Welcome
Welcome to all returning and new residents!

This is the first edition of the Residents Newsletter for 2011 and it will hopefully provide you with 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 the 13 – 20th of February. We strongly encourage you to sign up for an induction session - if none of the days or times suit, you will need to contact me directly to make alternate arrangements. These sessions will provide you with a tour of our residences, the dining hall – Saltz Café and Restaurant and an outline of the rules of residency - they 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
Tania.Harvey@utas.edu.au

Induction Sessions

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<td>Sunday 13th</td>
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<td>Monday 14th</td>
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<td>Tuesday 15th</td>
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<td>Friday 18th</td>
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<td>Sunday 20th</td>
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Meeting point is the AS Information Tent in Queen Elizabeth Walk opposite the AS Office. Please email your preference for Day and Time to enquiries@accommodation.utas.edu.au
Before you arrive

Rent - You will need to pay 2 weeks rent by 1st February.
Arrival dates - Please inform the office of your arrival date and estimated time of arrival. Please be aware 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 induction sessions outlined on page 1 of this newsletter. 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 identified sessions please contact me at enquiries@accommodation.utas.edu.au to make alternative arrangements.

When you arrive

Weekdays - AS will have an information tent set up on Queen Elizabeth Walk – outside the AS Office – please report there and someone will take you to your residence
Weekend or After Hours - Please contact the duty phone by either using the help phone located at the entrance to your residence or by phoning Leprena / Kerslake – 0417 314 724
Investigator Hall - 0417 318 091

What to Bring with you

Linen – for those residing at Kerslake Hall you will need to provide linen for King Single Beds. For other locations in Launceston you will need Single Bed linen
Kitchen Items - including cooking equipment, crockery and cutlery

Dining Options 2011

Accommodation Services provides a flexible and affordable meal program which allows residents to access meals at SaltZ Restaurant and SaltZ Café at extremely competitive prices. Residents must activate their UTAS Student ID Card at the office - this card becomes your meal card – the card needs to be charged (money put on it) and then it is available for use. Additional credit can be loaded on at any time and for convenience you can put money of the card before your arrival using the online payment system. Excess unused credit will be returned at the end of the year in the same way as unused telephone credit. If you’d like to pay cash for food you can also do that.
You only pay for what you eat, our ever changing menu ensures that there is an option for every taste and as the service is available 7 days a week is convenient for those with a busy schedule.

Parking on Campus

Accommodation Services has limited parking spaces available on site at each residence. Permits will be distributed in accordance with our policy in the first 2 weeks of Semester. There is a range of designated “free” parking areas in Launceston. Ask the office for further details. Please be aware that if you park in a non designated area or fail to display the correct permit you will 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 provides a free tutorial program to its residents. If you are experiencing difficulty in your studies you can register for assistance with the Office or see one of the RSOs. AS also facilitates a variety of study groups - register your interest with the RSOs and look out for posters advertising 'group meetings'.

Tutors Needed - Accommodation Services are always looking for willing and able tutors in most subject areas. If you have a distinction average and believe that you can assist others in a particular subject, please forward your details and academic transcript to me - Tania.Harvey@utas.edu.au. OR sign up at the office. These are paid positions $20.00 per hour.

Fire Wardens and First Aid Officers Needed - Each year AS asks for volunteers to serve as building fire wardens and First Aid officers. A 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 if you require assistance. If you are interested in being a fire warden or First Aid Officer please register your interest with me by emailing your contact details to Tania.Harvey@utas.edu.au. Training and equipment is provided.

Health and Wellbeing Officers - If you are interested in being trained as Health and Wellbeing Officer for your residence please email your contact details to me at Tania.Harvey@utas.edu.au. This is a paid position - see position's vacant section on page 6.

Sporting Equipment - The RSOs have access to a range of sporting equipment that can be borrowed. Generally we can sign things out for 24 hours or over a weekend. Ask about what's available.

Activities Officer - If you are interested in organizing and running a range of social, sporting and other activities you may be interested in this position if so please email your contact details to me at Tania.Harvey@utas.edu.au. This is a paid position - see positions vacant section on page 6.

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

Resident Interest Groups (RIGs) - AS facilitate 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, arrange meeting space and are able to provide some small grants to assist your group get and stay established. Conditions do apply - for further details please email me at Tania.Harvey@utas.edu.au

Lock out Fines - You will be charged a $5.00 lock out fee everytime you require a staff member (CSO, RSO or UTAS Security) to let you into your room or into the residence. A portion of this money will be put aside for charity and later in the semester will be donated to the Gimme 5 for Kids program that supports the Launceston General Hospital Children's Ward. There will be a 2 week amnesty at the beginning of Semester before fines kick in. So - don’t forget to keep your room key/card on you at all times.

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

Leprena and Kerslake
Residents mail can be collected weekdays from the mail room situated next to the AS Office

Investigator Hall
Mail can be collected from the pigeon holes located in the IH laundry.
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 – but this will depend on what behaviour/s 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

Quiet hours – after 8:30pm it should be quiet enough to study, after 10:30pm 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 levels, if someone is playing music, has the TV turned up or is talking loudly please firstly ask them to adjust the volume, if this is unsuccessful please call the RSO on duty.

Alcohol in Residence

Alcohol at UTAS

UTAS has a fairly 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 obtain the proper licensing and permits from UTAS Asset Management Services and/or 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 drawcard to functions/events.
- Accommodation Services (including Student Clubs) are responsible for all actions resulting from their activities whether on or off campus, or traveling 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 that you respect Quiet Hours – therefore it should be quiet enough to sleep at 10:30pm, 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 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
RSO – Residential Support Officer

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Financial Matters

Direct Debit Dates for 2011

Rent will be debited from your bank account fortnightly on a Friday.

- Prior to arrival you will be required to pay Rent due 11/02/11 this is 2 weeks rent in advance. Covering the period 13/02/11 to 27/02/11 (14 nights).

Direct debit is **not** available for this first rent payment.

- Rent due 25/02/11 covers the period 27/02/11 to 13/03/11 (14 nights)
- Rent due 11/03/11 covers the period 13/03/11 to 27/03/11 (14 nights)
- Rent due 25/03/11 covers the period 27/03/11 to 10/04/11 (14 nights)
- Rent due 08/04/11 covers the period 10/04/11 to 24/04/11 (14 nights)
- Rent due 22/04/11 covers the period 24/04/11 to 08/05/11 (14 nights)
- Rent due 06/05/11 covers the period 08/05/11 to 22/05/11 (14 nights)
- Rent due 20/05/11 covers the period 22/05/11 to 05/06/11 (14 nights)
- Rent due 03/06/11 covers the period 05/06/11 to 19/06/11 (14 nights)
- Rent due 17/06/11 covers the period 19/06/11 to 03/07/11 (14 nights)
- Rent due 01/07/11 covers the period 03/07/11 to 17/07/11 (14 nights)
- Rent due 15/07/11 covers the period 17/07/11 to 31/07/11 (14 nights)
- Rent due 29/07/11 covers the period 31/07/11 to 14/08/11 (14 nights)
- Rent due 12/08/11 covers the period 14/08/11 to 28/08/11 (14 nights)
- Rent due 26/08/11 covers the period 28/08/11 to 11/09/11 (14 nights)
- Rent due 09/09/11 covers the period 11/09/11 to 25/09/11 (14 nights)
- Rent due 23/09/11 covers the period 25/09/11 to 09/10/11 (14 nights)
- Rent due 07/10/11 covers the period 09/10/11 to 23/10/11 (14 nights)
- Rent due 21/10/11 covers the period 23/10/11 to 06/11/11 (14 nights)
- Rent due 04/11/11 covers the period 06/11/11 to 13/11/11 (7 nights checking out before noon on 13/11/11)

Administration Charges

- For those that wish to pay the full year upfront, payment must be received by the 1st March in order to be eligible for the 2.5% discount.
- Those residents on contracts less than 39 weeks will be subject to a once off fee of $250 which is payable at the same time as the two weeks rent in advance payment is made. If a resident converts to an academic year contract this fee will be reimbursed.

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 2010 – please note that you are required to fill out a new direct debit form for 2011 - your 2010 one does not roll over.

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 debared from University (you won’t be able to access your results). Full details of our Debt policy can be found in your Residency Agreement.

Saltz Café and Restaurant

Open 7am – 8pm daily.

Residents are entitled to a discounted rate on all food and beverage items.

In order to access this discount you will need to activate your UTAS student ID card.

We recommend that you put money on your card and recharge regularly. You can recharge at the office or via the Accommodation Services portal using BPAY or via Credit Card.

For the best priced meal in town check out our Value meal offerings at Lunch and Dinner.
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. Accommodation Services 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 their participation.

Activities Officer –
This position is responsible for:
• assisting with the planning of events and activities
• setting up, sourcing equipment and general clean up venues/areas
• promoting events, organising sign ups and publicising events/happenings
• updating notice boards to correspond with activities/events
• contribution to the Monthly AS newsletter
• organising a range of sporting activities

Environment / Recycling Officer –
This position is responsible for:
• Sorting and collecting recycling bins, promotion of this initiative throughout residence
• Distribution of information/promotion of activities that promote sustainability
• Working with the University Sustainability officers to develop and promote initiatives with residence
• Provide assistance with the development of a community garden on campus

Health and Wellbeing Officers –
This position is responsible for:
• assisting with the planning of events and activities in conjunction with the Activity officer/s, with particular emphasis on areas related to social sports, UniGym promotions, organisation of teams for the Launceston/ Burnie 10, classes/promotions with a relaxation/stress management focus.
• promote and organise activities with a health and wellbeing focus – physical, mental and lifestyle
• provide a point of contact within the residence for students who are experiencing difficulties or want a ‘friendly’ ear
• willing to undertake training in mediation/conflict resolution and other related training through the student counselors.

These 3 positions – Activities Officer, Environment/Recycling Officer and Health and Wellbeing Officer are casual positions with a remuneration package of $20 per hour working 5 hours per fortnight during Semester only. (14th Feb – 27th May, 4th July – 14th October)
• Additional hours maybe available depending on the activities/events/programs that are running

Tutors - Accommodation Services are always looking for willing and able tutors in most subject areas. If you have a distinction average and believe that you can assist others in a particular subject, please forward your details and academic transcript to me - Tania.Harvey@utas.edu.au OR sign up at the office. AS run several types of tutorial types.
Individual: These are paid positions $20:00 per hour and have limit of 2 hours per week per individual.
Small Group Sessions: Accommodation Services will be running a series of scheduled small group tutorial sessions in 2011 - groups will be made up of 3-4 individuals – remuneration for these sessions includes some additional hours for preparation.
Large Group Session: We are also asking for 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 Tania.Harvey@utas.edu.au or post to Tania Harvey – Manager, Accommodation Services, Locked Bag 1367, Launceston, TAS 7250.
RESIDENT INFORMATION

Events, Activities & Awareness Programs

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

Accommodation Services provide a range of activities and events throughout the semester - the more you participate the better your residential experience will be. Go on a go and get involved!

FEBRUARY, MARCH & APRIL 2011 Activities and Events

Welcome BBQs

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<th>Date</th>
<th>Participants</th>
<th>Venue</th>
<th>Time</th>
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<tr>
<td>Monday 21st</td>
<td>Kerslake Hall</td>
<td>Kerslake Hall between P &amp; H blocks near the “BBQ Hut”</td>
<td>6:30pm</td>
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<tr>
<td>Sunday 27th</td>
<td>Investigator Hall</td>
<td>Communal BBQ Area outside block 10</td>
<td>6:30pm</td>
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<tr>
<td>Wednesday 2nd</td>
<td>Leprena</td>
<td>Leprena Communal &amp; BBQ area</td>
<td>6:30pm</td>
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Other Events

26th February - Saturday
Crud War Challenge
Investigator V Kerslake V Leprena
One of the best days of the year. Definitely not to be missed.

10th March - Thursday
Trivia Night @ Saltz.
Test your skill level or your guessing ability. Have a laugh. 😊

Other events in coming months
- Movie nights
- Easter activities & gatherings
- Games Nights
- Sports Days
- Iron Guts Challenge

Awareness Programs

Feb & March - Homesickness
April - Drug & Alcohol Awareness
May - Exam Preparation

Weekend on Res - in April during Weekend on Res AS will be hosting your Ball / Formal / Cocktail party, be sure to look your best by packing your smart clothes for the occasion. This event used to be held in second semester but has been moved to first Semester in 2011.

Please note this event occurs before the Easter break.