



St Martin's COLLEGE

Handbook 2023

Welcome from the Head of College

A very warm welcome to you as you take up residence in St Martin's College.

We are a community that prides itself in creating a warm, welcoming and inclusive community for our residents. We aim to offer our residents the best overall residential experience on campus.

Our residential cottages along with the Fairfax Centre are designed to promote a community and family-like environment that is a secure, inclusive and positive base from which residents can explore University-life.

Monday night suppers held weekly during Term time are a community highlight. The Annual Dinner and the Saints Cup and Saints Ball are social highlights throughout the year but most weeks there is something fun happening that residents are encouraged to participate in.

We aim to assist in the development of the academic, social, intellectual, community, physical and spiritual lives of our residents so that people who have lived at St Martins are well-equipped for the challenges of their future careers and can offer leadership in a society that is rapidly changing.

We believe that a great University experience is a life-affirming experience where you will make friends that last a lifetime. Each resident helps shape that experience for the people around them, so be a good friend and build healthy relationships of care for others in the community.

Know that the Resident Advisors and myself are here to help you, we want you to thrive at university and for you to help us create a community where everyone is valued. You will be expected to act maturely and to take responsibility for your actions.

The community of St Martins is looking forward to your unique and valued contribution to the development and enhancement of this great College. I am so glad you could join us and look forward to opportunities to engage with you.

Susan Bazzana
Head of St Martin's College

What you need to know to get settled at St Martin's College?

Contact Details

St Martin's College
PO Box U1
Charles Sturt University
Wagga Wagga NSW 2678
Phone: 02 6933 4966
After hours phone: 0483 828 036
Email: stmartins@csu.edu.au
www.stmartinscollege.org

Self-catering

St Martin's College is a self-catered Residential College so come prepared to do your own cooking. Before you arrive, it is helpful to know how to make 6 or 8 meals (at least) so that you can maintain a balanced diet while living away from home.

The local grocery stores are about 10 kms away from the university. Cottage residents sometimes make a community outing of a trip to the supermarket, if you have a car and your neighbour doesn't invite them to join you when you go to buy groceries.

Organising for some shared purchases of shared items works well in some cottages. For example, you might all contribute \$10 at the beginning of Term to buy dishwashing liquid, laundry detergent, dish cloths and other similar items that everyone can share.

Self-catering also means cleaning up after yourself so don't leave a mess in the kitchen for other residents to clean up. Wash up, wipe down the benches, keep the cook top clean and put away your cooking utensils after each meal. Don't be that person everyone is annoyed with because "they don't clean up after themselves."

Allocation of Accommodation

The normal practice at the start of an academic year will be to mix new and continuing residents into each cottage. Allocation of rooms seeks to maintain, as far as is reasonably possible, a mix of occupants on the basis of year of study, gender, discipline of study and country of origin.

The College reserves the right, with 7 days' notice in writing, to move students to another room in the College should the need arise, for repair or maintenance, to avoid difficulties between residents, or to ensure the good running of the College.

Students in residence are expected to live and work harmoniously with others in their cottage, maintaining the common areas in a way that reflects healthy community living. Residents need to do their own washing up, clean up the kitchen after they have used it and respect things that belong to others. If tension in a cottage does arise it is often helpful to seek assistance from an RA or the Head of College if resolving the issues internally proves to be difficult.

What is in my cottage?

The College has 12 “cottages” of eight bedrooms with Bathrooms & other Amenities. Cottages have secure access using your CSU Student Card.

Each bedroom has its own room key and individually controlled reverse cycle air conditioner for heating and cooling. Each bedroom has a bed, wardrobe, wireless internet, desk, chair, small refrigerator and a rubbish bin.

All cottages have a kitchen and common room with lounges and TV. The kitchen has a convection microwave oven, a cook-top, kettle and toaster. Each cottage has a chest freezer for students to share.

Each resident has a food storage cupboard in the kitchen. Cottages have a washing machine, clothes dryer & clothes lines for the use of St Martin’s students only.

What do I need to bring with me?

Residents need to provide their own pillow, sheets, pillowslip, doona and cover, bath towel/s, crockery, cutlery, cooking utensils, tea towel, iron, first aid supplies, desk lamp and any other cooking items. We can provide a starter pack for international students so they have time to purchase these items after they arrive in Wagga Wagga. Please let the office staff know if you want to access a “Marties starter pack”.

Your personal electrical equipment

Any electrical items you wish to use in the College including frypans, grills, hair straighteners, computers, printers, etc must be tested and tagged. The College will organise for this to be done at the beginning of Term 1. Double adapters, fan heaters & bar heaters are not allowed in the College.

How long can I live at St Martin’s?

We’d be expecting you to stay at College for a minimum of the length of time of our initial contract. Residents accepted into St Martin’s College may reside in the College for the full extent of their undergraduate studies as long as they abide by all College rules.

Students are not necessarily guaranteed the same room in the College from year to year, and room allocations are at the discretion of the Head of College.

Returning residents receive a loyalty discount rate for room contracts and are not expected to go through a formal re-application process. We communicate with current residents towards the end of each year to ascertain whether or not they want to receive a new contract for the following year.

Room Inventory

When you move in you will receive a room inventory form. This is a legal document and must be completed and signed and returned to the College Staff **within 24 hours of arrival**. You will be charged for damaged or missing items not included in your Room Inventory form when you vacate your room. No college furniture or bedding may be removed from rooms or cottages at any time without permission of Head of College. Furniture from areas intended for general use are not to be taken into student rooms and must not be taken outside the cottage.

Room Key

You are responsible for the room key that is issued to you. It must be returned at the end of term to the College office. There is a charge of \$30 if you lose or do not return the key. **You are not permitted to have additional keys cut.**

Room and Cottage Cleanliness

Student rooms and common areas must be kept tidy to enable cleaning staff to do their jobs effectively. This is as much about courtesy as it is about cleanliness and hygiene. It is the responsibility of each resident to make their beds, clear rubbish and maintain the cleanliness of refrigerators. All spills are to be cleaned immediately. All waste is to be put in laundry rubbish bins. **Cooking in bedrooms is prohibited.** Kitchen benches are to be kept clean. Please do not put hot pans directly onto the laminate benchtops.

Cleaners are not expected to vacuum bedrooms that are not cleared of personal belongings from the floor. Nor are they expected to clean kitchens that are in an unacceptable condition.

Personal items are not to be left in Common rooms, bathrooms, hallways or in areas of the kitchen that prevent other students from preparing meals.

Laundry sinks are not to be used for washing up, soaking dishes or to store kitchen utensils. No fat is to be poured down sinks. No washing is to be left in laundry sinks. Bathroom sinks are not to be used to wash laundry.

No horse blankets or riding gear are to be washed in college machines – please use the machines at the CSU stables.

If the cleaner cannot clean a room, this will be reported to the Head of College. Any student whose room is in an unacceptable condition will be given forty-eight (48) hours to return the room to an acceptable condition. If the room remains in an unacceptable condition the resident will be fined \$50. The resident will have fourteen (14) days to pay the fine. If payment is not made by the due date the amount will double to \$100, with fourteen (14) days to pay.

Any resident who fails to keep their room in an acceptable condition on a regular basis may be asked to vacate their room.

Cooking and eating utensils must be washed and put away the same day they are used. Dirty dishes and cooking equipment, food and crumbs attract cockroaches, ants and mice. It is also unhygienic and can cause food poisoning.

I want to put up posters on the walls

Please use blu-tac to fix posters or any other items to walls – **all blu-tac must be removed** at the end of the year. Do NOT use glue, double-sided tape or nails. Do not put stickers on any of the furniture or fittings of the College.

Can I take College property away with me for a weekend?

College property is not to be taken out of the College without permission from the Head of College.

The Oak on my door

The oaks are part of establishing a College tradition and are also a privacy indicator, they are to be used with respect. If a person has their oak hanging on the outside of their door no student may knock, phone or disturb that student. The only people who may do so are the Head of College or RAs in an emergency. An Oak may not be used to avoid having your room cleaned and may only be hung on the outside of your door if you are actually in your room. When students leave the College or move into a new room, they are invited to write their name, years of residence in St Martin's College, and Course studied on their Oak. Continuously having the oak on the outside of the door will generally result in a pastoral conversation with a Residential Advisor or the Head of College.

Car parking

There are many car parking areas located around the campus which are all free to use.

Can I have guest visit me from outside the College?

The simple answer is yes you can have people visit you in your cottage, but it may depend on any COVID restrictions that are in place.

Under normal circumstances it is generally fine for you to have a friend visit during the day or the early part of the evening as long as you are not disturbing your neighbours. Guests must follow College rules and be respectful of other residents. You are responsible for the behaviour of your guests and you will be charged for any damage they may do to college property.

Overnight guests need to be approved in advance by the Head of College and will be charged a small fee of \$15 (we can supply a mattress and linen for someone to sleep on the floor of your bedroom). Please email the Head of College **48 business hours in advance** of your guest arriving to obtain permission for them to stay.

If the guest is a family member or friend and you would like them to have a room of their own this may be possible depending on the occupancy rate of the College at the time of their arrival. They will be charged \$60 per night with linen and towels provided.

During term time we do not generally allow overnight guests to stay in a shared cottage for more than three consecutive nights. Guest requests during exam periods will not be permitted.

Summer storage of personal items

There are two options for summer storage.

You can either keep your belongings in your room at the current Summer Storage contract rate, this enables you to return to the same room the following year having kept your belongings in the room. Or you can store some boxes of belongings for free in the locked storage rooms at the back of most cottages.

No food or perishable items are to be stored in either location over the summer and all kitchen items must be clean and dry so as not to attract vermin.

To be eligible for either of the summer storage options you must be returning to St Martin's the following year, failure to return will incur additional storage costs.

What is in the Fairfax Centre?

The College also provides a central community area - the Fairfax Centre. The Fairfax Centre provides recreational space for music, table tennis and a pool table, a study common room with computers, photocopier, an area for small group discussion, a fully

equipped kitchen with oven, BBQ area outside and it is where you will find the staff offices.

The Chapel

The St Marys Chapel offers space for worship and quiet reflection. There is also a weekly bible study that all residents are welcome to attend if they are interested to do so (it is not compulsory).

Community Garden

There is a student vegetable and herb garden located near the Walla Walk between cottages 465 and 469. This is available for shared community use. Speak to the Resident Advisors or Head of College if you are interested in the community garden.



Community Sport

St Martin's has teams in the inter-college weekly sports competition. We prioritise participation but it is extra fun when we also win.



Maintenance requests

Please report any maintenance issues as soon as possible by contacting the College office stmartins@csu.edu.au We have maintenance staff who come in each week to undertake the basic maintenance and specialist tasks (plumbing and electrical etc) are done by external contractors as quickly as possible after it has been reported.

Room Lockouts

If you are locked out of your room during the day or before 10pm contact either the College office Ph: 6933 4966 (daytime) or the RA on Duty Ph: 0483 828 036 (at night). After 10pm please contact Campus Security Ph: 0438 624 039.

What if the fire alarm goes off?

Whenever you hear the fire alarm going off in your cottage you need to act as if the building is really on fire and get yourself and others out of the cottage as quickly as possible.

Most often though fire alarms go off because people are being inattentive when cooking and smoke (not fire) sets off the alarm. Turn off whatever is cooking, put a lid on the saucepan to reduce the amount of smoke or turn off the toaster at the wall. Open some doors and windows to allow the smoke to clear.

Ring CSU Security ph 0438 624 039 who are the only people (apart from the fire brigade) who can turn off the alarm, tell them which building you are in and they will come and assist you.

If it is an actual fire you still call CSU Security because they will meet the fire brigade and then take them the shortest way to the correct building. After you have rung CSU Security ring to let the RA on Duty know that a fire alarm is going off ph 0483 828 036 and that Security are on their way.

Resident safety is our most important priority so ensure you and anyone else in the cottage get out and are accounted for as soon as possible as you wait for Security and the Fire Brigade.

We have a fire drill to practice evacuation of cottages and other spaces and to identify the safety zones at least once every year.

I'm concerned about someone else's welfare – what do I do?

Your first point of contact is generally with the Resident Advisor on Duty

Ph: 0483 828 036 or with the office if it is open. The staff member will be able to help you work out what the best course of action is given the specific circumstances you are describing. This may involve contacting the Head of College, ringing for help from CSU Security or getting in touch with emergency services if that is required.

Please don't hesitate to reach out if you need help or support from an RA or the Head of College, resident safety is our most important priority after all!

Be a good friend and neighbour and get help for your mates. Don't leave people in dangerous situations at a party if they are drunk, help them get home safely. Care for others in the community is one of the things that sets St Martin's residents apart from the crowds.

College Policies

Are located on the website. It is helpful to have a read through them.

Scholarships

Information about scholarships available to St Martin's residents is available on the College website. Ask the Head of College if you have any questions about the application process for these.

The CSU Foundation Offers a very wide range of scholarships and you can find information about these on the CSU website.

Payment of Fees

Fee payments can be made by Cheque, eftpos, and credit card or direct into the College Account.

You may make a Direct Deposit into the St Martins College Bank Account using the following details:

Name of Account: St Martins College Inc

Bank: Westpac Banking Corporation

BSB: 032-769 *Account No:* 556063

You can decide at the beginning of each year how you want to pay your contract fees for the year: an annual lump sum payment for the whole year; in four quarterly instalments paid each term or as a fortnightly payment.

Please note that you are responsible for the fees for the entire contract period and there is a charge for breaking your contract early. Please read and ask any questions you have about the contract before signing it.

If you are having difficulty paying your fees

If after commencing your contract you begin to have difficulty paying your fees, please inform the Head of College as soon as possible. It is much better to discuss the situation early than get into financial difficulties.

The Division of Student Services can offer some financial advice to students. Many of our residents are eligible to apply for various Centrelink payments aimed at university students, so ensure you have explored your eligibility for these if you have not already done so.

Failure to pay room fees will result in the student being requested to vacate their room within five days of the Final Notice being issued. There will be an additional Final Notice Charge of \$100 added to the balance owing.

In addition, in accordance with an agreement between the College and the University, the University will withhold results until the outstanding amount (including the Final Notice Charge) has been paid. The College may also take legal action against the student to recoup all fees.

What is the refundable security deposit?

The \$200 Refundable Security Deposit is paid upon arrival. We hold this money through the time you have a room contract at St Martin's and it is refunded when you move out permanently. Deductions may be made for damage caused by you to your room or other College property or if there are any college items missing from the room – this includes the office chair and privacy oak.

Break Contract early fee

When you sign the accommodation contract you are entering into a legally binding arrangement that sees you liable for payment of fees for the entire contract period. It is expected that students who apply for residence in St Martin's College will stay in residence for the entire length of their contract. Students who choose to leave before the end of the contract are required to give at least two week's notice in writing, and will also be required to pay a Break Contract Early Fee of \$500 or the balance of the **Annual** fees, whichever is greater. They will also forfeit their Refundable Security Deposit.

College Staff

The College office (front desk) is open Monday to Friday from 9.00am to 1.00pm to assist students and deals with the financial & office management of the College. The staff offices are located in the Fairfax Centre.



The Head of College, Susan Bazzana is responsible for the operation of the College, its administration, management and pastoral care of students. Susan works full time and will often be available in her office after the front office has closed. She lives on site in Building 463 and during the year often invites small groups of residents over for meals.
sbazzana@csu.edu.au
Ph 02 6933 4852
Ph 0483 838 742

Assistants to the Head of College



Davina Lord (dalord@csu.edu.au) and **Anna Conyers** (aconyers@csu.edu.au) are responsible for the front desk and will be able to assist residents with many day-to-day matters including maintenance and guest booking requests. They also assist with the pastoral care of residents.



Anna is in the office from *9am to 1pm Monday and Tuesday and 9am – 2pm Wednesday*.
Davina is in the office *12pm – 5pm Wednesday and 9:30am – 3pm Thursday and Friday*.
Their contact details are: Ph 02 6933 4496 and stmartins@csu.edu.au

The College Cleaners are responsible for cleaning the student residences.

The RAs or Residential Advisors are long term residents of St Martin's who assist in pastoral care and have current first aid training. The Senior Students take on special responsibility for



Academic, Sporting, Christian, and Social development programs. The positions are advertised at the end of Term 3 of each year. Training is undertaken in February each year. They are your first point of call in an Emergency and share "duty" across the week.

Phone 0483 828 036 to contact the RA on duty

Our RA's for 2023 are Kon Eliades, Chelsea Zaini & Scarlett Kearney

Services and Facilities

The full range of student services and facilities can be found on the CSU website www.csu.edu.au

Buses

Bus-about offers hourly buses from the campus into Wagga 9am-5pm. Travel within the campus is free. For travel into Wagga Wagga by bus, please see timetable and fares on the below website; <https://busaboutwagga.com.au/>

Laminating/Binding

A Laminating machine is available from the office at 50 cents per A4 page. A comb-binding machine is available for students' use at a fee of \$1.00 per document.

Medical Needs

GP's are available in Estella & Wagga Wagga. You will need a current Medicare card.

Mini-Mart and Post Office Agency

There is a small shop and post office within walking distance of the College which also has bank & post facilities. Milk, bread, snacks, soft drinks, frozen goods and a small range of groceries, along with CSU uniforms can be purchased here.

Photocopying

A photocopier is maintained for the use of St Martin's College residents and is also available for scanning to email. Residents will be invoiced for copies made at the end of each term. A student computer is also provided in the Study Common and is linked to the photocopier for printing of student assignments.

Security, Campus Watch

The University Security Officers patrol the campus buildings and grounds every night and weekend. If you are concerned about your safety or there is an emergency please contact **Security on 0438 624 039**. To ring for outside emergency services you need to dial 000. Please report any incidents to the Head of College. After hours RAs can be contacted by phoning 0428 828 036 or in an emergency contact the Head of College for lockouts and emergencies ph 0483 838 742. Students are required to advise the College Office of any changes to the contact details including their personal mobile phone numbers and email addresses. Students may also register with CSU Safe by texting "Wagga Wagga" to 0409 513 136 to get the campus security app for their phone.

Sporting Facilities

All Charles Sturt University students have free access to the University's sporting facilities. There is a gymnasium, squash courts, swimming pool, tennis courts, and football field within a short walking distance from the College.

Student Services

CSU student services include careers advice, chaplaincy services, counselling, disability support, financial advice and student loans, international student support, and learning and study skills.

St Martin's College Awards

The St Martin's College Dux

The recipient will have their name recorded on an Honour Board and receive a \$200 bursary sponsored by the Australian Bedding Company. The College Dux is awarded to the student who has the highest grade point average in the three semesters prior to the Annual Dinner and whose personal character reflects the ethos of St Martin's College in their day to day life.

The recipient of the award is selected by the Head of College and the Board President, who will take into account the academic transcripts of the student as well as the behavior and attitude of the student within the college community.



The Cottage of the Year

A plaque and a \$160 in food vouchers is awarded annually for the cottage that wins "Cottage of the Year". The winners will be the cottage that has actively participated in college community activities, worked to enhance college life, and kept itself and its surrounds clean and tidy. RAs keep a points tally during the year and the award is made in time for the cottage to celebrate before the academic year ends.

Student Responsibilities, Rules and Regulations

Breaches of the following rules and regulations will incur disciplinary action.

Alcohol

Excessive use or abuse of alcohol will not be tolerated. The Head of College retains the right to determine what constitutes excessive use or abuse of alcohol. Intoxication will not be accepted as a defence against anti-social or unacceptable behaviour. Students must seek written permission from the Head of College in advance of the event and or Party. To gain permission an application is to be made in writing to the Head of College, outlining the nature of the function. Gatherings or parties where excessive amounts of alcohol are consumed are prohibited: no kegs are allowed, the making or provision of punch or bulk "goon" is prohibited, beer bong is prohibited and any event promoting alcohol consumption as the primary activity is prohibited. Please note that CSU regulations specify that the Residential area is a **"Dry Campus"** during O week, exam weeks and for St Martin's College during mid-session exams. **A Dry Campus means that no alcohol is to be consumed in residences and no parties are allowed at these times.**

Behaviour

It is important to allow people to occupy their own space and feel safe. Residents are not to enter other residents' rooms, except when invited.

Residents are expected to behave in a way that is respectful of other residents, staff and visitors. Students will be cautioned and disciplined for any anti-social behaviour and/or behaviour that affects the health and safety of residents, visitors, and/or staff. Anti-social behaviour is behaviour which might reasonably be considered to cause offence and/or infringe on the rights of others. Such behaviour is not acceptable. If such behaviour is persistent or seriously imposes on another's health and safety or infringes on the rights of others, the person responsible will be directed to seek alternative accommodation or will not be re-admitted to the College in the following year/s.

Damages

Residents must inform the College Staff when damage has occurred to College property. The resident/s responsible for the damage must pay for the repair. Any damage to a cottage will be paid for by all cottage residents if the person who caused the damage cannot be identified. Students will have 14 days to pay such costs and if they fail to pay these costs in that time CSU will place a hold on the student's grades until such time when payment is made.

Candles

Candles and incense are a fire hazard and therefore are **absolutely banned**. All naked flames are banned with the exception of the gas stove in the kitchen.

Cohabitation

The College operates a **"no cohabitation"** policy. Rooms are single occupancy only.

Parents, family members and friends may stay for short periods (three nights maximum) but written permission must be sort at 48 business hours in advance of the guest arriving from the Head of College. For security reasons **all guests (including parents) must be signed in at the office**. Failure to obtain permission for guests to stay can result in disciplinary action and fines.

Dangerous Items

Guns, firearms, live ammunition, fireworks or weapons of any sort are **STRICTLY not permitted** in the College or on campus. The Head of College retains the right to decide what is considered a dangerous item. Breaches of this regulation will be dealt with by Charles Sturt University in accordance with their policies/procedures.

Drugs

Any cultivation, distribution or use of illegal drugs is prohibited in the College, College grounds and on the University campus. Breaches of this rule will be referred to the Police and will result in automatic expulsion.

Electrical Appliances

All appliances must comply with Australian electrical standards and be "Tested and Tagged" annually. Power points should not be overloaded in the bedrooms. Do not use double adaptors. Power boards with a safety cut-out switch may be used. No bar heaters or fan heaters are allowed. Washing machines & clothes dryers may not be used at the same time.

Harassment, Violence

Harassment, threats or acts of violence, verbal or physical abuse is absolutely not tolerated nor condoned. Residents are encouraged to report any such incident to a member of College Staff or staff from Student Services. Incidents will generally be reported to the Police. See the CSU Harassment and Bullying Prevent Policy

Insurance

The College does not accept responsibility for any loss or damage to your personal property. Therefore, you are advised to take out private All-Risk Insurance on your possessions.

Motor Vehicles, Bicycles and Parking

All vehicles are to be parked in the car parks provided and designated for residential parking. There is to be no driving or parking of a vehicle on the grounds of the College. This includes the area around all Cottages, Fairfax Centre and the chapel/office. This is to protect and prevent damage caused to the grounds, provide access for maintenance vehicles, removal of rubbish and sheet replacement, and to ensure the safety of people using this pedestrian zone. Loading and unloading is allowed at the start and end of terms only, but vehicles must immediately be parked in the car parks as soon as unloaded. Bicycles are not, under any circumstance, permitted inside cottages and should be stored in the racks provided. For extenuating circumstances permission must first be sought from and approved by the Head of College.

Students must not drive in a manner that is careless, dangerous, and erratic or in any manner that will endanger property or people. Breaches of this regulation will be disciplined, and students may be issued fines by Charles Sturt University Security staff.

Noise

Noise is to be kept to a low level to avoid disturbing other students and the Head of College. Residents and their visitors are required to keep noise to a minimum between **10pm and 8am**. Noise must not disturb another resident or the Head of College after these times. This is particularly important during assessment and exam periods. A room door must be kept closed at all times if music is being played so as not to disturb other students. If you like it loud please bring headphones!! Please keep all noise and activities at all times to a level that does not disturb other residents.

Occupancy

Student accommodation is allocated to a specific student. At no time shall an allocated student be permitted to sub-let or allow their room to be used by another person. No room change may occur unless organised in advance with the Head of College. People found occupying a room without permission will immediately be escorted from the College site. In this case the student allocated to that room will be fined \$100. If an unregistered guest is occupying an empty room in a cottage all residents of the cottage will be charged \$100.

Work, Health and Safety

The College conducts regular WHS inspections to ensure the safety of staff, students and visitors to the College.

Please note the following safety matters:

- no cords on floors
- no razors to be left in showers
- no double adaptors allowed
- no electrical heaters allowed
- drying racks are not allowed in common room areas
- no flammable liquids or combustibles are allowed in St Martin's College.

Should you identify any hazards around the College please do what you can to safely remove the hazard or contact the Head of College.

Pets

The CSU policy is - No animals, birds, fish, reptiles or other pets are permitted in the Cottages or any CSU student residences or in the vicinity of residences. Guide dogs will be permitted but are subject to approval by CSU's Student Services Disability Office and the Director of CSU Residence Life (see Head of College for requests or clarification on this issue).

Right of Entry

The Head of College or their nominee (which includes cleaning staff, external maintenance staff) has a right of entry to all areas of a cottage including bedrooms, at any time without notice in order to: attend to maintenance or service requirements, conduct health and safety inspections, to clean rooms and conduct cleaning inspections, or at any other time as deemed necessary by the Head of College or nominee.

Security

Security is everyone's responsibility. Bedroom doors should be locked at night and when the resident is out of the room. During holiday periods unlocked bedroom doors will be locked by staff. Exterior doors to the buildings must be kept closed at all times. Any interference with the automatic locking of electronic doors to cottages will result in exclusion from the College. Students must not loan cards or keys to other people to allow access. Students gaining access or

attempting to gain access through windows will be found to be in breach of the College Regulations and will be automatically placed on Level 2 of the College Discipline Processes.

Smoking

All buildings are non-smoking areas. Smoking inside is prohibited. Smoking outside cottages must be away from open windows and not where there is pedestrian traffic. The University policy on smoking applies to all areas of the Halls of Residence (as defined within the CSU General Regulations) and includes evidence of smoking – e.g. odour, ash, butts, etc. All residential areas, including St Martin's College are included as prohibited areas for smoking. The use of a smoking device, known as a "hookah" or "shisha" (or its equivalent) is prohibited within the Halls of Residence and immediate surrounds. The preparation of articles/items (e.g. coals, embers, etc) for use within a device such as the "hookah" is expressly prohibited within St Martin's College and immediate surrounds.

Social Media

Students are expected to abide by CSU's Social Media Guidelines Policy. Inappropriate use of social media will constitute a breach of College Regulations and students breaching this policy will be subject to discipline processes.



State and Federal Laws

The College is subject to State and Federal laws. Police will enforce the laws of the State or Commonwealth as appropriate in the College.

University By-laws, Rules, Regulations and Policies

The College is subject to the University's By-laws, rules, regulations and policies.

These will be enforced in addition to the College's rules and regulations.

These can be accessed on the CSU Student Residences website.

https://search.csu.edu.au/s/search.html?query=University+By-laws%2C+Rules%2C+Regulations+and+Policies&profile=_default&collection=higher-education-meta

Visitors

Each resident is responsible for the conduct of his or her visitors at all times, this includes the responsibility to pay for any damage caused by a visitor. Visitors must not disturb the residents or College staff. Visitors are not permitted between 10pm and 10am without permission of the Head of College.

No visitor may be left unattended in a cottage or student room – if the host student is not in the cottage then the visitor must leave the cottage.

Wilful Damage, Vandalism, Graffiti

Any form of graffiti, vandalism or wilful damage to furniture, tables, cupboards, doors, carpet or any other furnishing or fixture of the College, staff property or other residents' property is prohibited. You are responsible for any damage to your bedroom (other than that resulting from normal wear and tear). An inventory of your room is kept and your room will be inspected on departure. You are responsible for any damages or losses and you will be charged for the repair or replacement of the item/s. You are also responsible for reimbursement of any damage and for damage caused by your guests.

Fairfax Centre Conditions of Use



- ❖ The Fairfax Centre is the Community centre and focus for St Martin's College students and staff. It is a place that we encourage students to use and we want them to feel free to enjoy what we offer in the Centre.
- ❖ Determination of the use of the building lies with the Head of College and should be consistent with supporting the St Martin's College student community. The use must also be consistent with the Christian ethos and philosophy of the College and its Board.
- ❖ CSU Students using the Building and Facilities for recreational or study purposes may only do so at the invitation of and in the company of St Martin's College students, or the invitation of the Head of College.
- ❖ Students using the building are responsible for cleaning up all rubbish and tidying the building, BBQ and kitchen areas after each use. Failure to do so will result in:
 - any cleaning costs incurred for each occurrence or
 - **exclusion** from use of the recreational and study facilities in extreme cases.
- ❖ Hours of use for the building are at the discretion of the Head of College but must not breach College noise rules. Resident Advisors (RAs) have the responsibility of closing each night to ensure the building is secure - includes weekends. Generally, in Semester time, students may access the building at any time by use of their CSU Student Card.
- ❖ To ensure access for a group study project the "Study Common" must be booked in advance with St Martin's office staff. These bookings will be displayed on the door and guarantee you access to the space for the time it has been booked. If there are no bookings other residents are welcome to use the Study Common if it is free. Residents with bookings will have precedence.
- ❖ The Kitchen is there for the use of students. To guarantee exclusive use you can book in advance through the College office prior to use. At other times residents are encouraged to use the kitchen and are required to ensure it is clean when they depart.
- ❖ The photocopier in the foyer is only for use of St Martins College staff and students. Student access is by CSU student ID number.
- ❖ Unacceptable behaviour is not allowed and those who are inebriated will be asked to leave immediately and will be excluded from further use. Alcohol may be consumed in the Centre. The RAs and/or Head of College are to be advised in regard to any gathering of students where alcohol is consumed. Activities that have the consumption of alcohol as the prime focus will not be allowed.
- ❖ Apart from table tennis and pool, no sporting equipment is to be used in the building without permission of the Head of College.

- ❖ Any breach of these rules, failure to vacate the building at the request of the RAs or Head of College, may result in immediate exclusion from use of the building and possible exclusion from the College.

Disciplinary Action

Discipline should not be seen as a negative. In any community the concepts of justice, law and authority are essential for the good order of that society. It is a community based on Christian values which is the over-riding motive for discipline. If a College or University rule or regulation is broken, disciplinary action will occur. Generally, this disciplinary action will consist of a fine (not exceeding \$500), reimbursement of any damage or cleaning costs – in extreme cases it may mean exclusion from the College and a suspension of a student's degree program.

If a State and/or Federal Law is broken the matter will immediately be reported to the Police in addition to the College disciplinary process.

The College Board retains the right to ask a person to vacate their room immediately if the behaviour of the person compromises the welfare and safety of other residents, visitors and/or College staff.

A student whose behaviour consistently works against the interests of the College community and breaches College standards will be asked to leave the College.

Students have the right of appeal against any disciplinary action. This appeal must be made in writing to the College Disciplinary Committee and must be received within seven days of receiving written notice of disciplinary action.

Student Disciplinary Committee

The College has a Student Disciplinary Committee that is kept informed of breaches of regulations. Students may be asked to face the Committee as part of the disciplinary process. The Committee consists of two College Board Members and the Head of College.

NSW Police MOU

CSU has a Memorandum of Understanding with the Riverina Police. Senior Police are assigned to work in consultation with Heads of Residences and the Campus Manager in relation to criminal offences or matters that effect the safety and security of residents that come under the notice of NSW Police.

Note: CSU may withhold the grades of any student owing money to St Martin's College.

These are examples of activities not permitted in the College, however, common sense and hopefully maturity should prevail in use of the building.

Incident/Activity
Smoking in Residences
Illegal Parties, Breach of Visitors Policy, Excessive use of alcohol, repeated noise complaints
Tampering with Fire Detection/ safety/alarm equipment or Refusal to participate in Emergency evacuation and fire drills