mean that your room is not ready and you will be turned away.

Induction session – You need to sign up to attend one of the sessions outlined on page 1. These sessions will provide you with valuable information for your stay in residence. Ignorance of the rules will not be seen as a valid excuse; if you are unable to attend any of the induction sessions, please contact me at enquiries@accommodation.utas.edu.au to make alternative arrangements.

When you arrive
Weekdays – Please proceed to the AS Office on Queen Elizabeth Walk and report to the counter on Level 2 of the TUU Building, right above the Walk Cafe.

Weekends or after hours – Please contact the duty officer by either using the help phone located at the entrance to your residence or by phoning Leprena / Kerslake – 0417 314 724 or Investigator Hall – 0417 318 091

Check-in times – Check-in is from 10am – 7pm on Sunday 15 February. We have extra staff rostered on to process check-ins but there might still be a waiting period before you can be assisted due to the large number of arrivals. Note that if you arrive outside the hours listed above, the wait time is estimated to be much longer.

Check-in times – Newnham Apartments – You are able to check in from 10am on the day your contract commences. Please ensure your have paid your bond at Service Tasmania and have the receipt to present upon check in.

Dining options 2015
Accommodation Services provides a flexible and affordable meal program which allows residents to buy meals at Saltz Restaurant and Cafe at very competitive prices. To access the meal program, you must first activate your UTAS student ID card at the office; to get the discount, you must have credit on your meal card (ID card). You can load credit onto your card at any time (including before your arrival) using the online payment system. Excess unused credit will be returned at the end of the year. If you’d prefer to pay cash for food, you can do that at Saltz; however, you will not receive the residential discount for cash payments.

Saltz is open 7 days a week from 7am – 8pm. Food service finishes at 7.30pm. Through the restaurant section commonly known as ‘the race’, breakfast is available from 7–9am; lunch from 11.30am – 1.30pm; and dinner from 5.30–7.30pm. In between times you can purchase food from the café counter from 8am – 4pm.

Residential parking on campus
Accommodation Services has limited parking spaces available on site at each residence. Residential parking permits cost $198 annually. You will be issued with a permit once payment has been received. A permit will not guarantee you a spot near your residence – if all residential spots are occupied, you will need to either pay to use a voucher spot or utilise the student parking areas (you must have student permit to use these spaces). A parking map has been provided on all notice boards for your reference. Ask the office for further details. Note that if you park in a non-designated area or fail to display the correct permit, you may be subject to a fine. These fines are not distributed by Accommodation Services but by the local city council.
General information for new residents

Tutorial program – Accommodation Services (AS) provides a free tutorial program to its residents. If you are experiencing difficulty with your studies, you can register for assistance at the office or see one of the residential support officers (RSOs). AS also facilitates a variety of study groups – register with the RSOs and look out for posters advertising ‘group meetings’.

Sports equipment – The RSOs have access to a range of sports equipment that you can borrow. Generally we can sign equipment out for 24 hours or over a weekend. Ask us about what’s available.

General activities and events – AS provides a series of recreational and social activities and events throughout the year. A calendar of these events will be available when you arrive on campus. If you have ideas about activities, events or inter-residence challenges, let the RSOs know and we will do our best to organise things.

Resident Interest Groups (RIGs) – AS facilitates a variety of interest groups. If you have a hobby or a particular interest and wish to meet others with a similar interest, consider forming a RIG. AS will advertise the group for you and arrange meeting space. We can also provide some small grants to assist your group get started. Conditions do apply; for further details please email Graham.Lillywhite@utas.edu.au

Lock-out fines – You will be charged a $5.00 lock-out fee every time you require a staff member (CSO, RSO or UTAS Security) to let you into your room or into the residence. There will be a two-week amnesty at the beginning of semester before fines kick in. So, don’t forget to keep your room keycard on you at all times.

What to bring with you

Linen – for those residing at Kerslake Hall you need to provide linen for king single beds. For other locations in Launceston, you need single bed linen.

Kitchen items – including cooking equipment, crockery and cutlery.

Cleaning products – For your room, vacuums are supplied. For Leprena residents there is a cleaning roster for common areas – kitchens, lounges and bathrooms (Q block only). You will need to supply your own cleaning products when you are on cleaning duty.

Cleaning

Kerslake, Investigator Hall and Leprena S and W Blocks: AS cleaners service the communal areas, kitchens, bathrooms and common rooms at Kerslake, Investigator Hall and Leprena S and W Blocks. They do not clean up individuals’ personal mess i.e. washing up, books and papers. If you leave dirty dishes in or around the sink, the cleaners are authorised to confiscate them; you will have a chance to reclaim them before they are disposed of. No dishwashing liquid is provided – you must buy your own.

Leprena Q Block: A cleaning roster is posted in your kitchen; please complete your duty regularly. Cleaning inspections are undertaken randomly each fortnight and if your duty has not been completed, you will be subject to a $45 cleaning charge and the cleaners will be brought in to complete the task.

ALL sites – AS Cleaners do not service your room. It is up to you to ensure that your room remains hygienic – this includes your sink. Vacuum cleaners are available for use; contact the RSOs for information about where to find them.

Your mailing address
The mailing address for all residences is:
Locked Bag 1367
Launceston TAS 7250

This address can be used for ‘envelope’ sized letters only.
If you are receiving a parcel (small or large), you must provide the street address:
Accommodation Services
Level 2 – TUU Building
Queen Elizabeth Walk
Newnham Drive
Launceston TAS 7248

Leprena and Kerslake
Residents’ mail can be collected week days from the mail room situated next to the AS Office.

Investigator Hall and Newnham Apartments
Mail can be collected from the pigeon holes located in your laundry.

If a parcel arrives, you will receive an email from the office. You will need to come to the office and sign for your delivery.
Disciplinary matters

Accommodation Services works on a system of formal warnings; if you get 3 formal warnings this may result in you being evicted from residence. Staff will usually give you a verbal warning before issuing you with a formal warning – but this will depend on what behaviour you are exhibiting. There are a number of behaviours that will result in you being evicted from residence. Refer to the Terms and Conditions of Residence.

Quiet hours

After 8.30pm it should be quiet enough to study; after 10:30 pm it should be quiet enough to sleep. During exam times we extend quiet hours to ensure that individuals are able to study in peace and quiet. Please consider others and ensure that you monitor your own noise level. If someone is playing music, has the TV turned up or is talking loudly during quiet hours, first ask them to adjust the volume. If this is unsuccessful, please call the RSO on duty. The duty phone is answered 24/7 by the office, RSOs or UTAS Security (who work through the night).

Alcohol in residence

The University has a comprehensive alcohol policy. What it means to you is:

- Accommodation Services cannot accept sponsorship from any alcohol or tobacco manufacturer, supplier or distributor.
- All functions organised by Accommodation Services (including student club functions) must have the correct permits from UTAS Campus Services and, where necessary, the Licensing Board of Tasmania.
- AS will not buy or subsidise alcohol purchases at any event.
- All functions must abide by all Responsible Service of Alcohol principles, provide adequate security and minimise all risks.
- In planning and holding functions we must ensure that the consumption of alcohol is a social adjunct to, and not the sole purpose of the function. Free and/or cheap drinks cannot be used as a draw-card to functions/events.
- Accommodation Services (including student clubs) is responsible for all actions resulting from its activities, whether on or off campus, or travelling to or from campus. This is why we have clear start and finish times, provide transportation and endeavour to hold functions at already licensed premises.

At the end of the day it is up to you to have a responsible attitude towards the consumption of alcohol. Please respect the rights of others not to drink if they choose, and ensure your behaviour does not endanger yourself, others or the University. This does not mean you can’t have guests around and have a few drinks – just do so responsibly, keep your noise and your guests under control, and respect others. If you are going to have a gathering, particularly if it involves non-residents, you need to let the RSO or office know via email or by using the event proposal tick sheet (available from the RSOs).

We ask that if you are holding a gathering or are heading out on the town, you respect quiet hours (see above). If you remain in residence and are disruptive, you will be issued with a formal warning. This also applies on your return to residence after a night out. Enter the residence quietly and make all effort not to disturb those that are sleeping or studying.

Drink responsibly and act responsibly.

Some helpful acronyms

AS – Accommodation Services
CSO – Customer service officer
In Launceston the CSOs are Lynda, Lisa, Rebecca, Tania, Rodney and Andrea
CSOs are available during office hours to answer your enquiries.

RSO – Residential support officer
In Launceston our full-time RSOs are Wendy, Graham, Anthony and Natalie. We also have some part-time staff: Max, Robert, Christie and Sanlyn
RSOs are available after hours and at weekends to assist you.
Financial matters

Direct debit dates for 2015 - Academic Year (39-week contracts)

Question: When is rent due?
Answer: Your rent is due fortnightly in advance (pre-paid) on a Friday. Direct debit is deducted every second Friday.

- Debited on 13/02/15, covering the period 15/02/15 to 01/03/15 (14 nights)
- If you are arriving before 15 February 2015, please contact the office to arrange payment for this period.
- Debited on 27/02/15. Covers the period 01/03/15 to 15/03/15 (14 nights)
- Debited on 13/03/15. Covers the period 15/03/15 to 29/03/15 (14 nights)
- Debited on 27/03/15. Covers the period 29/03/15 to 12/04/15 (14 nights)
- Debited on 10/04/15. Covers the period 12/04/15 to 26/04/15 (14 nights)
- Debited on 24/04/15. Covers the period 26/04/15 to 10/05/15 (14 nights)
- Debited on 08/05/15. Covers the period 10/05/15 to 24/05/15 (14 nights)
- Debited on 22/05/15. Covers the period 24/05/15 to 07/06/15 (14 nights)
- Debited on 05/06/15. Covers the period 07/06/15 to 21/06/15 (14 nights)
- Debited on 19/06/15. Covers the period 21/06/15 to 05/07/15 (14 nights)
- Debited on 03/07/15. Covers the period 05/07/15 to 19/07/15 (14 nights)
- Debited on 17/07/15. Covers the period 19/07/15 to 02/08/15 (14 nights)
- Debited on 31/07/15. Covers the period 02/08/15 to 16/08/15 (14 nights)
- Debited on 14/08/15. Covers the period 16/08/15 to 30/08/15 (14 nights)
- Debited on 28/08/15. Covers the period 30/08/15 to 13/09/15 (14 nights)
- Debited on 11/09/15. Covers the period 13/09/15 to 27/09/15 (14 nights)
- Debited on 25/09/15. Covers the period 27/09/15 to 11/10/15 (14 nights)
- Debited on 09/10/15. Covers the period 11/10/15 to 25/10/15 (14 nights)
- Debited on 23/10/15. Covers the period 25/10/15 to 08/11/15 (14 nights)
- Debited on 06/11/15. Covers the period 08/11/15 to 15/11/15 (7 nights)

For Newnham Apartments residents – the direct debit schedule continues through to the end of your contract.

Direct debit
Direct debit is our preferred method of payment. You can obtain a direct debit form online or at the Accommodation Services office. If you were a resident in 2014, please note that you are required to fill out a new direct debit form for 2015; your 2014 one does not roll over.

Administration charges
A discount of 2.5% will apply to upfront payment of fees for the entire academic year. Payment must be made prior to the beginning of each semester to be eligible for the discount.

Debt management
Accommodation Services has a debt policy – if you get behind in your rent, you will receive limited reminders to pay. If you ignore these reminders and/or don’t pay your outstanding account, you may find yourself evicted from residence, put into debt collection and debarred from University (you won’t be able to access your results). Full details of our debt policy can be found in your residency agreement.
Positions vacant

Fire wardens and first aid officers needed

Each year AS asks for volunteers to serve as building fire wardens and first aid officers. A fire warden assists AS staff in the event of a fire by directing students to exits, checking rooms, and taking role call at the evacuation points. A first aid officer is the first point of contact (other than RSOs) if you have sustained a minor injury; they are also on hand at all sporting and other activities. AS will fund appropriate training for those that volunteer, and the appropriate equipment is provided. Volunteers will also be provided with certificates of service, referee reports, and some ongoing incentives for participation.

Tutors

If you have a distinction average and believe that you could assist others in a particular subject, please forward your details and academic transcript to Robert.Alderson@utas.edu.au or sign up at the office. AS runs various tutorial sessions:

Individual: These positions are paid at $22.68 per hour and have limit of 2 hours per week per individual.

Small group sessions: AS will run a series of scheduled small group tutorial sessions in 2015. Groups will be made up of 3–4 individuals. Remuneration for these sessions includes some additional hours for preparation.

Large group sessions: We are seeking individuals to run large group sessions for exam/test preparation in study week. Remuneration for these sessions includes some additional hours for preparation.

To apply for any of these positions, please submit an expression of interest by emailing a copy of your resume with a cover letter to Robert.Alderson@utas.edu.au or post to Robert Alderson, Accommodation Services, Locked Bag 1367, Launceston TAS 7250.

Unigym membership

12 months for only $360

Join Unigym in 2015

12 months – $360
4 months – $146
1 month – $38
Weekly direct debit – $6.90
Monthly direct debit – $30.00

This membership entitles the holder to full use of the weights and cardio room PLUS access to all the classes on Unigym’s fitness timetable which includes boxing, yoga, Pilates and Les Mills favourites such as Body Pump, Body Attack, CX30 and more!

For more information or to join with this special offer, please visit Unigym or go to www.unigym.com.au
Positions vacant

Health and wellbeing coordinator

Accommodation Services is looking for a health and wellbeing coordinator. The position will be responsible for the administration of the AS health and wellbeing / healthy living program.

AS facilitates a variety of initiatives that have a lifestyle focus – including but not limited to fitness activities (sports, classes, gym memberships), healthy eating (cooking classes, nutritional campaigns) and sustainable living initiatives (community garden), sporting competitions and other social activities.

Duties will include:
- organising health and wellbeing focused activities in residences
- managing sign ups
- coordinating advertising and event management.

It is envisaged that this position would require a commitment of approximately 5 hours per week during semester (perhaps slightly more in the first 2 weeks), paid at $22.68 per hour. If you are interested in applying for this position, please submit a copy of your resume and a cover letter to Tania Harvey via the following email address: enquiries@accommodation.utas.edu.au

AS secondhand resource library

Accommodation Services has a large collection of kitchen items, linen packs and general items that have been donated by students who have left residence. If you are from overseas or interstate and have limited luggage space, you might like to make use of our secondhand library. If you access the secondhand library, we ask that you make a small donation, and at the end of your stay with us you return any of the borrowed items so that the secondhand library can continue to run the following year.

Please ask the office or an RSO upon arrival about the library and they will make arrangements for you view the items that we have on offer.

Returning residents – storage

If you are a returning resident and have belongings in storage that you need to retrieve, the container will be opened daily between 4pm and 5pm from Sunday 15 to Friday 20 February. If you require entry to the container outside of these dates/times, please contact the office or RSOs to make an appointment. Please note that although we will do our best to make a staff member available to unlock the container at requested times, there will be occasions where this is not possible.

Internet

Our service is provided by
BigAir Community Broadband

To access the internet in your room you must register with BigAir and 'open an account'. You can register online and make a payment using PayPal or credit card.

If you are experiencing problems and require assistance, please contact BigAir on 1300 739 822

More detailed information will be provided in your room upon check in.
Events and Activities

Please check notice boards and read emails for further information and updates.

February – March

Tuesday 24 February
FREE Outdoor Cinema

Come and watch a movie under the stars. Accommodation Services, in partnership with UniM8s and the TUU, has arranged for an outdoor cinema screening of Back to the Future 2. Set your flux capacitor to 2015!

The event will be held on the grass amphitheatre near the library. The movie will start at 8.30pm and snacks and drinks including tacos de Pancho will be available to purchase from 7pm onwards.

Relay for Life

The annual Relay for Life will be held in Launceston from noon Saturday 21 March until noon Sunday 22 March. In previous years Accommodation Services has had a fantastic involvement with this event and has raised much need funds for the Cancer Council as well as having a great time.

All interested people please contact RSO Nat either in person or email her: Natalie.Tuakura@utas.edu.au

Welcome BBQs

Date: Wednesday 11 February
Participants: Newnham Apartments
Venue: Apartments BBQ area, outside laundry
Time: 5.00pm

Date: Tuesday 24 February
Participants: Investigator Hall & Newnham Apartments
Venue: Communal BBQ Area outside block 10
Time: 5.30pm

Date: Wednesday 25 February
Participants: Kerslake Hall
Venue: Kerslake Hall between P & H blocks near the ‘BBQ Hut’
Time: 5.30pm

Date: Thursday 26 February
Participants: Leprena
Venue: Leprena Communal & BBQ area
Time: 5.30pm

Accommodation Services sponsors the Welcome BBQs, but we do ask that you make a gold coin donation towards the nominated charity. This year’s charity is yet to be decided. Soft drinks are 50 cents, with all proceeds being donated as well.

Block meetings/supper

Block meetings will be held in March.

All residents are expected to attend their block meetings. Supper will be provided after your meeting. If you are unable to make this meeting, it is essential that you contact the AS office or speak to an RSO.

Come along and have your say, ask questions, bring ideas for future activities etc.

See your notice boards for further details.

UTAS Film Society

Movies are screened in the Australian Maritime College (AMC) Auditorium every Tuesday night at 7pm. Membership is free for residents if you sign up at the induction session. Please check the website for current details:

www.utasfilmsociety.com

Resident garden

Students living on campus can utilise a vegie patch all year round. Your assistance with watering and weeding would be greatly appreciated. For more information or to get your patch, contact anyone of your RSOs or email Wendy.Lee@utas.edu.au