



John XXIII College
2017 Resident Handbook

About John XXIII College

Our Vision

John XXIII College is a Catholic Collegiate community in the Dominican tradition, inspired by the values of intellectual excellence, community life, mission inspired living and personal spirituality. John XXIII College students will be inspired to be reflective learners and compassionate leaders, able to think globally and equipped to contribute to the wider society and the world.

In seeking to achieve its vision, John XXIII College strives to be:

- A Community of Learning

Through a commitment to a quality learning experience and the endorsement of effective learning practices through an Academic Support Programme and the promotion of lifelong learning.

- A Community of Care

Which sees individual freedom tempered by the responsibility to self and others as a key ingredient to building the College community. The College aims to develop relationships based on Gospel values and Catholic Social Teaching, and to build respect for one other, thus ensuring that each resident's needs are met.

- A Community of Service

Through a conscious effort to be globally aware and to act in a spirit of stewardship through works of charity reflecting the Church's mission for the poor and underprivileged; as well as by working in partnership with the local community. Reaching out in service provides residents with an opportunity to change and grow by learning with, supporting and collaborating with others.

- A Community of Faith, Hope and Love

Through opportunities to explore and develop the students' understanding of their faith, attending communal liturgies, fostering relationships with other members of the community and by taking advantage of opportunities to interact positively with community members.

History of the College, the Dominicans and St John XXIII

John XXIII College has been owned by the Dominican Friars since the College's foundation in 1967. From that date till 2000, all Heads of College were Dominican priests and the College was run as a ministry of the Dominican Order. Today, Dominican members of the College company appoint the Board to which the Head of College & CEO now reports. Despite the departure of the friars from the day to day running of the College, the Dominican ethos is strongly present and the Four Pillars of the Dominican Charism (Community, Spirituality, Learning and Service) inform the College's daily administration. Fr Laurie Foote OP is the Resident College Chaplain. Fr Laurie is also the Catholic Chaplain at the Australian National University (ANU).

The Dominicans' presence at the Australian National University has a distinguished lineage, with the first ANU Catholic chaplain being a 1958 Dominican appointment. St Dominic himself stipulated that no Dominican priory was to be built without a professor. Having established the order in 1215, by 1229, St Dominic had acquired a Chair of Theology in Paris and later in 1248, acquired a Chair in Theology at Oxford. At Australian universities, the Dominican colleges have included Mannix College (Monash University), St Albert's College (University of New England), and John XXIII College at the ANU; the only university college still owned by the Dominicans in Australia.

The College is named for Angelo Roncalli, Pope John XXIII. John XXIII made an extraordinary contribution to a new age in the Catholic Church. A man of humility and evangelical simplicity, he was widely travelled and cultured in the arts, languages and history but is best remembered for his calling the Second Vatican Council. On the 5th of July 2013, Pope Francis declared John XXIII a saint. He was canonized on the 27th of April 2014.

We are proud to be named after such an extraordinary man, the Pope from 1958 till his death in 1963.

John XXIII College Board

The governing body of the College is the John XXIII College, Inc. The Board of Directors (College Board) generally meets four times per year and employs the Head of College & CEO to provide leadership and direction for the College. The Board has ultimate responsibility for the strategic direction of the College, with the Head of College & CEO implementing the Board's vision for the College. The Head of College & CEO has overall responsibility for the day to day operations of the College but delegates some responsibility to the Deputy Head of College, Operations Manager and Business Manager and each of these individuals have staff who report to them.

Board Members:

Chair - Mr John Harris, Solicitor

Deputy Chair - Very Reverend Fr Kevin Saunders OP, Provincial, Dominican Friars

Company Directors -

Fr Laurie Foote OP, Dominican Friar

Fr Mannes Tellis OP, Dominican Friar
Sr Rosemary Lewins, OP, Dominican Sister
Mr Geoff Kimpton
Mr Ian Pearson, Former Air Commodore
Ms Jacinta Carroll
Ms Anne Martin, ANU Representative

Also working with the Board Members are:

- Head of College & CEO - Mr Geoff Johnston
- Company Secretary & Business Manager - Mrs Alicia Jeffrey
- School Principal, Observer - Mr Michael Lee

Management Team

Head of College & CEO - Mr Geoff Johnston

The Head of College is the Chief Executive Officer of the College and is employed by the Board and is responsible to the Board through the Chair or his/her Delegate. The Head of College & CEO is responsible for:

The articulation and modelling of a vision and core practice of the College;

The leadership and sound management of all aspects of College operations;

Fostering an environment in which the centrality of community and the academic, spiritual, cultural, social and sporting development of all its Residents may best take place.

Deputy Head of College - Mrs Tara Holst

The Deputy Head of College assists the Head of College & CEO in the administration of the College. She has responsibility for Student Services and as such oversees the provision of pastoral care, student support and guidance. The Deputy Head of College has responsibility for the maintenance of discipline and good order at the College in consultation with the Head of College & CEO. The Deputy Head of College manages the Pastoral Care Team and the Academic Support Team and supervises the Residents' Association. The Deputy Head of College has overall responsibility for development and implementation of the cultural, social and academic life of the College.

Business Manager - Mrs Alicia Jeffrey

The Role of the Business Manager is primarily related to the management of all aspects of the financial affairs of the College and related issues. She provides support and advice in the areas of finance, business, human resources and personnel management to all Staff.

The Business Manager works with and supports the Head of College and Deputy Head of College and as a result may be delegated tasks to ensure the College's ethos and values are upheld.

Operations Manager - Mr William (Trad) Wallace

The Operations Manager supports, supervises and coordinates the Operations Teams, which consists of the Catering and Building Services Teams. The Operations Manager provides essential services to staff, residents, the ANU and other external stakeholders to ensure the smooth operations of the college.

The Operation Manager works with and supports the Head of College and Deputy Head of College and as a result may be delegated tasks to ensure the College's ethos and values are upheld.

Residential Accommodation Agreements & Enrolment

Residential Agreements are approximately 41 weeks or two semesters in length. The contracts align with the Australian National University academic calendar.

Resident Arrival

This Handbook contains a lot of important information to help Residents understand the College.

Please take some time to read the following important documents:

- The Resident Handbook;
- Resident Accommodation Agreement;
- College Policies which are located on our website: <http://johnxxiii.anu.edu.au>

Policies & Procedures

The College regards the successful upholding of policies as pivotal to its sense of community and identity. These policies may be changed throughout the academic year to reflect the needs of the community. The College's policies complement those of the ANU.

Residents will see throughout this Handbook the College has referred to current College policies & procedures. The most up to date policies & procedures are located on the College website. It is up to the Resident to view these documents themselves.

Privacy

John XXIII College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act (The ACT).

For further information, please refer to the:

- John XXIII College's Privacy Policy
- Accommodation Agreement

Payment of Residential Fees

All Residential Fees are due on the 15th of the month. The fees are processed/deducted by the College via Catholic Development Fund on this day (or next business day if on a weekend) between 9:00am and 10:00am. There are a total of nine monthly payments, two semester payments or one yearly payment. All Residential Fees may be paid by Direct Debit or Credit Card (Merchant Fees apply). The College will permit one change per year to the selected scheduled payment method (i.e. semester to monthly) without incurring an Administration Fee. Any additional requested changes will incur a \$50 Administration Fee.

Note: Only Semester or Yearly Residential Fees may be paid by cheque.

Weekly Fees Include: Accommodation in a single study bedroom; shared bathroom facilities (except for en-suite); pastoral care; academic support; furnishings; gas; electric; laundry facilities and communal facilities (Junior Common Room, Tavern, Music Room, Study Room, Library, ANU Computer Room, Chapel); room cleaning; three meals per day and two 'Snack Times' per day during academic terms; access to academic, spiritual, social, sporting, cultural and community service opportunities.

The College has a variety of room types – Standard, Large and Ensuite. New Residents will be allocated to a Standard Room and returning Residents may request a larger Room, which has a higher weekly fee and a higher Refundable Room Bond than a Standard Room. Room changes after the start of the Residential Accommodation Agreement will incur a \$50 Administration Fee.

Residents will be charged a non-refundable \$25 Administration Fee for each credit card, direct debit or cheque that is declined more than once in a contract period, including declined payments due to the account holder not notifying the College of changed credit card or bank details (i.e. lost or stolen cards, new expiry dates). Residents may be required to pay by semester thereafter. Please liaise with the Business Manager in advance of difficulties with fee payment.

Residential fees are payable in advance and whilst the College will refund all overpayments, it cannot refund bank fees and resulting charges from overpayments.

Where a Resident has missed pre-agreed payments, the College may require that Resident to pre-pay the next semester in advance or require him/her to pay by semester in advance thereafter. Continued failure to make payments will be treated as a breach of Contract and the Resident will be asked to leave College. Note: If fees are not paid, action will be taken to recover the outstanding debt. This may include having the Residential Accommodation Agreement terminated and the Resident being asked to vacate the residence, or being referred to a credit agency. In addition to the fees owed, the Resident will be liable for any costs associated with such action including any interest charged in accordance and the debt collection agency fees. A hold will be placed on the ANU Academic transcript and will not be released until the outstanding fees are paid in full.

Contract Extensions

Residents who wish to stay at the College outside the Residential Accommodation Agreement period may do so with the permission of the Deputy Head of College subject to a room being available and subject to the Resident paying the Non-Residential Contract Fee in advance.

Termination of Residential Contract

When a Resident chooses to withdraw from College (including transferring outside of the approved transfer period to another ANU College/Hall, or being required to withdraw from College), the following applies:

- Residential Fees (rent) are payable until a new Resident takes their place, even if this takes till the end of his/her original Contract period;
- A \$500 Non-Refundable Administration Fee is payable to the College;

- Forfeiture of all Annual Fees & Levies payable in the semester of withdrawal. Annual Fees & Levies are refundable only if the Resident breaks Contract with the College prior to starting first or second semester. All Annual Fees & Levies are non-refundable after each Semester begins.

Note: The Residents' Association Annual Membership Fee is separate to any College Fees; please contact the Residents' Association regarding their fee policy.

When a Resident produces a letter from the University permitting a withdrawal or deferral from a course of study, he/she will be required to pay full Residential Fees until his/her room is re-let for a period no greater than four weeks from the date he/she produces the letter to the Deputy Head of College.

For further information, please refer to the:

- Admissions and Conditions of Residence Policy

Mid-Year Accommodation Transfers

Where a Resident applies to transfer out of College to another College or Hall for semester two via the ANU transfer process and is successful, the Resident will be refunded his/her Semester Two Annual Fees & Levies and will not be charged a \$500 Non-Refundable Administration Fee. However, a Transfer Fee may be payable.

If a Resident is approved to transfer out of the College at end of semester one, he/she is required to pay rent until the College releases him/her from their contract.

At all times, for a Mid-Year Transfer to have the opportunity to be "successful", a Resident requires the support and approval of the College.

New Year Re-admission

Residents wishing to return to College the following year must apply for an invitation to return when the College opens the Portal for "Expressions of Interest" to be submitted in October.

The new year Accommodation Agreement is for one academic year, subject to the Resident fulfilling the following criteria, throughout the previous year:

- Academic Commitment;
- Financial Responsibility;
- Contribution to the Life of the College;
- Personal Conduct;
- Care and Use of the College Facilities.

For further information, please refer to the:

- Accommodation Agreement
- Admissions and Conditions of Residence Policy

College Administration

Front Office

Our staff will be happy to assist you with questions and queries you may have.

The Front Office is open:

- Monday to Friday
- 8:00am to 5:00pm (Academic Periods)
- 8:00am to 4:00pm (Non-Academic Periods)
- **CLOSED for Lunch** 12:30pm to 1:00pm

Communicating with Residents

There are various ways the College, Senior Residents (SRs), Academic Advisors (AAs), the Residents' Association (RA) and other College appointees communicate with Residents.

The following communication channels are used:

- PelicanNet is the formal means of communication;
- University email accounts (all College-to-Resident email correspondence will be via Residents' University email accounts);
- All College Meetings on the first Tuesday of every term (compulsory for all Residents);
- LCD notice board located in the Foyer near the Dining Room door with College information updates;

- SR, AA & RA Notice Boards;
- College Website <http://johnxxiii.anu.edu.au>

Mail & Faxes

The College postal address is:

John XXIII College
PO Box 417
Canberra ACT 2601

The College street address is (for packages):

John XXIII College
51 Daley Road
Acton ACT 2601

Please make sure the Resident's Name and Room Number is on all mail.

Incoming mail is sorted Monday to Friday and placed in the assigned Resident mailboxes outside the front foyer. Residents may collect mail by using the mailbox key issued with Residents room key.

Registered articles and parcels will be held at the Front Office. These items may be collected during Front Office hours.

The Front Office sells stamps and mail may be dropped off for collection by the postal courier Monday to Friday.

Faxes may be sent and received at the Front Office for a charge which is payable at the time.

Residents' Association

The Residents' Association (RA) is an incorporated Resident Association that represents Residents within the College. All student Residents of the College are eligible for membership of the RA by paying an annual Residents' Association Membership Fee.

In consultation with the College Senior Management Team, the RA organises a diverse calendar of sporting, social and cultural events each year for its Residents.

Resident Temporary Departures

For WH&S and fire safety reasons, when a Resident leaves the College temporarily (for one or more nights), he/she should note this absence in the Accommodation Register, located at the Front Office and is assessable at all times.

Scholarships, Awards & Bursaries

Financial Bursaries

Annual Financial Bursaries are awarded to Residents who are experiencing financial hardship. Financial Bursaries are valued up to \$2,000 p.a. Financial Bursaries are payable for one academic year only being continued from Semester One into Semester Two after the Resident demonstrates to the College that he/she remains enrolled in a full-time study load, notwithstanding graduating semesters, and has achieved at least a Pass average in all of his/her subjects.

The Financial Bursary Application Form is available from the Business Manager.

Aboriginal and Torres Strait Islander (Indigenous) Equity Scholarship

The John XXIII College Aboriginal and Torres Strait Islander (Indigenous) Equity Scholarship Programme co-partners the Tjabal Indigenous Higher Education Centre and the Yalari Foundation in improving access to higher education for Indigenous Australian students who choose to study at the ANU. The Programme will offer up to four Indigenous Equity Scholarships and there will be up to four scholarship recipients at the College in any one calendar year. The scholarships are full remissions of the Residential Fees (accommodation and catering) payable on a Standard Room for residence at John XXIII College for the academic year. The recipient will still be required to pay the Refundable Room Bond, ANU Registration Fee, Academic Gown and the optional RA Annual Membership Fee.

Note: Any part of a scholarship that is unused may not be converted to a cash value.

Applications are available from the ANU Website:

<http://www.anu.edu.au/students/scholarships/john-xxiii-college-aboriginal-torres-strait-islander-indigenous-equity>

IT Newcom Scholarship

The IT Newcom Foundation offers scholarships to promising Indigenous students that can be used at John XXIII College.

Academic Awards

Fr Thomas Hegarty OP Award

The Fr Thomas Hegarty Scholarship is conferred upon the best performed undergraduate in the previous academic year (who is still in College). It is based on their average of their Semester 1 and Semester 2 Exam GPAs for the relevant year. This is a cash based scholarship.

Deputy Head of College Award

This cash award is conferred on the best performed corridor in the Semester 1 results. It is based on the average Exam GPA of all of the residents on the corridor.

Academic Awards

The College will confer Academic Awards in recognition of the Residents' achievement in the previous semester's studies. These cash awards will be given to current Residents living in College who were:

Top 1st Year Resident — with the highest GPA in the previous semester's exams

Top 2nd Year Resident — with the highest GPA in the previous semester's exams

Top 3rd Year Resident — with the highest GPA in the previous semester's exams

Most Improved Resident — with the largest improvement in their GPA from the previous semester's exams

Cultural Award

Giles Pickford Award: Cultural Person of the year (Valete Dinner)

The Giles Pickford Award is presented by the College to the Resident who performs best in cultural events in any given year.

Leadership and Community Scholarships and Awards

- **Jon Stanhope Award (Commencement Dinner)**

The College may confer the Jon Stanhope Award on that Resident who has given outstanding service to both the John XXIII College community and the ANU community.

- **Leadership Awards (Valete Dinner)**

The College may confer up to four cash Leadership Awards, up to two men and up to two women, in any calendar year.

To be eligible for a Leadership Award, a Resident must be nominated and seconded by two fellow Residents. Both nominator and seconder must show how their nominee demonstrates an exemplary commitment to the College through his/her contribution to any three of the academic, spiritual, social, cultural or sporting profiles of the College. Submissions must be in writing and addressed to the Head of College & CEO whose decision will be final.

- **Spirit of John's Award (Valete Dinner)**

This cash Award is conferred by the College and recognises that Resident whose compassion and concern for the wellbeing of others advances the true spirit of the John XXIII College community through excellent contributions to the College. The College may confer the Spirit of John's Award on either a male or female Resident in any calendar year.

- **John's Citizenship Awards (Valete Dinner)**

The College may confer up to two John's Citizenship Awards each calendar year.

To be eligible for a John's Citizenship Award, a Resident must be nominated and seconded by two fellow Residents. Both nominator and seconder must show how their nominee demonstrates an exemplary commitment to the College through his/her contribution to any three of the academic, spiritual, social, cultural or sporting profiles of the College. Submissions must be in writing and addressed to the Head of College & CEO whose decision shall be final.

Only Residents who have lived at College for at least one full Semester may be nominated.

- **National Association of Australian University Colleges Inc (NAAUC) Scholarship**

Working collaboratively with the Residents' Association, the College will provide financial support to offset those costs that would otherwise accrue in those Residents who attend the NAAUC Conference. Applicants for the NAAUC Scholarship should apply in writing to the Head of College & CEO outlining their reasons for wishing to attend the NAAUC Conference.

A condition of receiving this Scholarship is the Resident's returning to College the following year and either standing for election to the RA Executive, RA Committee, applying to become a Senior Resident or contributing to the St Vincent's Conference. He/She must also give a report to the SR and RA teams as well as the Deputy Head of College.

Applications should be addressed to the Head of College & CEO.

- **Spiritual Leadership Scholarship (Commencement and at Dinners throughout the year)**

The College may confer the Spiritual Leadership Scholarship to Residents who are accepted to attend spiritual seminars, workshops and conferences, provided those seminars, workshops and conferences contemplate the Catholic faith.

Residents wishing to apply for this Scholarship must submit a written proposal to the Deputy Head of College detailing the conference, workshop or seminar they wish to attend in the year following and the costs that they would incur in attending. On

return, the recipient(s) will be asked to deliver a presentation at a College Formal Dinner detailing the experience the Resident(s) had at the event he/she attended.

Pastoral Care Support Team & After Hours Support

Pastoral Care Team

The Pastoral Care Team comprises of the Deputy Head of College, Dean of Residents: Student Life & Academics (Dean) and Senior Residents (SRs). All team members live on site as part of the residential community and have responsibility for the pastoral care and wellbeing of the Residents.

All Pastoral Care Team members undergo comprehensive ANU and John XXIII College training, Mental Health First Aid and Senior First Aid training. This training equips them with the appropriate knowledge and discretion when Resident issues/concerns are raised. Residents can be certain that their personal issues will be respected and remain confidential when they speak to any SR or any member of the College Staff.

Dean of Residents: Student Life & Academics (Dean)

The Dean assists the Deputy Head of College in the range of pastoral, academic and disciplinary matters that occur daily at the College.

The Dean shares the responsibility for the Senior Resident Programme and the Academic Advisor Programme. He/She also assists the SRs in the daily pastoral care of College Residents and further assist the SRs handling the issues that may arise in their corridors.

Senior Residents (SR)

Senior Residents are responsible for assisting the Deputy Head of College by monitoring the pastoral needs of their Residents, developing and maintaining an atmosphere and community within the College which nurtures the academic, personal, social and spiritual growth of the Residents. The Senior Residents also assist in the administration and conduct of the College.

SRs are an easily accessible point of contact for Residents and often are the first point of contact for Residents' pastoral care needs.

Night Duty Officer

Every evening and on weekends, one of the SRs becomes the After Hours' Duty Officer during the residential contract period. All Residents and their guests are required to comply with the Duty Officer's/SR's instructions. Residents need to understand that the Duty Officer/SRs are performing pastoral, disciplinary and administrative roles, responding to lock outs, noise complaints and miscellaneous Resident needs.

Duty Officer can be contacted 7 days a week between 5.00pm to 8.00am on (02) 6125 6919 or 5-6919 (internally) or 0467 154 027 (externally).

Night Porter

To enhance the safety of the College's after hours' operations, the College contracts a Night Porter to assist the SRs by performing functional, administrative and security tasks.

During academic weeks only, the Night Porter is on duty Monday to Friday between 8:00pm to 2:00am, except on Thursdays when he remains on site until 5:00am.

The Night Porter can be contacted on 0487 082 344 during rostered hours.

Academic Support Team & Resident Progression Programme

The Head of College & CEO, Deputy Head of College, Dean of Residents: Student Life & Academics (Dean), Academic Advisors and Senior Residents are all available to support those Residents who are in need of academic advice.

Academic Advisors (AAs)

Academic Advisors assist in the provision of the Academic Support Programme of the College. Under the guidance of the Dean, the AAs look after a group of Residents from a particular faculty and provide academic guidance and support to the first year Residents of the College.

The AAs role is to supplement the ANU teaching and to help develop the skills needed to study at ANU. The final responsibility for a Resident's academic results remains with each individual Resident.

The AAs are an easily accessible point of contact for the first year Residents on issues relating to their studies at ANU.

The Dean and AAs can also:

- Assist first year Residents in their interactions with the University;
- Offer basic advice on academic matters including enrolling in the correct subjects;
- Recommend support services provided by the ANU, including offer support when responding to difficulties with lecturers and tutors;
- Assist with University processes, including accessing forms for the purposes of securing special and supplementary Assessments.

Academic Tutors

Additional Academic Tutors are appointed to supplement the work of the AAs, with either first year Residents or later year Residents.

Resident Academic Progression

Residents are reminded that they must make continual progress towards the conferral of their degrees to be eligible for residency at John XXIII College and must demonstrate "clear improvement" after a semester that comprised failures. Residents must be enrolled in at least three subjects each semester, notwithstanding graduating semesters, to satisfy the College's full-time student/residency requirement and achieve at least the Pass patterns noted below.

Residents who find their study load too onerous or their study content too demanding and so fail one subject should avail themselves of the support networks offered at both ANU and the College. Any withdrawal from a full-time load must be discussed with the Deputy Head of College.

For further information, please refer to the:

- Academic Policy

College's Facilities & Services

Chaplaincy

Father Laurie Foote O.P. is the John XXIII College and University Chaplain. Father Laurie is a Dominican Priest who has been involved in University and College Chaplaincy for over 25 years. He has worked at the University of New England, The Australian National University and Monash University.

St John the Evangelist Chapel

The St John the Evangelist Chapel is the focal point of the College's contribution to the ANU's Chaplaincy service. Weekly masses and the sacraments are administered by the John XXIII College Chaplain, Father Laurie Foote.

Mass Times

Sunday 10:30am

Monday, Wednesday & Friday 12:15pm

Tuesday & Thursday 12:15pm (ANU Chaplaincy Office)

Community Areas

The Community Areas of the College include the Junior Common Room (JCR), Senior Common Room (SCR), Roncalli Room (RCR), Study Room/Library, Courtyards, Out The Back, The Learning Centre (TLC), Computer Room, Music Rooms and the Bike Sheds. The use of these areas is a privilege for all Residents and there is an expectation that after use, Residents will leave all Community Areas clean and tidy.

The Tavern

The Tavern is subject to the norms of the ACT Liquor Act and ANU Regulations. Accordingly, service of alcohol in the Tavern must be RSA compliant at all times, as must the administration of any event that occurs in the Tavern that involves the supply of alcohol.

Like all licensed premises in the ACT, patrons attending an event in the Tavern that involves the supply of alcohol may not:

- Have bare feet;

- Supply their own alcohol;
- Be present behind the bar;
- Engage in drinking games;
- Stand on furniture;
- Be present in the Tavern if underage;
- Be intoxicated and receive service;
- Be unruly;
- Be supplied alcohol before or after opening hours.

Roncalli Collegians' Room

The Roncalli Collegians' Room is available to third year and above Residents throughout the academic year and is a particularly useful space at exam times. During Study Vacation and Exam time it is an "Absolute Quiet Time" study room.

Computer Room

At any time, College Residents may access and use the Computer Room. There is a combination of 20 Mac & PCs, as well as two printers, for Residents to use.

Equipment is owned and operated by the ANU. All equipment in the Computer Room is maintained and operated by The ANU Department of Information. Print credit may be purchased at the Hancock Library or on the ANU website.

Music Rooms

The College maintains three Music Rooms for Residents' musical rehearsals and practices. There is also a piano and drum kit at the College for Resident use. Music Room keys are issued to Residents at no additional charge, but must be returned at the conclusion of the Residential Accommodation Agreement Period to avoid a \$50 charge.

St Dominic's Conference of St Vincent de Paul

Residents are encouraged to actively contribute to the St Vincent de Paul Conference which meets regularly in the Senior Common Room.

The Conference is a Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy and by working to shape a more just and compassionate society. The Conference is chaired by a senior member of the community (Residential or Non-Residential).

Senior Common Room

The Senior Common Room (SCR) promotes the advancement of learning and community among Residents by assisting in the development and maintenance of a sound academic and collegial tradition within the College. Membership of the SCR is at the invitation of the Head of College & CEO and is drawn from the academic community within the ACT and Australian universities. Members of the SCR attend formal dinners as guests of the College and, where possible, give advice or tuition in their areas of expertise. Fourth year Residents and Residents with positions of added responsibility may, at the invitation of the Head of College & CEO, become members of the SCR.

Internet

The College provides access to the Internet via both Ethernet and Wireless connections which are both maintained by the ANU.

Use of the College Residential network is subject to the Acceptable Use Policy detailed in the Residents' Computing Guide. The College Residential network is also part of the larger ANU Acton campus network and thus ANU's Acceptable Use policies also apply.

Ethernet Connection

To connect a computer to the College Residential network simply connect the computer using the network cable provided (from the back of the VOIP handset (phone) in the residential room) into the data-port in the computer to automatically be given a network address.

Wireless Connection

To connect to the ANU wireless Residential network in the common areas simply scan for available networks, select 'Resnet' and click connect. Residents will need to have a valid ANU account (known as Uni ID) to use this wireless network. Then download a

small installer (available at wireless.anu.edu.au/resnet.php) in order to successfully connect to 'Resnet'. Further instructions are available on the web page. After successfully connected, computers will automatically be given a network address.

Upon connecting computers to the College Residential network, please ensure a sufficient Anti-Virus software is installed and a fire wall enabled (the fire wall included in Windows or OS X is sufficient); the university provides free antivirus software at: security.anu.edu.au/sophosinfo/.

For further information, please refer to the:

- The Residents Computing Guide on the website <http://johnxxiii.anu.edu.au/computing-guide.pdf>
- Acceptable Use Policy

College IT Team

The College has fellow Resident IT Consultants who assist Residents with the following areas relating to their personal computers:

- Connecting their computers to the College Residential Network and Internet;
- Installing and configuring Antivirus software;
- Installing and configuring Fire wall software;
- Removing viruses;
- The resolution of networking related errors.

The IT Consultants are available to assist with problems between 9:00am to 10:00pm every day depending on their ANU Academic Schedule.

IT Consultants may be contacted via email at: IT@johnxxiii.anu.edu.au

Note: The Resident IT Team are ANU Students and may not be able to assist with problems immediately. Where a Resident IT Consultant is unable to assist with a computer problem, the problem may be referred to the Business Manager for resolution.

Dining Hall & Meal Times

Semester Meal Times

Monday to Friday

Meal Times are subject to demand, times may change.

Breakfast 7:00am to 9:00am / 9:30am on Friday

Snack Time 10:30am to 11:30am

Lunch 12:30pm to 1:30pm

Snack Time 3:00pm to 5:00pm

Except formal dinner afternoons and/or university holiday breaks

Dinner 6:00pm to 7:00pm

Except formal dinners

Saturday & Sunday

Meal Times are subject to demand, times may change.

Breakfast 7:00am to 9:30am

Snack Time 10:30am to 11:30am

Lunch 12:30pm to 1:30pm

Snack Time 3:00pm to 5:00pm

Except during university holiday breaks

Dinner 6:00pm to 7:00pm

Dining Hall Rules

- Residents must depart the Dining Hall 20 minutes after the conclusion of each meal service;
- Residents must wear footwear in the Dining Hall and Al Fresco Dining area at all times (socks without shoes are not footwear);
- Roller blades, football boots and roller skates are prohibited in the Dining Hall;
- Residents and their guests must wear shirts when in the Dining Hall and Al Fresco Dining area;
- All guest meals must be signed in and the meal(s) paid for by the 15th of the following month;
- No food or drink may be removed from the Dining Hall or Alfresco Dining area;
- All used crockery and cutlery must be returned to the scullery;
- Newspapers must be returned to the newspaper table after being read;

- Alcohol is banned from the Dining Hall and Alfresco Dining area except at Formal Dinners when it is supplied by the College;
- Residents conduct must comply with the norms of decorum;
- Any staff member may require Residents who fail to comply with any of the above to depart the Dining Hall and Alfresco Dining area immediately;
- Holiday period meal service times will be advertised on the Dining Hall door; There are no late dinners provided on formal dinner evenings.

Requesting a Take Away Meal

If Residents are going to miss a lunch or dinner meal, they may request for a 'Take Away' Meal. The Resident may request this by completing the request form that's available in the Dining Hall.

Lunch take away requests need to be submitted by the end of dinner service the night before and collected from the Dining Hall before 11:00am on the day it is requested.

Dinner take away requests need to be submitted by the end of lunch service before the take-away dinner is required. Take away dinners are available in the Tavern refrigerator between 8:30pm and 10:30pm and in the Junior Common Room (JCR) refrigerator after 10:30pm.

Failure to pick up any pre-ordered Take Away Meals three times will result in loss of the service for the rest of the term, with no refund for those meals missed.

Dietary Requirements

Any dietary requirements should be lodged on the John XXIII College Accommodation Portal and brought to the attention of the Deputy Head of College and the Catering Manager. While the College endeavours to cater for dietary requirements and food allergies, Residents with severe allergies or dietary requirements should make contact with the College prior to signing an Accommodation Agreement to discuss their specific needs. This communication will help determine whether the College is able to cater for the Resident's needs.

For further information, please refer to the:

- College Healthy Living Policy

Dining at Formal Dinners

Commencement Dinner

This dinner welcomes all new residents into the John XXIII College community and celebrates their commencement into a new academic institution and educational course.

- Who - All Residents that are beginning their first semester at John XXIII College.
- Where - John XXIII College.
- Dress Requirements - Smart Casual.

Academic Commencement Dinner

This dinner is to celebrate the commencement of the academic year. Awards and acknowledgements are given out to returning Residents that achieved outstanding results in the prior year.

- Who - John XXIII College Residents are required to register to attend this event.
- Where - John XXIII College.
- Dress Requirements - Semi Formal attire and Academic Gown required.

Multicultural Dinner

This casual dinner is a celebration of our cultural diversity - a day of cultural respect for everyone who calls Australia home.

- Who - John XXIII College Residents are required to register to attend this event.
- Where - John XXIII College.
- Dress Requirements - Fancy Dress.

Christmas in July Dinner

This casual dinner celebrates Christmas in July. Christmas is often celebrated in July in places in the southern hemisphere due the tradition of Christmas being celebrated in the cold weather. Christmas in July is celebrated by enjoying a festive feast during the normal College dinner time.

- Who - The John XXIII College Community.
- Where - John XXIII College.
- Dress Requirements - Christmas Attire.

Parents Weekend

This weekend is full of activities Residents can invite their parents to attend. The Residents' Association often organises a College theatre play and a sporting match that involves Residents.

The College and Residents' Association also organise a Formal Dinner where parents and Residents can mingle and enjoy a night out.

- Who - John XXIII College Residents and their parents are required to register and pay to attend this event.
- Where - The Formal Dinner will be held at an external location.
- Dress Requirements - Semi Formal attire.

Academic Dinner

Residents that have made notable academic achievements while residing at John XXIII College will be invited to attend this Formal Dinner. This is an invite only event.

- Who - John XXIII College Residents must be invited to attend this event.
- Where - John XXIII College.
- Dress Requirements - Semi Formal attire and Academic Gown required.

Spartos Dinner

This dinner is to celebrate the achievement of all Residents and coaches that participated, volunteered and supported all Inter-College sporting, social and arts events throughout the year.

- Who - John XXIII College Residents are required to register to attend this event.
- Where - John XXIII College.
- Dress Requirements - Fancy Dress, theme determined by the Residents' Association.

Valete Dinner

This dinner is to celebrate the end of the journey for any John XXIII College Resident that will not be returning to the College the next year. These Residents have often lived at John XXIII College for 3 or more years and are now adventuring off on a new path.

- Who - This is an invite only event. John XXIII College Residents that have resided at the College for 3 or more years are invited to attend. The parents of these Residents are also invited to celebrate this occasion as well.
- Where - To be determined.
- Dress Requirements - Semi Formal attire and Academic Gown required.

How to Register to an Event

A PelicanNet post or an E-Mail will be sent to Resident's University E-Mail address to announce the dinner registration details and requirements.

Formal Dinner Behaviour Expectations

To attend a College Formal Dinner, Residents must adhere to the following guidelines:

- Residents are not to arrive at the Dinner intoxicated;
- No external alcohol can be brought into the Dining Hall;
- Residents are required to wear Academic Gowns and semi-formal dress at the dinners where stated;
- Noise levels are to be kept to a conversational level throughout the dinner;
- All speakers and performers are to be given the utmost respect and full attention;
- Excessive noise and unruly behaviour is not acceptable and Residents may be asked to leave;
- Table sculls will be dealt with in accordance with College Policies & Procedures;
- Throwing food will be dealt with in accordance with College Policies & Procedures;
- No food, alcohol, crockery or cutlery may be removed from the Dining Hall;
- Residents are required to stay for the whole dinner and may only leave the dinner to use the rest rooms.

Residents Room & Belongings

Residents Room

Residents are responsible for what occurs in their rooms at any time during their period of Contract. This extends to the conduct of all Residents and guests who enter the room. Accordingly, all Residents are encouraged to keep their key secure and their doors locked at all times. It is important to note that an unlocked room may not be covered by the Residential insurance policy.

The room is to be returned to the College in the same state Resident's receive it. There is to be no fixtures or fittings (nails, screws, hooks etc) to be added to a room unless they leave no residue.

Room Keys

Residents who lose their keys must immediately report the loss to the Front Office where a replacement key/FOB will be supplied at a cost which is payable at that time. Replacements costs are:

- Room FOB \$20
- Common Room Key \$50
- Mailbox Key \$20
- Music Room Key \$50

Residents' room FOB also unlocks all external doors and Bike Sheds. The Common Room key will unlock all common Residential facilities.

College Room Property & Inventory

At the commencement of the Contract Period, Residents complete a Room Inventory Form that verifies the presence and sound condition of all items. It is in Residents' interests to carefully note any damage to rooms before they sign the Room Inventory Form at the start of the Contract Period.

At the conclusion of the Contract Period, the College checks the condition of the items noted on the Resident's Room Inventory Form. Any damage that has occurred in the Contract Period will be noted and charged accordingly to the Resident's account after his/her departure.

Residents may not remove any item of furniture, make modifications to items of furniture or bring soft furnishings (beds or mattresses) into College.

Failure to complete a Room Inventory Form at the beginning of the contract period will result in any damage that is noted at departure being charged to Residents' accounts.

Furniture Replacement Costs

Damaged items are not repaired but are replaced at the following commercial costs:

- Bed Base/Frame Up to \$500
- Built in Wardrobe Up to \$4,750 (Full Replacement) + labour
- Bin \$10
- Built in Bookcase \$250
- Bed Bug Protector \$85
- Curtains \$380
- Chair Up to \$300
- Carpet \$50 per square
- Chipped Laminex \$130
- Desk Chair \$150
- Desk Up to \$500
- Easy Chair \$150
- Extension Cord \$10
- FOB Key \$20
- Fridge Up to \$300
- Lamp \$25
- Laundry Basket \$10
- Mattress \$300
- Mirror \$100

- Mattress Protector \$30
- Mail Box Key \$20
- Network Cable \$5
- Pin Board \$30
- Power Board \$10
- Common Room Key \$50
- Repaint Room \$200
- Telephone \$225
- WiFi Module \$500

Maintenance & Cleaning Costs

Where maintenance, cleaning or repair is required to restore College or Residential Room property, the Resident is required to pay the charge of the Maintenance Supervisor or Cleaning Team of \$65 per hour (minimum of 1 hour), plus the cost of replacing or repairing damaged items. Where contractors are required, the Resident pays all costs.

Where College Common Areas or Residential Rooms cannot be serviced because these areas or Residential Rooms have been disturbed or interfered with, there is a charge of \$100 for returning these areas or Residential Rooms to a serviceable state. This charge is payable by the Resident in that room or, where a common area, payable by the organiser of the event that caused the disturbance.

A Maintenance Fee attaches to those rooms that require additional cleaning at the conclusion of the Contract Period. This fee applies when a room has adhesive tape/tack marks, nail or screw holes, or other such damage on its walls/carpets/cabinetry/windows or damage to insect screens.

Resident Room Phones

Resident room phone accounts must be in credit to make external calls, except for 000 and Lifeline numbers. Credit payments may be made at the Front Office during office hours. All internal calls, including any ANU extension calls, are included in the Annual Phone Rental Fee.

Residents are responsible for the security of their PINs and a condition of having a phone in one's room is full responsibility for charges. Upon request, the IT Team can assist in setting-up phones.

Residents' room phone numbers: 02 618XXXX + internal extension number (eg 4-4701)

Resident Room Phone Voice Mail

To access voice mail dial 5-3333 on the room phone and follow the prompts. When voice mail is first used, resident will need to enter 12121 as the initial password and then prompted to set a new password. Please write it down to it's not forgotten. To reset a forgotten voice mail password, contact an IT Consultant to reset it.

Checking Resident Room Phone Credit

Dial 5-6929 on room phone and follow the prompts. For further details on individual call charges, visit the Telstra website.

For further information, please refer to the:

ANU Telephone & Voice mail User Guides netcomms.anu.edu.au/voice/index.php

IP Television

The university runs a TV service over the Acton Campus network which is available through the College Residential Network. It broadcasts over 100 digital standard and high definition, international and local free-to-air TV stations. To access the service, visit tv.anu.edu.au. IP Television service only runs effectively over wired Ethernet connections.

Linen & Laundries

Residents have to supply and launder their own linen. Linen packs may be ordered and purchased from the Front Office for \$150. The College supplies laundry facilities on every floor of the residences. The machines are supplied free of charge and are maintained at the College's expense. Residents are expected to use washing machines and dryers to ensure a level of personal hygiene that is consistent with this service being provided free of charge.

Laundry Rooms are accessible at any time. Due to noise levels, washers and dryers only operate from 8:30am to 10:30pm.

The College supplies irons and ironing boards located in the Laundry Rooms. Clothes lines are also available in the court yards. Residents may choose to dry their washing on clothes horses in their rooms.

Any clothing left in the Laundry Room for more than one week will be disposed of by the College.

Refrigerators

The College has a limited number of small refrigerators that may be hired at a cost of \$90 per year or \$45 per Semester. Residents apply directly via the John XXIII College Portal. Refrigerators become an inventoried item and repair or replacement costs will attach to any damage.

Bicycles

Residents are to register bikes by completing a Bicycle Identification Form at the Front Office at check in or after bringing to College. Bikes left at College by Residents from previous years (and not re-registered) are auctioned off during Term 1 and the proceeds given to the Domestic/International Aid projects.

Residents are only to store their bicycles in one of the two College Bike Sheds at the rear of the College. Bikes may not be stored in rooms. Incorrect parking of bicycles around College grounds can become a WH&S hazard and will be removed.

The College accepts no responsibility for any damage done to Residents' bicycles whilst Residents' bikes are on College grounds. Bike thefts or damage may be covered by the Resident Content Insurance Policy with a maximum coverage of \$500.

Parking

The ANU Parking and Transport Office controls all parking on ANU Campus including John XXIII College. Resident carparks are located in the Dickson Car Park. Residents must contact ANU Parking Office directly to purchase a space. Allocations are on a first to arrive basis, which are allocated by the ANU, not the College.

At no time may Residents park in spaces located at the front and side of the College which are allocated to John XXIII College Staff or ANU Parking Fines will apply. These spots are designated to Staff seven days a week. Pay-As-You-Go Parking is available campus wide.

Contact Details for ANU Parking and Transport Office:

- Phone: 02 6125 3649
- E-Mail: parking@anu.edu.au

Storage of Personal Items

The College permits returning Residents to store their personal belongings in College Box Rooms subject to the following conditions:

- Store up to three boxes/suitcases; OR two boxes/suitcases and one small clean, defrosted fridge subject to space;
- Completed and lodged a Box Room Form at the Front Office before contacting the Duty Officer for access;
- The College accepts no responsibility for loss or damage to Residents' property in storage;
- All stored items must be dry and clearly marked with the Resident's name, phone number and future date of retrieval from storage;
- Residents may not store furniture, beds, foodstuffs, explosive or flammable substances or other bulky items;
- The College will dispose of any item that has not been retrieved from the Box Rooms by the Monday of the 3rd week of lectures in Semester 1.

College Access to Residential Rooms

It is a Condition of Residence that the Head of College & CEO or his delegates are authorised to enter Residents' bedroom for Room Condition Inspections, cleaning or attending to the business that the College has with the room occupant or checking property in the room itself. The Head of College & CEO or his/her delegate reserves the right to stipulate what is an acceptable state or condition of a room and to require immediate restoration where a room is deemed in an unacceptable condition.

Cleaning & Maintenance

All Resident rooms at the College are cleaned once per week during academic periods. Residents must ensure that on their scheduled cleaning day, the floor is available to be vacuumed and that the room is fit for a cleaner to service.

Residents may elect to miss one cleaning service cycle per four cycles, but these missed cleaning services may not be accumulated.

Security

After 9:30pm, all external doors lock and can only be opened by Residents' FOB key. Propping doors open is a security risk and invites the attendance of strangers in the residences and can result in financial sanctions.

Should Residents note strangers in the residences after hours, they should immediately contact the Duty Officer, College Night Porter or ANU Security.

Contents Insurance

Residents of the College have Contents Insurance. Claims for property loss from an unsecured room may not be approved by the Insurer. Loss of appropriately secured items will be approved subject to maximum ceilings and applicable excesses. Should Residents choose to use their parents' household contents policies (if claimable), they may not claim on the College Insurance for damaged or stolen whilst at College (ie. one insurance provider per claim).

Living in A Community

College Noise Policy

From 10:30pm to 7:00am, the residences are in quiet time. Residents who wish to listen to music should use headphones. Any gatherings should relocate to the JCR at this time.

All Residents are reminded that any unreasonable domestic noise compromises the quality of the environment fellow Residents enjoy. Amplified music, open windows, loud televisions, shouting, conversations outside other Residents' rooms, musical instruments, returning to College late at night and speaking above a whisper in the corridors are all examples of behaviours that could impact upon the quiet enjoyment of other Residents who may be studying or sleeping.

No unreasonable noise is acceptable at any time in the residences. 'Unreasonable' levels of noise means noise that impacts upon the quiet enjoyment that a Resident might have of their Room. Example would be noise that emanates inside a room but is audible in the corridor space away from that room and is still audible to another Resident in their room with their room door closed.

For further information, please refer to the:

- Resident Behaviour Policy

Absolute Quiet Time (AQT)

In the week leading to exams and the exam block itself, the College requires all Residents to be particularly sensitive to the need for quiet and productive study time. This is called Absolute Quiet Time (AQT) and is non-negotiable. Any Resident who makes noise at this time will be processed at a Level 3 Intervention.

Parties are not permitted in the residences during AQT. Any conduct that compromises AQT will jeopardise a Resident's return the following semester.

For further information, please refer to the:

- Resident Behaviour Policy

Lockouts

Residents who lock themselves out of their room or the residences will be let back in by the Duty Officer (between 5pm - 9am) or SRs who will require the Resident to produce their room FOB key. If the Resident cannot produce their FOB key, the Resident will be required to buy a new one. When on site, Residents may also be let back into their rooms by the Night Porter. A Lock Out Fee of \$5 may apply if the Lock Out occurs from 10:00pm to 8:00am.

Guests

Residents are welcome to invite a friend and/or family member to College for up to three consecutive nights. A Resident may host one guest at a time in his/her room. All guests must be registered by the Resident in the Accommodation Register located at the Front Office. Outside office hours, the Resident should advise the Duty Officer of the guest's arrival.

Residents can hire a mattress (linen not supplied) for their guests for \$5 per night and invite them to enjoy a meal in the Dining Hall as well. For meals, the hosting Resident must complete the Meal Register located at the servery prior to their guest eating. All payments are to be made to the Front Office.

- Guest Ticket \$20.00 (includes 3 meals per part day)

- Snack Time \$6.00
- Breakfast \$8.00
- Lunch \$12.00
- Dinner \$13.00

Guests are subject to all rules and regulations of the College. Hosting Residents are responsible for seeing that the behaviour of their guests conforms to College standards. The Resident hosting the guest is also liable for their guest's behaviour and sanctions.

Note: No Resident may host a guest during O-Week, Bush Week or Johns Week.

Hosting & Convening Parties with External Guests

Residents may not convene parties that are attended by external guests without the express permission of the College. Examples of "convening parties" includes inviting guests to College to consume alcohol in College Common Areas or Residents' rooms.

Social Media Guidelines

To keep social media enjoyable and lively, please respect the rules of the various social media platforms and the John XXIII College Social Media Policy and Guidelines.

For further information, please refer to the:

- Social Media Policy & Guidelines

Resident Issues & Complaints

There are a number of avenues available:

- After Hours Support - Contact a Senior Residents, a Residential Staff member or call the duty phone.
- During Business Hours - Contact the Front Office or the Deputy Head of College.

Grievances and conflicts

The College staff and SRs are there to help at any time. They are able to assist Residents and direct them to the relevant staff or services.

If you think someone is displaying inappropriate behaviour, you can confidentially contact the Deputy Head of College and he/she will be able to sort through the situation with you anonymously.

For further information, please refer to the:

- Bullying, Harassment, Discrimination and Assault Policy & Procedures
- Resident Grievance Resolution Policy & Procedures

Health & Wellbeing

Alcohol

John XXIII College encourages the safe, responsible and moderate consumption of alcohol in those of-age Residents who wish to drink. However, the College has zero tolerance for underage drinking anywhere on-site or off-site.

The norms of the broader community relating to behaviour and adherence to the law are as applicable in College as elsewhere. This includes a College-wide ban on promoting events which focus on the supply of alcohol/binge drinking and drinking events such as Pub Golf.

The College caters for parties and social gatherings in the Tavern and Junior Common Room and has invested considerable sums in ensuring Residents a pleasant, comfortable and intimate environment in which they may interact and socialise with those other Residents who choose to be so involved in those two spaces.

Any member of the College community who recognises he/she has a difficulty in negotiating alcohol should speak with his/her SR or the Deputy Head of College.

The College reminds all Residents of the overwhelming scientific evidence that drinking alcohol immoderately is detrimental to one's health and would be pleased to facilitate and assist any Resident's decision to abstain or curtail drinking.

For further information, please refer to the:

- Alcohol, Smoking and Drug policy

Drugs

The norms of the community relating to behaviour are adhered to and the law is as applicable in College as elsewhere. The College should be drug free and all Residents are entitled to Feel safe here.

John XXIII College has zero tolerance of Residents' supplying any illicit substances or prescribed substances to any other person. This is illegal and will result in expulsion from the College and may also result in Police intervention. Any resident who knowingly supports or assists a person supplying illicit or prescribed substances will also be dealt with in a similar way to the supplier.

The College reminds all Residents of the overwhelming scientific evidence that taking illicit drugs is detrimental to one's health and can lead to their death or result in serious mental health issues. Any person caught or seen consuming illicit substances, under the influence of illicit substances, or in possession of illicit substances (or apparatus forbidden by statute) will be dealt with by the Deputy Head of College.

For further information, please refer to the:

- Alcohol, smoking and drug policy

Smoking

The ANU has dedicated the whole campus as "smoke free". They have approved specific areas in Residential Colleges as Designated Outdoor Smoking Areas (DOSAs). The College's DOSA is located at the back of the Chapel. Residents and College Staff may smoke only in the DOSA on the western wall of the Chapel, facing the courtyard. Smoking outside this area breaks College and ANU policies.

Smokers will be responsible for keeping the Smoking Area clean and serviceable. The College continuing to supply the DOSA is contingent upon the area being kept clean.

The College reminds all Residents and College Staff of the overwhelming scientific evidence that smoking is detrimental to one's health and would be pleased to facilitate any Resident or College Staff with the quitting of cigarette smoking.

For further information, please refer to the:

- Alcohol, Smoking and Drug Policy

Sickness & Injury

At the commencement of a Residential Contract, any Resident with a medical condition (including a mental health condition) should report such to the Deputy Head of College. Throughout the year, all cases of sickness or injury should be reported immediately to a member of College staff or Senior Residents.

Communicable & Notifiable Diseases

A Resident who contracts an infectious disease like mumps, chicken pox, influenza, etc should inform the Deputy Head of College and leave the College for the duration of the infectious period. If a departure is impossible, the Resident must ensure the most stringent of personal hygiene practices including:

- Avoiding College common areas;
- Carefully washing hands;
- Covering nose and mouth when sneezing or coughing;
- Only leaving room for meals, medical and toiletry needs.

Where a notifiable disease is diagnosed, the Resident will be required to produce the GP's written confirmation that the disease can be safely managed within the College environment.

For further information, please refer to the:

- Mental Health & Wellbeing Policy
- Work, Health & Safety (WH&S) Policy

Medical Insurance

Residents are to ensure their personal health insurance operates in the ACT and if not to inquire after a local provider. Residents should further note that the College does not provide ambulance insurance and that Residents will need to organise their own cover. If a Resident requires an ambulance he/she is liable for the cost of that ambulance visit.

Residents must be clear that in medical emergencies, all College Staff, SRs and Night Porter are instructed to contact the ambulance to arrange urgent transport for the injured/sick person. The cost for the ambulance attendance accrues in the sick/injured person's name.

Safety at The College

College Workplace Health & Safety (WH&S)

The College takes its compliance with its workplace, health and safety obligations very seriously. All Residents are reminded that their rooms are also workplaces because College Staff and Contractors enter the rooms to undertake maintenance and to supply services. All Residents have a responsibility to ensure a safe environment.

Residents may bring WH&S issues to the attention of the Operation Manager by E-Mailing: safety@johnxxiii.anu.edu.au

For further information, please refer to the:

- Work, Health & Safety (WH&S) Resident Policy

Electrical Appliances

Electrical appliances can be Tested & Tagged by College Staff if requested. The College Electrical System is fitted with RCD's (Residual Current Devices) to protect against any possible injury due to electrical malfunction.

Bar heaters, air-conditioning units, electric blankets, irons (except College supplied irons that remain in Laundry Rooms) and electrical fan heaters are prohibited at College.

Security Cameras

Security cameras are located around the College. They have been installed for the purpose of deterrence and detection (after an event), to protect Residents, Staff, Visitors and property. They are not monitored in real time.

For further information, please refer to the:

- College Security and Closed Circuit Television (CCTV) Policy

ANU Security/UNISAFEGUARD Patrol

If you Feel you need to be escorted to or from your place of study or work, please contact ANU Security on 5-2249 (internally) or 6125 2249 (externally). ANU Security is available 24 hours a day, escorts will be made by either student UniSafeguard Patrol Officers or after midnight an ANU Security Officer. This is a free service.

There are female and male UNISAFEGUARD Patrol Officers who work in pairs between 6.30pm and 11.30pm Monday to Friday during semester and mid-semester breaks. They carry out foot and mobile patrols of the campus and are available to escort students and staff between university buildings, libraries, car parks and Rooms of residence.

The UNISAFEGUARD Patrol Officers complement the regular UniSafe Bus service and work alongside ANU Security staff.

Web page acknowledgement: facilities.anu.edu.au/services/anu-security/unisafe

Fire Safety Procedures

The College maintains a fire alarm and fire panel along with fire-fighting equipment and signage to ensure timely and appropriate responses to any fire or emergency situation. Once a fire alarm is activated, Residents are to evacuate the buildings by using the closest exit door to their Room. In a calm and orderly manner, residents are to make their way to the assembly areas. Residents are to note these areas on the evacuation signs around college.

Even in the age of sophisticated warning systems, common sense plays an enormous role in ensuring efficient evacuations from danger zones. Residents' complacency is perhaps the biggest risk in managing emergencies; often brought on through Residents previously evacuating a building pursuant to a false alarm activation.

The College is obliged to conduct evacuation drills to comply with the ACT's fire regulations and takes its compliance responsibilities most seriously. Accordingly, the College requires all Residents to conduct themselves appropriately in managing fire risks — no obstructions are to be left in evacuation routes, corridors are to be free of objects and evacuation drills are to be treated seriously.

Interfering with a smoke detector is a breach and an offence resulting in immediate exclusion of the Resident.

Tampering with other fire safety equipment or lighting fires or candles anywhere at College will result in the College intervening at Level 3, and the responsible Residents reimbursing the College the cost of any fire units' attendance as well as the costs attached to restoring fire equipment to the prescribed statutory minimum standards.

Emergency Evacuation

In the event of an Emergency Evacuation:

- Follow all instructions given by College Fire Wardens (SRs), Fire Officers or John XXIII College Staff;
- Leave immediately via the nearest safe exit (ie not necessarily through the front doors);
- Move quickly but do not run;
- If possible, close doors behind you and via the pedestrian crossing on Daley Road, report to the College Designated Assembly Area on the grassed area opposite the College entry;
- Advise the Fire Warden if aware of people known to be trapped in the building;
- Do not leave the Assembly Area until the "All Clear" from the Chief Fire Officer has been given and advised all rooms have been re-locked;
- If an injury is sustained, notify the Fire Warden.

Note: SR's become Fire Wardens during evacuations.

For further information, please refer to the:

- Work Health and Safety (WH&S) Resident Policy

Misconduct

Resident Misconduct

The Head of College & CEO is responsible for the good order and conduct of the College. The Head of College & CEO delegates responsibility to the Deputy Head of College who coordinates the roles of, amongst others, the Dean of Residents: Student Life & Academics, Senior Residents and the Night Porter, in maintaining good order. In certain circumstances, the Business Manager and Operations Manager may also be delegated responsibilities.

The College strives to create a happy, warm and supportive family atmosphere that is self-regulated and which considers the needs and interests of all its members. Consideration of and respect for one's fellow Residents is of central importance and it is only when there is a disregard for other Residents' needs that disciplinary interventions will result.

The philosophy that informs the College Residents' Behaviour Management Policy is that Residents make choices regarding their behaviour and are personally responsible for their conduct and its consequences.

Residents are required to observe the College's Policies and Guidelines whether they are on-site at John XXIII College or off-site. Failure to conduct oneself in accordance with the College's Policies and Guidelines will result in the Interventions described at Levels 1-3. Interventions may start at that Level determined appropriate by the Head of College or his/her delegates.

All Residents should note that any allegation of misconduct which, if proven, might result in a Resident being suspended or otherwise removed from the College and will have the incident reported in confidence to the ANU Deputy Vice-Chancellor.

Non-Noted Conduct

Where the at-issue conduct is not noted and/or accommodated in Financial Sanctions or elsewhere, but is in breach of the College's Policies and Guidelines, at the Deputy Head of College's discretion, a Financial Sanction as well as a Non-Financial Sanction may still be imposed. The Deputy Head of College will determine the appropriate sanction in consultation with relevant College Staff or Student Services Team.

For further information, please refer to the:

- Resident Behaviour Policy

Phone Contacts

Important Contacts

Emergency calls - Dial "0" to get an outside line.

This must be dialled along with the 3 zeros (0).

- Ambulance 0-000
- Police 0-000
- Fire 0-000

Security

ANU Security 612(5 2249)

Casualty, Accident & Emergency

Calvary Hospital - Bruce 6201 6111 Canberra Hospital - Woden 6244 2222
National Capital Private Hospital - Garran 6222 6750

Chemists

ANU Campus Pharmacy 6248 6887 / 612(5 2014) Capital Chemist - O'Connor (After Hours) 6248 7050
City Market Chemist 6249 8074 (Canberra Centre Hours)

Dentist

ANU Dental Surgery 6262 9795 Ginninderra Medical Centre & Dental 6122 7111

Post Office

ANU Post Office 612(5 3804)

Specialist Emergency Services

Canberra Rape Crisis 6247 2525 Mental Health Crisis 6205 1065
Domestic Violence Crisis Service 6280 0900 Poison Information Centre 13 11 26

Doctors & Health Services

ANU Health Centre - Campus 612(5 3598) Ginninderra Medical Centre - Belconnen 6122 7111
Florey Medical Centre - Florey 6259 1444 Majura Medical Centre - Dickson 6247 5833
Canberra Sexual Health Centre 6244 2184 Junction Youth Health Centre 6232 2423
Sexual Health & Family Planning ACT 6247 3077 AIDS Action Council ACT 6257 2855
Care On Call 6253 3868 Diabetes ACT 6288 9830

Counselling Services

ANU Counselling Centre 612(5 2442) Lifeline (free call from room) 6247 0655 or 131 114
Mental Health Foundation 6282 6658 Salvation Army Counselling Service 6248 5504
Centacare Counselling, EAP & Support Services 6239 4094 or 6281 1087

Legal Services

ACT Human Rights 6205 2222 ACT Office of Fair Trading 6207 3000
Care Inc and Consumer Law Centre 6257 1788 Environmental Defender's Office 6247 9420
Youth Law Centre ACT 6173 5410 Legal Aid ACT 6243 3411

John XXIII College Senior Residents

Douglas Kirwan (A1) Zoe Huijter (A1) Amelia Smythe (B1) Douglas Morgan-Thomas (B1)
Oliver Reynolds (A2) Brigid Quinlan (A2) Billie Hook (B2) Charlie Guerit (B2)
Tom Goodwin (A3) Lily Cassidy (A3) Alisha Das Gupta (B3) James Robinson (B3)

John XXIII College Academic Advisors

Arts - Rose Singh & Alyce Young Science - Alannah Spillane
Commerce - Sam Day Law - Isobel McKenzie & Brandon Smith

John XXIII College Residents' Association

Lauren Clifton - President Mani Seeber - Vice President
Lauren Cant - Secretary Nikhil Dhanjee - Treasurer
Jess Raupach & Lucy Bannon - Sports Representatives Donald Ritchie & Ruairi Biollo - Sports Representatives
Emily Shaw & Tyrone Clarke - Social Representatives Joe Ingui - Cultural Representative
Oscar Davis - Alumni Representative Alex Tonkin & Charlie Birk - Arts Representatives
Tze Wei Yeo - Multi-Cultural Representative

John XXIII College IT Consultants

Senior IT Consultant (S1) - Lewis Pascoe
IT Consultant (S1) & Senior IT (S2) - Patrick Smith
IT Consultant (S2) - Toby Stevenson

John XXIII College Staff Contacts

Management Team

- Head of College & CEO - Mr Geoff Johnston
E - master@johnxxiii.anu.edu.au P - 612(5 6900)
- Deputy Head of College - Mrs Tara Holst
E - deputy@johnxxiii.anu.edu.au P - 612(5 6905)
- Operations Manager - Mr William (Trad) Wallace
E - opsmanager@johnxxiii.anu.edu.au P - 612(5 6907)
- Business Manager - Mrs Alicia Jeffrey
E - business@johnxxiii.anu.edu.au P - 612(5 6903)

Departmental Supervisors

- Maintenance Supervisor - Mr Jamie Parnaby
E - jparnaby@johnxxiii.anu.edu.au P - 612(5 6912)
- Catering Manager - Mr Thierry Leriche
E - tleriche@johnxxiii.anu.edu.au P - 612(5 6910)

Administration Team

- Finance Officer - Mrs Renate van der Walt
E - finance@johnxxiii.anu.edu.au P - 612(5 6900)
- Admissions Officer - Mrs Fiona McGowan-Lay
E - admissions@johnxxiii.anu.edu.au P - 612(5 6924)
- Conference & Events Officer - Ms Emily Heath
E - conferences@johnxxiii.anu.edu.au P - 612(5 6908)
- Administration Officer - Ms Tanae Eaton-Jones
E - tanae@johnxxiii.anu.edu.au P - 612(5 6902)

Student Services

- Dean of Residents: Student Life & Academics - Mr. Jeremy Mutton
E - jeremy@johnxxiii.anu.edu.au P - 612(5 6906)

Chaplaincy

- College Chaplain - Fr Laurie Foote OP
E - laurie.foote@op.org.au P - 612(5 6914)

Catering Services Team

Ms Mai Le	Mr Anthony Paul	Mr Winston Slater	Mrs Sandi Leriche
Ms Anne Dupe	Ms Souchitta Viravong	Ms Khine Thi Thi	Mr Van Dien Ma
Mr Min Shwe	Mr Matthew Swaroop		