



Wright College & Village HANDBOOK FOR 2015

The Wright College & Village Handbook must be read in conjunction with the Residential Code of Conduct for 2015 and the UNE Accommodation Agreement for 2015

The Wright College & Village Handbook was correct at the time of publication (September 2014) and is subject to change without notice.

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Staff Roles

Head of College

The Head of College is ultimately responsible to the Vice-Chancellor through the Director of the UNE Residential System. The Head of College is responsible for ensuring the good order of the College including student welfare, finances, staffing, current and long term maintenance, and liaising with all appointed and elected members of the College in providing a harmonious community in which all residents can live and work.

Office Manager

The Office Manager works closely with the Head of College on all aspects of the running of college; also ensuring the College Office provides support and assistance to student leaders and is a welcoming environment for College residents to visit.

Academic Master

The Academic Master provides leadership in the development and delivery of academic initiatives for the Wright Village community. In addition, the Academic Master provides professional advice to the Head of Wright Village on matters pertaining to academic standards and programs for residents. The Academic Master works in consultation with the Head of Wright Village, the Office Manager and the Senior Academic Mentor to:

1. Provide leadership to develop and maintain a high level of academic integrity and culture at Wright Village;
2. Take a leadership role in developing, initiating and reinforcing academic standards and programs in Wright Village;
3. Support the academic and personal development needs of residents through consultation with residents, staff and the University.

Appointed Positions

Senior Resident Fellow (SRF)

The Senior Resident Fellow is primarily responsible for helping the Manager with residential college pastoral care. This role encompasses the management and close working relationship with the Resident Fellows, in ensuring that residents have the best pastoral care possible. In addition, the Senior Resident Fellow also serves as a liaison for other collegiate Resident Fellows, the Senior Academic Mentor and the elected President of the College & Village.

Resident Fellows (RFs)

Resident Fellows assist the Head of College and the Office Manager in maintaining a harmonious living environment in Wright College & Village that is conducive to the academic, personal and social development of its residents.

Activities Fellow

The Activities fellow is responsible for assuring that the affairs of the RA are conducted efficiently. They chair RA meetings and collaborate with the SRF and SAM on the activities for each calendar month. They also represent or nominate someone to represent the College on all occasions. If you have ideas about things you would like to become involved in around the College and Village you can approach the activities Fellow or attend an RA meeting.

What do Resident Fellows do?

Resident Fellows are available to assist you should you encounter any difficulties while living at Wright College & Village. They are able to assist you with personal problems, academic issues, flat issues, etc.

As they are also residents of Wright College & Village, Resident Fellows are aware of the issues experienced by fellow residents and are willing to assist any resident in need. Resident Fellows are also bound by a code of confidentiality and will not share your personal issues with other residents, ensuring that your issues are confidential.

Contacting a Resident Fellow

Each residential block is allocated a Resident Fellow. Each Resident Fellow will notify you of their preferred method of contact.

For after hours contact, you may contact the Resident Fellow on duty. This Resident Fellow has the delegated authority to make decisions regarding the operational management of Wright College & Village, to contact Safety and Security and to involve the Head of College where necessary. Should you require help or assistance after hours, call ext. 6667 to contact the duty Resident Fellow.*

If dialling from a non-UNE telephone, the duty Resident Fellow number is 67736667.

Senior Academic Mentor

The Senior Academic Mentor leads the implementation of academic support initiatives for the Wright College & Village Community. The Senior Academic Mentor works jointly with the Senior Resident Fellow to embed academic initiatives and advice services in the Wright College & Village Community. In addition, the Senior Academic Mentor provides advises the Academic Master, the Head of College and Office Manager on matters pertaining to academic needs that arise from within

the Wright College & Village Community. The Senior Academic Mentor works with the Academic Master to:

1. Identify and address academic development needs within the Wright Village community;
2. lead the implementation of academic support initiatives;
3. Provide a high quality academic consultation service to residents.

IT Officer

The IT officer provides computing support within the college. The IT officer resides in the college and on request can assist with troubleshooting and technical support in regards to UNE network access. Please let the office Manger know if you need to contact the IT officer for support.

Residents Association

The Wright Village Residents' Association (WC&VRA) is representative of all College & Village Residents. Every Resident of the College & Village is automatically a member of the WVRA.

The objectives of the WC&VRA are:

- (a) To promote the interests and maintain the traditions of Wright College & Village.
- (b) To ensure effective communication flows between members of the College & Village, the University and the wider community.
- (c) To assist in the promotion of academic excellence, sporting, cultural and social activities of the College & Village.
- (d) To promote and maintain interaction with other UNE residences.
- (e) To model and promote appropriate behaviour in the College& Village and the greater UNE environment.

The opportunity exists to become a financial member of the WC&VRA. Membership entitles Residents to discounts at various functions throughout the year, for example the Annual Ball, and regular BBQs. An Annual General Meeting is held toward the end of each academic year. At this meeting elections are held for all committee positions for the following year, with the exception of the position - First Year Representative and the activities Fellow.

The joining fee for 2015 is \$60. This includes a Residents Association shirt and discounts at Residents Association functions.

How can a Resident become actively involved in the WC&VRA?

- Attend the regular WC&VRA meetings. Notification of meetings will be placed on flat noticeboards and facebook.

- Nominations for First Year Representative take place early in 1st semester.
- Nominate yourself for one of the various sub-committees, for example the Wright College & Village Annual Ball is organized each year by the Ball Committee.
- Nominate yourself, or a fellow Resident, for a position on the following year's Committee at the Annual General Meeting.

Fire Alarms and Procedures

Fire Alarm System

Wright College & Village are equipped with fire detectors in every bedroom and communal area. These detectors are activated by smoke and heat. However, the detectors are also activated by the use of aerosol sprays, powders, steam and dust particles or by using any item which produces heat. Residents should take care not to use such substances or items in close proximity to the detectors.

Thermal detectors are also located in the communal area just outside the kitchen. These detectors are activated by excessive smoke or steam and will sound in the first instance if cooking in the kitchen produces excessive smoke or steam. The detector will turn off when the excessive smoke or steam is removed.

Forbidden Practices

The lighting of candles, lamps, incense sticks are strictly forbidden within all buildings in Wright College & Village. Residents from the Village are also advised not to use items such as kettles, toasters, hair dryers or hair curlers within their rooms.

Smoking within a building and within 3 metres of a building in Wright College & Village is also forbidden.

Any resident who causes the fire alarm to sound due to a breach of these guidelines **will be charged the Fire Brigade call out fee. In 2012 the call out fee was \$1350.**

Tampering with any fire detectors or equipment attracts a minimum penalty of \$5500. Such tampering also constitutes a serious misconduct.

In the Event of A Fire Alarm Activation

1. Evacuate the building immediately. Your Resident Fellow will be checking each flat under their responsibility in order to ensure each resident has evacuated.
2. Head to the nearest exit.
3. Do not stop to pick up personal items.
4. Do not return to the building or attempt to re-enter for any reason until given the all-clear to do so by the Fire Brigade or your Resident Fellow.
5. Go to your designated safe area and wait for the Fire Brigade.
Flats 1- 16: Middle Carpark, Flats 17- 32: Western Carpark, Flats 40- 55: Eastern Carpark. At Wright College evacuation points ?

Wright Village Office

The Wright Village Office is located in the middle of Wright Village next to the Common Room and below Flat 16.

Wright College Office is located on Meredith Street just opposite Earle Page College.

Opening Hours

The office hours will be posted on the Office window or door. The Office will be normally open between 9.30 am to 4 pm, Monday to Friday. For outside office hours, please call ext. 6667 to speak with the Resident Fellow on duty.

Office Services

At the office, you can collect mail or ask the staff about any enquiries you may have concerning your accommodation.

For any maintenance issues concerning your room or flat, you should go onto the StaRez website and fill out the online form specifying the concerning issue (<https://residences.une.edu.au/StarRezPortal/Controls/Default.aspx?Params=L9ezxPcQnQsDuaBX%2bLFbaRxY4BUzYfHF>) under the 'Maintenance' tab.

You may also request the use of Wright College & Village facilities through the Office.

Contact Details

Website: <http://www.une.edu.au/wright-village/contact/>

Telephone: (02) 6773 6667

Internal Extension: 6667

Fax: (02) 67736670

Internal Extension: 6670

Address

**Wright College & Village
University of New England
Armidale, NSW 2351**

General Wright College & Village Information

Residents Address

Should you need to give a mailing address, your address can be given as:

Your Name
Flat XX Room XX
Wright College & Village
University of New England
Armidale, NSW 2351

Please insert your correct flat and room number into 'XX'.

Access to Rooms

Wright College & Village Management has the authority to enter Residents' Flats and Bedrooms for the purposes of routine maintenance and inspection. Where possible, the resident will be advised of Wright College & Village management entering his/her flat or bedroom. However, if the inspection is the result of a complaint or suspected illegal behaviour, no prior warning will be given.

Alcohol

If you are over the age of 18, you may consume alcohol in the privacy of your flat or apartment, balcony areas and close surrounding areas, provided that moderation is observed and due consideration and respect is extended to your fellow residents.

However, certain rules still apply and any breach of these rules will constitute serious misconduct.

- It is illegal for people under the age of 18 to consume alcohol.
- Do not provide people under the age of 18 with alcohol.
- 'Home brewing' is not allowed.
- The Licensing Act precludes the sale or distribution of alcohol at a Wright College & Village functions except under Special Licence. On special occasions and at the discretion of the Head of College, approval for the attainment of a special licence may be allowed within a common area of Wright Village.
- All residents and their guests who are attending any Wright College & Village function (On or Off Campus) are required to comply with the *Liquor Act 2007 (NSW)* and its regulations.

- Those responsible for any mess associated with the consumption of alcohol will also be responsible for the cleaning up of the mess. Any breach of this rule will result in the cost of the cleaning being evenly divided between the residents involved and the charging of a fine proportional to the mess caused.

Drugs and Illegal Substances

Drugs and Illegal Substances are not permitted within the grounds of the University or Wright College & Village. Any such substances found will be reported to the police.

Noise Levels

Noise levels are important. Please remember that your neighbour may be trying to sleep or study. The reasonable time period for normal daily activities is 8.00am to 11.00pm. Between the hours of 11.00pm and 8.00am it is expected that the College & Village will be quiet areas.

Smoking

Residents are not to smoke in the flats or apartment blocks. If a resident wishes to smoke, they are required by law to smoke outside of the flat and blocks and be at least 3 metres away from it. Residents are also to dispose of the cigarette butts in an appropriate and considerate manner. 'Butt Bins' are provided designated smoking areas for the disposal of cigarette butts.

In the event that butts are littered around the flat or its immediate area, the residents of the flat will be made to clean up the butts and a fine will be imposed.

Wright College & Village Facilities

These facilities are provided for the use and convenience of Wright College & Village residents.

BBQ Areas

Residents are able to book the BBQ area for their own use. The resident will be responsible for the cleaning of the BBQ area after use. Bookings may be made with the Wright College & Village Office or duty Resident Fellow. The key for the BBQ area is available from the office or the duty Resident Fellow.

Bicycle Sheds and Racks

Road and mountain bikes owned by Residents in Flats 1 to 32 are to be kept in the bike shed. Keys to the shed are available from the Office.

Residents in Flats 40 to 55 may store their bikes in the bike racks provided outside the flats or use the bike shed.

Bicycles in Wright College apartments may be stored in the bike shed off Meredith Street.

Bicycles are not to be locked to the handrails nor are they to be stored in the flats.

Music Rooms

Residents who wish to use the Music Room may access the room using their student cards at the swipe access point at the rear of the building at Wright Village Office. This can be accessed at all hours however noise levels should be kept to a minimum after 10pm.

There is a piano at Wright College in the common room closest to the office. Access is unlimited.

Car Parks

Residents with motor vehicles may use the Car Parks to park their vehicles. Wright College & Village has 4 car parks available for use by residents. As these car parks are administered by the University, residents wishing to use these car parks are required to purchase a parking permit.

Permits may be purchased from the University Cashier. Any enquiries in regards to parking rules and fees may be referred to the Safety and Security Office on ext. 2099 or visiting the UNE Website.

Study Rooms

Two study rooms are available 24 hours daily for the use of Wright Village residents. These are located under Flat 16 and are next to the Office. Access is available through the external door at the side of the building (closest to the flag poles, the same access point as for the music room). The external door can only be accessed with the student card. The common rooms at Wright College are also available for group and individual study sessions.

To activate your student card for entry, please make a request at the Wright Village Office.

Volleyball Court

A volleyball court is located near the Wright Village Office. The volleyball net and balls may be obtained from the Wright Village Office. The Court can be floodlit between the hours of 6pm and 10pm.

Common Rooms

The common room is available to be used by any resident of Wright College & Village. In addition, the common rooms can also be booked for events or gatherings. The resident that made the booking will be responsible for the cleanliness of the common room. If the common room is left in an unfit or messy state, fines can be issued to those that booked

Access to the common room is gained through swiping the student card. To activate your student card for entry, please make a request at the Wright Village Office.

Laundry Facilities

Laundry facilities are provided for the use and convenience of Wright College & Village residents.

Washing Machines are available throughout Wright College & Village. The washing machines for the 6 and 8 bedroom flats are coin-operated and accept only \$1 coins. Washing machines in the 4 bedrooms do not require a coin nor do the washers or dryers in Wright College. If you require \$1 coins, you are able to exchange money with the Office for \$1 coins. Residents need to supply their own laundry detergent. It is recommend you use cold water detergent to prevent clogging in washing machines as only cold water is available.

Dryers in Wright Village are available in the laundries located between Flats 1 to 32 for \$1 per load. The dryers are coin-operated and take only \$1 coins. Residents should empty the filters of the driers after use. Please take care to note the difference between washing machines and dryers before using them.

Clothes lines are available through Wright Village for drying clothes. Residents need to supply their own pegs. Clothes should only be hung in designated drying areas.

Living in Wright College & Village

Cleaning and Flat Hygiene

Residents are required to maintain their flats and apartments in a clean, hygienic condition.

Each resident is responsible for:

- The general cleanliness of their flat and apartment and the balcony/outside area
- The proper disposal and recycling of rubbish
- Keeping a roster of cleaning duties to ensure that each flat member contributes to keeping the flat clean and tidy
- Washing up immediately after they cook and eat in flats and common rooms
- Wiping up spills as they occur
- Cleaning the griller, or bbq after each use

The grounds and laundries are maintained by the management of Wright College & Village.

Flat and apartment cleaning

In addition, within the Village all flats are cleaned weekly by commercial cleaners during the academic terms. Cleaning still occurs during the academic breaks, although flats are cleaned less frequently.

Wright College & Village management will endeavour to have your flat cleaned on the same day every week. However, this may not always be possible due to circumstances.

When the flat is cleaned, the cleaner will leave a feedback form for the flat. This form will be used to inform the residents of lapses in the cleanliness of the flat and what needs to be cleaned immediately. A copy of this form will also be forwarded to the Wright Village Office and to the Resident Fellow of the flat. Residents may also use this form to provide feedback about the cleaning to their Resident Fellow or the Office.

Garbage and recycling bins are also provided to every flat and apartment block for the use of the residents and they should be emptied regularly.

Communal Items

Within the Village several items are provided in your flat for your convenience. Large items include the stove, microwave, refrigerator(s), chairs and dining table. Smaller items include toilet brushes, plugs, mops, buckets, ironing boards, vacuum cleaners, brooms, dust pans, brushes and garbage bins. Should the items become damaged and need to be replaced, please submit a maintenance report through the maintenance tab on your account in the StarRez website

(<https://residences.une.edu.au/StarRezPortal/Controls/Default.aspx?Params=L9ezxPcQnQsDuaBX%2bLFbARxY4BUzYfHF>) and the item will be replaced.

To qualify for a full refund of your Departure Fee, all communal items need to be accounted for and in good working order.

In addition to the communal items, you may also bring your own personal items for use in Wright Village. We request that you remove all items you bring into the flat when you leave and that, if you are unable to take them home with you, you arrange donation through the office. These goods will then go either to charity or other students in the College & Village. Fines will be issued for abandoned items.

Electrical Goods - Permission is granted for residents to have electrical goods in their rooms if the following procedures are followed:

1. Residents wishing to use their own electrical equipment in University-owned residences will be required to have the items 'safety-tagged' before use by an authorised electrician unless the items are less than 12 months old.
2. Refrigerators must be bar sized and have an approved drip tray placed under them. If you have a bar fridge in your room then it is your responsibility to ensure that it is kept defrosted and is cleaned out on a regular basis. Personal bar fridges are not permitted in Wright College.
3. Electric goods (e.g. Jugs) must have an automatic cut-out. Additional heaters are not permitted.
4. Double adaptors are illegal within the College but you may use safety tagged power boards.

Keys

On arrival, you would have been issued with keys to your room and flat. For security reasons, you are required to lock the door to your room and to your flat at all times. In addition, do not lend your keys to any other person.

Your keys are meant to be used only by you. Subletting of rooms is forbidden and is a breach of your accommodation agreement. (Please see rules concerning Casual Guests).

If you have lost your key a replacement key can be arranged at a cost of \$80.

Lock Outs

If you have lost your keys or locked your key inside your room, you may call the duty Resident Fellow on ext. 6667 to unlock your room door for you. However, do remember that as the duty Resident Fellow is also a student, do try to avoid late calls unless necessary.

For residents who repeatedly have to call the duty Resident Fellow to unlock their doors due to a lockout, a fine may be imposed by the duty Resident Fellow.

Damage to Flat or Furniture

Any damage to either the flat or its furniture that is caused by a resident must be reported immediately to either the Resident Fellow, the duty Resident Fellow or to the Wright College & Village Office.

Repair costs will be charged to the residents of the flat (to be shared equally) except where the resident responsible accepts responsibility or can be identified. The calculation of repairs costs will be based on the invoice received for replacement goods/services plus a 10% administration fee plus labour if required. Repair costs will be invoiced to the resident's accommodation account.

Please note that if you purchase your own bed whilst living in Wright Village, the bed with which you were supplied must be stored in the shed. It is not to be left in your flat. All beds come with a mattress protector that should only be removed for washing.

Maintenance

As time goes on, you may experience maintenance issues with your room or flat. This may be due to wear and tear or by damage caused by various reasons. If you have any maintenance issues, it must be reported on the maintenance tab of your StarRez portal (<https://residences.une.edu.au/StarRezPortal/Controls/Default.aspx?Params=L9ezxPcQnQsDuaBX%2bLFbaRxY4BUzYfHF>). The maintenance form allows the Office to understand the nature of the maintenance issue and allows for the issue to be resolved quickly.

Casual Guests

Residents who wish to have a guest stay must receive prior approval from their flat mates and the Wright College & Village Office. A resident may only have a guest in their room for three nights per term, at no additional charge. Guests must not sleep in the lounge room. A resident will be charged the casual rate for any visitors that overstay. The resident will be responsible for any guests while they are at the College & Village. Also be aware, it is the expectation that you will escort your guest while they are here and that they are not permitted to stay in your absence.

Extra mattresses or bedding are not allowed to be stored in the lounge areas and will be removed.

Electricity Usage

Wright College & Village management request that you be mindful of electricity use. Please be responsible in your usage for the environment and the overall cost it brings to the running of the College & Village.

Safety and Security

As part of security, residents are advised to lock the doors to their rooms and flats at all times. In addition, residents are also advised not to leave valuables around in their flats or in their cars.

The College & Village does not carry insurance to cover your personal property. Please discuss insurance coverage with your family or insurance provider - you may be able to get extended coverage on a 'contents policy' already held.

The University of New England provides a security service and there are security guards on campus in order to ensure the safety of students. If you require a security guard, please call ext. 2099 (6773 2099) if calling from outside of the university phone network). In addition, please report any suspicious persons or activities to security by calling the same number.

Departing Wright College & Village

In order to know the procedure for departing Wright College & Village, you will have to refer to the Accommodation Agreement you have agreed to prior to entering Wright the College & Village. This is because there are different procedures to be followed for the different circumstances under which a resident may be leaving.

General Departure Procedure

- Notify the Wright College & Village Office of your intention to leave by completing the Request to Depart Form.
- You will receive a Departure Checklist.
- Follow the directions on the Departure checklist. Clean the areas indicated by the Departure Checklist.
- Once your room has been cleaned and all belongings have been removed, notify a Resident Fellow. The Resident Fellow will inspect your room for cleanliness and ensure there is no damage. If everything is in order, the Resident Fellow will complete the Departure Checklist. To qualify for a full refund of your Departure Fee, the areas indicated by the Departure Checklist must be fully cleaned with no damage.
- Once the Resident Fellow completes the Departure Checklist, the Resident Fellow will collect your keys and checklist before you depart Wright College & Village.
- **For security reasons you are required to hand your keys in to your Resident Fellow, at the time of signing out. Failure to do so will automatically incur a three day penalty charge.**

Extension of Stay

If you are unable to depart Wright College & Village by the departure date stated in your agreement for any reason, a Request for Extension of Stay form must be filled out and submitted to the Wright Village Office. These forms may be obtained from the Wright College & Village Office and should be submitted at least two weeks in advance of your original departure date. Wright College & Village will make all attempts to accommodate requests for extensions but we cannot guarantee a room will be available after the agreement departure date.

Important Phone Numbers

This is a list of the important numbers you may require during your stay at Wright Village.

Name	Phone	Name	Phone
Wright College & Village Office	Ext. 6667	UNE Medical Centre	Ext. 2916
Resident Duty Fellow (For outside Office hours)	Ext. 6667	International Office	Ext. 2232/ 3192
Safety and Security	Ext. 2099		
Student Centre	Ext. 4444		
Police	000 (Emergency) or 67710669		
Ambulance	000		
Armidale Hospital	67769500		