

Resident Handbook

Arundel House

—
A Guideline to living at Arundel House



Welcome



Fiona May

REV. FIONA MAY

DIRECTOR OF
RESIDENCES

Dear Resos,

It is my great joy to welcome you to our Barneys Residences community. What we provide is more than just a roof over your head. We want to build a great community where everyone feels grateful to belong. We are excited to walk alongside you during this season of life and see you fulfil your potential during your time at university.

Our mission is to provide a safe, supportive home based on Christ's love, where every resident feels valued, accepted, and encouraged to flourish. Living in community is a unique opportunity to grow in self-awareness and personal character, deepen your relationship with God, and build friendships that will last a lifetime.

This handbook is designed to help you understand what life looks like at Arundel House so that your experience here is positive and enriching. Please take time to read it carefully and keep it handy throughout the year. We hope you will be able to appreciate that rules exist not for their own sake, and not to kill our joy, but to help with the smooth running of the house, and ultimately to care for each other well. Let's strive to create a culture where we can live together thoughtfully and be each other's biggest supporters. You never know where God is going to take each of us in the future. You might be rooming next to one of Australia's next influential leaders. Or someone who has the answers to a breakthrough that the world has been waiting for. Or your personal surgeon...your child's teacher...your boss!

My role as Director is to look out for you. I can't write out everything that's relevant for life at Arundel House in a booklet, nor do I want to. Instead, I want to get to know you as you get to know me. I would rather dialogue with you to understand your perspective. I would be so honoured if you would entrust me with your concerns and talk through the things on your mind. I don't pretend to have all the answers, but I promise to stay curious and have your best interest at heart.

May your time here be filled with learning, laughter, and the love of Christ. Let's have a great year!

**Grace and peace,
Fiona**

About Arundel House

Arundel House is one of two welcoming communities within the St Barnabas Residences. Arundel is a purpose-built student accommodation for women. Our vision is to support undergraduate tertiary students who are new to Sydney by helping them form lasting friendships, grow in faith and joy, and become equipped to serve God's kingdom with purpose and confidence.

Governance & Structure

Ultimate governance rests with the Parish Council & Wardens of St Barnabas Anglican Church, with policy and compliance oversight delegated to the Residences Committee. Ministry vision aligns under the Rector, and day-to-day operations are led by the Director of Residences, supported by the Assistant Director and Facilities Manager.

Staff at Arundel House

The **Director** lives onsite in the Director's Flat on the Ground Floor of Arundel House, and you can always catch her for a quick chat if you see her around. She is available 5 out of 6 evening meals from 5pm-7pm at the House every week, at Barneys evening service, and at other times by appointment for an on-site or off-site chat. No topic of conversation is off limits.

The **Assistant Director** works the equivalent of 2 days a week and will provide day-to-day trouble-shooting and support when he is on duty, and pastoral support to our male Residents

The **Facilities Manager** works out of the Barneys Offices 9am-5pm Mondays to Fridays. Please discuss with her your questions about finances or maintenance.

In addition, our **Chef** works out of the commercial kitchen Monday-Saturday and a **Cleaner** is on-site 3 days a week. Please help them enjoy their workplace and respect the signs they may put up when they are working throughout the House. We trust that you will treat the staff with utmost courtesy. The place would not function without them!



Postal Address

If you are expecting mail/parcels it is your responsibility to check the Arundel House mailbox. Sadly we do not have staff working in the mailroom.

**29 Arundel Street
Glebe NSW 2037**



Electoral Divisions

Arundel House is in the Commonwealth Division of Sydney, the State Electoral Division of Balmain, and the Local Government Area of City of Sydney.

Emergency Assembly Area

Evacuate the building as soon as the alarms sound. The emergency assembly point is the **corner of Arundel and Derwent Streets**. Return to the building only after clearance has been given by the fire brigade.

Familiarise yourself with where the **fire alarm panel, fire blanket and extinguishers** are kept. Only extinguish a fire if you are not putting yourself in danger.



St Barnabas Anglican Church



All Resos are warmly invited to Barneys and make it their church: not only attend and take responsibility for your own church commitment, but contribute, serve others, use the gifts that God has given you, and get to know the wider Christian community in the process. Barneys currently has 2 church services: 10am and 5:30pm. Make it a priority, remind each other, and plan to walk down to church together; the experience is usually better when shared!



Students at Barneys

BAFFLD (Bible | Adulthood | Family | Formation | Life Decisions)

Barneys offers BAFFLD, a Bible study group specifically for first- and second-year university students, and we'd love you to join us. BAFFLD is designed to support students as they navigate the transition into adulthood and university life.

Bible: Learning how to read and understand the Bible for yourself.

Adulthood: Practical support for life skills such as cooking, planning your week, and navigating friendships.

Family: Helping students connect into Barneys as their church family, particularly for those living away from home for the first time.

Formation: Growing in habits like personal Bible reading, prayer, and serving others.

Life Decisions: A space to think through big life decisions alongside peers and older members of Barneys who can offer wisdom and support.

What does BAFFLD look like?

BAFFLD meets every Tuesday during semester at Barneys (downstairs hall, via the Mountain Street entrance). We share dinner together at 7:00pm. Each week (or fortnightly in Semester 2), there is a short talk from a BAFFLD team member or someone from Barneys on topics such as friendship, dating, or Bible reading, or on a book or passage of the Bible — this year we're excited to be working through Romans. After this, we meet in small groups called DNAs to study the Bible and pray together.

BAFFLD is run by Naomi, along with a team of Barneys members who help lead the DNA groups (known as facilitators, or affectionately, "facillies"). These leaders are passionate about supporting students, creating a safe space to ask questions, work through doubts, and grow through God's Word.

Everyone is welcome at BAFFLD — whether you've been a Christian your whole life or are still exploring what you believe. If you have questions or would like to meet up before coming along, Naomi is always happy to chat over coffee or lunch.



Important BAFFLD Dates:

Students' Welcome Dinners: February 15, 22 & March 1 (after the evening service at Barneys)

First week of BAFFLD: February 24



For more information about BAFFLD, contact:

NAOMI HAMMOND

STUDENT MINISTER
YOUNG ADULTS & WOMEN'S MINISTRIES

naomi.hammond@barneys.org.au

Women's Ministry at Barneys

Hi there!

My name is Stephanie Leung, Assistant Minister for Women and Pastoral Care at Barneys, Broadway.

Welcome to the neighbourhood! I'm so glad you're here, and hope that you come to love this little corner of Sydney as much as we do.

At Barneys, we are a church community that exists to make Jesus famous as king, so all people can come to know and enjoy God in all of life, for all of life. Whether you are spiritual but not religious, believe in God, are exploring faith or call yourself a Christian – you are so welcome! We'd love to get to know you. Pop in anytime to one of our services on Sundays at either 10am or 5:30pm to see what we're about.

If you'd like to talk to someone about anything life and faith, talk to me - I'm always up for a chat. As overseer of Women and Pastoral Care at Barneys, I'm also here to help you with more serious matters. To contact me, you can find me easily on Sunday after the service, and I'm also available during Monday to Wednesday if a weekday suits you better. Just drop me an email at the address below and we can go from there.

I'd also love to invite you to join our women's community at Barneys!

The Women's Ministry team is excited to serve and support the women of our community where they are. Whether you're seeking connection, spiritual growth, encouragement, or a place to belong, we're here to walk alongside you. Through gatherings, small groups, prayer, and discipleship, mentoring, resources, and training, our heart is to see women grow in faith, build lasting friendships, and live for the glory of God. Barneys is committed to raising up women in and to ministry, as well as committed to hearing, listening and learning from women's voices. We can't wait to welcome you in! Below you can find info on the Women's Ministry team, upcoming events and some resources produced by and for the women at Barneys.

As for me, I live in the Inner West with my husband Brian and two kids, Maggie and Rory. I love salad, singing, all dumplings, art and pretending to be good at caring for plants.

We hope you find a home away from home here in the Barneys community.

We can't wait to meet you!



STEPHANIE LEUNG

ASSISTANT MINISTER
FOR WOMEN AND PASTORAL CARE

stephanie.leung@barneys.org.au

Health & Safety

Sickness, Accidents and Injury



If you are not feeling well please notify the Director or Assistant Director on the After Hours number. In the case of injury or emergency, the Director or Assistant Director has the right to take appropriate action, including calling an ambulance. Any costs will be paid in full by the Resident (health insurance would be useful for times like these). In the case of hospitalisation, Residents are required to provide written clearance from a treating medical practitioner confirming that it is safe for the Resident and in her best interests to return. Recommendations for continued support and an ongoing treatment plan may also be needed.

Physical & Mental Health

All Residents are responsible for their own physical and mental wellbeing and for ensuring they seek healthcare from appropriately qualified health professionals. Should physical/mental health concerns become apparent during the course of your stay these should be disclosed to the Director as early as possible in support of the continued wellbeing of each Resident and the community as a whole. While we aim to be a supportive community, should you have concerns about the emotional or physical wellbeing of another Resident you can raise them confidentially with the Director.

First Aid

First aid kits are available in the student kitchen. The Director and Assistant Director are trained in first aid procedures and will be happy to help according to their training when required. However, dispensing medication of any kind is outside the scope of first aid.

Helpful Contacts



Local Health Services

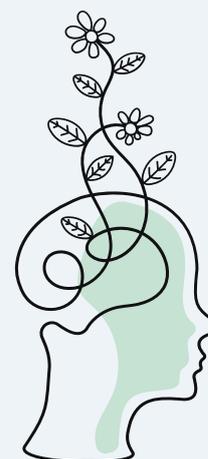
Name	Phone
Sydney Medical Service Co-operative <i>AFTER-HOURS BULK BILLED HOME VISITS OR TELEHEALTH</i>	02 8724 6300 or 1300 HOME GP
Marrickville Medicare Urgent Care Clinic <i>14 RICH STREET MARRICKVILLE MONDAY-SUNDAY, 8AM - 10PM</i>	02 7258 8589
Royal Prince Alfred Hospital Emergency Room <i>24 HOURS</i>	02 9515 6111
Balmain Hospital General Practice Casualty <i>8AM - 10PM</i>	02 9395 2111

24 Hour Counselling Services

Name	Phone	
Lifeline	13 11 14	24 hour telephone crisis line
NSW Mental Health Line	1800 011 511	non-emergency guidance linking you to local services
NSW Domestic Violence Line	1800 656 463	female case workers providing counselling and referrals
NSW Full Stop	1800 FULL STOP	trauma specialists - sexual, domestic and family violence

Local Mental Health Services

Name	Phone
Royal Prince Alfred Hospital <i>(ASK FOR AFTER HOURS CRISIS WORKERS)</i>	9515 6111
Headspace Camperdown <i>HEADSPACE.CAMPERDOWN@SYDNEY.EDU.AU</i>	02 9114 4100
UTS Psychology Teaching Clinic <i>CLINICALPSYCHOLOGY.CLINIC@UTS.EDU.AU</i>	02 9514 7339
USyd Psychology Teaching Clinic	02 9114 4343
NSW Rape Crisis, Rape and Domestic Violence Services Australia	1800 424 017



Your Room

Moving In

Your room is your little sanctuary at Arundel. It has been equipped with a single bed, mattress, mattress protector, desk, chair, wardrobe, shelving, bin and blinds. Please have the courtesy of speaking to the Director first before you bring in furniture and appliances larger than a desk lamp (don't be afraid to initiate this conversation: she understands and expects the need to personalise your room and create a pleasant aesthetic; it is part of being human).

A reminder that as a condition of your stay, adhesives, nails, pins, blu-tac, and staples etc that will leave a permanent mark must not be used on walls, doors or furniture. Removable 3M/Command brand hooks and products may be used.

During Your Stay

You are responsible for your own bedroom. Cleaning supplies and a vacuum may be found in the cleaning cupboards on each floor. Keep rooms clean, dry and free of food, and empty your room bin regularly to deter pests. Due to fire regulations there is absolutely no cooking to occur in bedrooms on appliances such as kettles, toasters, microwaves, sandwich presses and rice cookers. Mattress protectors must be used because staining your mattress may result in forfeiting your security deposit.

Keep your bedroom locked when absent. If you lock yourself out, the Director or Assistant Director on duty has a master key to let you back in. Never compromise your own safety or the security of your personal items by giving keys to others. Report lost keys immediately so that we can follow security protocols. If you have lost your key a replacement key can be arranged at a cost of \$50.

Moving Out

You will be given a checklist to help you clean your room to a satisfactory condition at the end of the year. An exit inspection will need take place before you vacate to determine whether your security deposit can be returned. Key returns and exit inspections need to be arranged with the Facilities Manager.



Dining

Arundel House provides full board during the academic semester. This means food for you to make your own breakfast and lunch, and a cooked dinner every Monday-Saturday with a rotating menu using a range of healthy and seasonal ingredients.

For breakfast there is a selection of cereals, bread and spreads, nutritious ingredients to make smoothies, and fruit provided.

Lunch is also DIY. Residents can have leftovers, make a sandwich/wrap or cook for themselves as they please using the ingredients available and/or their own pantry items. Please only take what you will eat to keep waste to a minimum, and place organic waste in the compost bins provided.

Dinner is served in the dining room at 6pm, Monday to Saturday. Residents from the Terraces who have subscribed to a meal package will come across and eat together.

Meal Times

Time	Description	Days
Breakfast 5am - 10am	Self service	Monday to Sunday
Lunch 12pm-2pm	Self service	Monday to Sunday
Dinner 6pm - 7pm	Chef Catered sit-down meal	Monday* to Sunday

Monday Night Dinners

In a large household where everyone is trying to keep on top of her own busy schedule, we need to be intentional about spending time together so that the vibe doesn't feel like a hostel. Monday Night Dinners is the time that we put aside to prioritise each other. It is our weekly, all-in, community time together so please honour each other and plan to be there (unless you have been given leave by the Director). There will be important announcements about community living, socials and events, and guest speakers invited from time to time. We will no doubt keep it interesting!



Living Spaces

We are blessed to have a few common areas at Arundel House: the dining room, the lounge rooms, spill out areas a reading corners, and our rooftop terrace where you can soak in the sun and enjoy Sydney's famous skyline. We hope to see these spaces used for personal/group study, enjoying each other's company, personal devotional time with God and in his Word, and for planned hospitality as well as incidental hanging out.

General reminders include:

- Not leaving personal items behind
- Returning areas in as good a condition or better than you found them
- Taking mugs and plates back to the Student Kitchen to be hand washed
- Dressing respectfully in common areas as you may encounter residents, non-residents and staff at various times
- Not marking/staining the furniture when using permanent markers, glue and paint. Cutting mats are required when using rotary cutters or pattern markers.
- If you are the last out of one of these Common Areas at the end of the day please turn the lights and TV off before you head back to your room (just like at home!)

Dining Room

Residents are welcome to use the dining room daily from 10am to work on assignments and projects and/or study, but must pack up their work by 5pm each day in preparation for dinner starting at 6pm. No personal property is to be left in the dining room overnight.

The fridge/freezer in the Dining Room is for residents to store their personal food items purchased from outside. It is a facility shared by up to 39 residents so please be considerate of space you take. All food should be in containers (not plates), marked clearly with name and dated of when it was made. Use the food safety labels provided. WHS regulations prohibit food that has been prepared in-house to be stored in this fridge. Any food found that is out of date, improperly stored or prepared by Arundel will be thrown out without consultation.





Student Kitchen

The student kitchen deserves a special mention as it is a high traffic area important to all. We envisage that each Resident will use the student kitchen at least once a day to fix a cuppa and to organise breakfast and lunch. The fridge in the student kitchen is where you will find the shared ingredients for everyone in the house to make her own DIY lunch; it is not to store your own food. We are all adults and we expect you to tidy as you go (wash, dry, put away all the crockery and cutlery that you use; not leave dishes in the sink; not to leave crumbs behind; wipe down surfaces and spills in microwave). Please scrape your plates into the compost bins. Do not wash food scraps down the drain.

Each Resident will be rostered on for duties throughout the year, so please do your bit so as not to let your fellow Reso-on-duty down.

The student kitchen closes at 10pm every night when the Resos on duty clean up for the day and turn the lights off.

You will be allocated a pigeonhole for your special mug and pantry items so that you keep your room as hygienic as possible. Please keep this locked so that your favourite snacks don't go missing!

Bathrooms

Would you rather our shared bathrooms be shiny, hygienic and dignified spaces that you would happily show your mum, or descend to the standard of public toilets at a campsite? Keeping high standards in the bathrooms depends on all of us. We are blessed to have the assistance of cleaning staff but see to it that you're not the messy one the cleaner needs to clean up after.

A few pointers worth highlighting:

- Do not leave personal items or toiletries in the bathrooms. The cleaner has permission to remove all personal belongings that are found in the bathrooms on shift. Consider getting a shower caddy to transport all your toiletries.
- After you use a toilet, hand washing basin or shower cubicle, check behind you that nothing embarrassing is left behind such as excessive suds, hair in the drain/on the floor, toilet paper, sanitary products, empties, or toothbrushing flicks on the mirrors. Imagine someone you highly respect is queuing up after you - how would you like them to view you upon discovering your bathroom habits? Dispose of all rubbish in the bin. Use the antibacterial wipes or cleaning products as necessary.
- Flushing with the lid down is best practice. Flush again after using chemical/manual action if necessary.
- In this day and age it should go without saying that sanitary bins are for sanitary product disposal only. Disposal down the toilet will cause plumbing issues.

Let's be young women of integrity and decorum and maintain high standards for ourselves.



Laundries

Arundel House has two laundries that Residents may use between 8am and 10pm.

Before you put a load of washing on, it would be prudent to first check whether there is space on the clothesline for your washing to be hung out. If the clothes lines are full, you may make space in a number of ways:

- ✓ If you can identify the owner of the dried clothes, you could kindly inform her that her drying is ready to be taken off the line.
- ✓ You could neatly fold any dry washing for another Reso, and place it in a laundry basket against the wall out of the rain for them to collect in her time.
- ✓ You could gently condense what's on the line to make more room for yourself.

Please do not dump other people's washing on the floor or in a heap. And please also ensure that you remove your own drying in a timely fashion, returning pegs into the peg bucket. The washing machines are cold cycle machines and cold water powders/detergents would be ideal. Please set an alarm to collect your washed clothes so they don't hold up the machine and start smelling damp!

Laundry baskets are for transporting wet clothes from the washing machines to the clothes lines and should not disappear into Reso's own bedrooms.

We ask that you consider your carbon footprint and use the clothesline on the rooftop rather than the dryers as a matter of course. Refraining from tumble drying will help your garments last longer too! When dryers are used as a last resort, it is good to develop the habit of emptying the lint filter (other people's fluff!) before you put your load in. Again, please set a timer to remove your clothes as quickly as possible in consideration of others in the House.

Unfortunately there is no space in the laundries to keep Reso's own items such as laundry baskets and consumables. Personal items not collected will be removed by staff.

An iron and ironing board is available for use in the laundry. Please don't take it back to your Room as it may set off your heat/smoke detector which is very sensitive.

Front of House

Due to the building works continuing at the front of Arundel House, the front door and vestibule will not be in use at the start of the year.

Duty rosters, notices about social events, and other reminders will be displayed in other ways during this time while the front door is not being used as our main entrance.

We thank you for your patience in the meantime as we upgrade these areas.



Duties

If everyone brings a mature attitude that living at Arundel is a privilege, and keeping a grand old house beautiful is a shared responsibility, then we won't just walk past that bit of rubbish supposing it to be someone else's problem. Then we can get away with fewer duties and more time for the things that matter. If it turns out that we cannot expect that of each other, we may have to resort to more rosters.

There are only two duties associated with dining at Arundel House. You will be rostered on in pairs and the duty is week-long. If something comes up and you can no longer make your commitment, please inform the Director of the change when you have swapped with someone.

Washing Up After Dinner



- Washing up is required daily Monday-Saturday after dinner has finished.
- Please wear closed-in shoes to dinner the week that you are rostered on.
- In the scullery: turn on dishwasher at the start of your shift, spray down everything that comes in for washing up before loading through the commercial dishwasher, follow the instructions, dry and put items away, sink drains cleared of food scraps, scullery wiped down and left dry.
- In the main kitchen: put left over food into containers for Resos to help themselves for lunch the next day in the student kitchen fridge, take out bins, wipe down all surfaces.
- In the dining room: clear and wipe down all dining tables.
- Finishing up: throw all used tea towels in crate, check exhaust fans are off, gas turned off on stove, dishwasher knob resting at 0, and turn off lights as you leave

Student Kitchen Pack Up

- This is a daily duty Monday-Sunday that must be done before 10pm each night before close.
- The expectation is that everyone cleans up after herself, however the point of the duty is to ensure that the neighbourhood pests don't congregate here for their nightly feast while we sleep.
- Wash up, dry and put away any crockery and cutlery left out.
- Wipe down all surfaces and under appliances as well as the appliances themselves with warm soapy water. Empty crumb trays so that all traces of food are completely gone.
- Clear food scraps out of sink drains and wipe down sinks.
- Vacuum or mop the floor so that food particles cannot be seen.
- Put out bins, compost and recycling. Replace bin with new liner.
- Throw all used tea towels in crate and replace tea towel on rack for the next day.



Visitors & Overnight Guests

Visitors

Be an impeccable host and meet your visitor at the gate so they don't have to ask for directions to find you. All visitors must use the sign in and sign out procedures when they enter and leave Arundel House so we have an accurate head count for emergency procedures. There will be QR codes at every door. The Resident is responsible for the conduct of their visitors at all times and no male visitor will be left unaccompanied. Male visitors are welcome between 9am and 10pm. Residents are encouraged to use the common areas for hospitality.



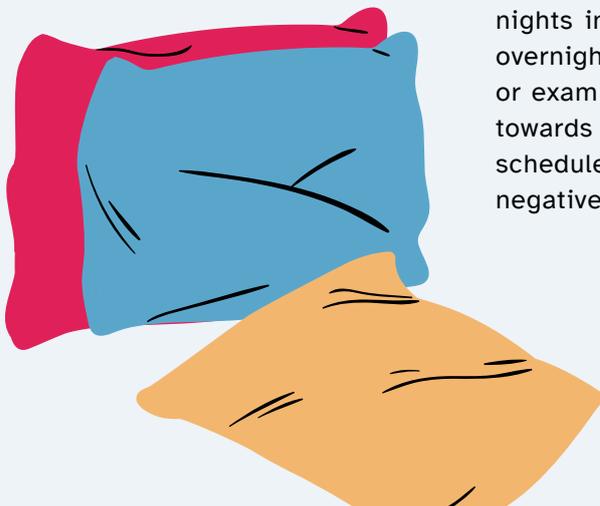
Bathrooms

Visitors will use the downstairs bathrooms only. Males to the left at the bottom of the stairs through the fire door. Females to the right into the Basement wing, next to the laundry.

Overnight Guests

Cohabitation is not permitted at St Barnabas Residences. Overnight guests are restricted to a female member of the Resident's family or a female non-romantic friend. The Resident must inform the Director of any overnight guests before they stay over or as soon as is practicably possible. If the Resident wishes to have an overnight guest in a shared room the permission of the Resident's room mate is required. Guests must sleep in the same room and not in any of the common areas. Guest mattresses and linen are provided upon request.

If you are under 18 or sharing a room with an under 18, unfortunately the regulations forbid overnight guests from sleeping over.



Residents may have an overnight guest stay over for two nights in a row in a one week period. It is advised that overnight guests are not invited during O Week, STUVAC or exam periods. Please be mindful that your hospitality towards a guest does not disrupt your academic schedule, the normal functioning of Arundel House or negatively affect your relationship with fellow Residents.

Overnight Guest Fees

A nightly fee of \$25 (inclusive of DIY breakfast the next morning) is payable and will be deducted from the Resident's account. If you sign your visitor up for a casual dinner, \$10 will be deducted from the Resident's account. In the interests of offering hospitality to students we have kept these prices far below market rate for inner Sydney accommodation, so we ask that Resos do not abuse this benefit.

Minors

Visitors who are minors require a parent/guardian present and continuous supervision. Overnight stays by minors are not permitted.

Registers

Absence Register

For emergency, safety and security reasons, if you plan to be absent from Arundel House exceeding 48 hours, please advise the Director as a matter of courtesy and use the Absence Register to inform us of your plans.

If your plans change and you find yourself away, use the Residents Away Register so we are aware for your welfare.

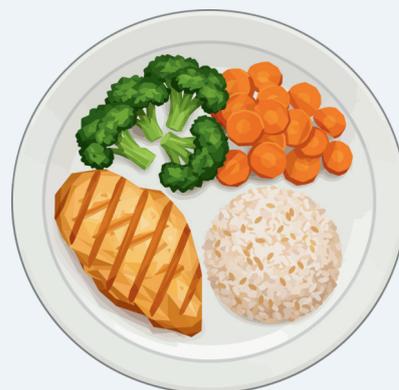
Residents who are under 18 need to be on-site every night due by 10pm unless prior arrangement has been made between their parent/guardian and the Director.

If a Resident is absent for longer than 72 hours without notification, the Director may enter the Resident's Room to investigate and may report the Resident as a missing person and/or contact the Resident's nominated emergency contact person.

Meals Register

Use the Meals Register for additional requests by 1pm daily, if:

-  You will not be back for dinner by 6pm and need a take-away meal kept aside for you.
-  Your visitor would like to stay for dinner (take-away meals are not available for non-Residents). Please indicate if your friend has any dietary requirements.



Maintenance Register

Maintenance issues can be reported via the QR codes located throughout the House.

Safety, Emergencies & Fire

Arundel House is equipped with a fire detection system which is connected directly to the local fire station. This means that any alarm results in a fire truck arriving out the front. It is a serious civil offence to raise a false alarm. It is also costly to Arundel House, and endangers the lives of others who may genuinely need the services of the brigades.



Detectors are activated by smoke and heat, so Residents are reminded not to use items such as candles, incense sticks, kettles, toasters, personal clothing irons, hair dryers or other hair appliances in their rooms. Detectors are also activated by the use of aerosol sprays, powders, steam and dust particles in close proximity to the detectors.

Any Resident who causes the fire alarm to sound due to negligence or a breach of these guidelines will be charged the Fire Brigade call out fee which is currently \$1600 plus GST. If a visitor or guest raises the false alarm the responsibility will remain with the Resident host.



Parking

Pushbikes may not enter Arundel House but may be kept onsite, however we cannot store e-bikes or electric vehicles powered by lithium-ion batteries.

Disciplinary Process

Persistent rule-breaking or serious misconduct may lead to formal warnings or immediate action for major incidents. A three-step warning system is the usual process for ongoing issues; the final warning may result in termination of residency. Significant behavioural matters may be referred to the Residences Committee for arbitration if matters cannot be resolved by the Director. Refer to our policy for more details.

Appendix A

Resident Responsibilities

The following responsibilities have been reproduced from the signed Residential Agreement. Be mindful of these terms agreed to, because failure to comply constitutes a breach resulting in possible termination of the Resident's Period of Occupation.

The Resident agrees to:

- i.** keep the Room reasonably clean and tidy at all times;
- ii.** notify the Director or Facilities Manager as soon as practicable of any damage to the room, furniture, Common Areas, or any other part of the Residence that they observe;
- iii.** take responsibility of and liability for any loss of valuables or personal belongings kept or left unattended in the Residence, which shall remain at the sole risk of the Resident. It is recommended that Residents obtain their own personal contents insurance. The Proprietor will provide reasonable maintenance and overall security of the Residence but does not accept responsibility for the supervision or security of personal effects;
- iv.** take personal responsibility for parcels, courier or mail items that they received at the Residence and acknowledges that the Proprietor will not sign for or collect parcels on the Resident's behalf;
- v.** ensure lights, electrical equipment, and water taps are turned off when not in use;
- vi.** use the internet and related services in a lawful, respectful, and responsible manner, including creating, uploading, downloading, torrenting, or otherwise consuming content that may cause harm to individuals, communities, organisations, or the Proprietor. Harmful content includes, but is not limited to: content condoning modern slavery and the exploitation and denigration of others; spreading hate speech, harassment, or discrimination of any kind; engaging in cyberbullying or intimidation; distributing malicious software or conducting unauthorised access; promoting or inciting violence of any kind, including child abuse, domestic violence or intimate partner violence, or illegal activities. If the Resident is found to have accessed harmful content, the Proprietor may (amongst other things) report the incident to the police;

- vii.** comply with the Proprietor's policies, procedures and rules (including, without limitation, any Resident Handbook);
- viii.** bear responsibility for managing their own physical and mental health, including seeking appropriate professional care and disclosing any conditions that may affect their participation in the community. While pastoral care is available as a source of support and guidance, it does not substitute for professional therapy or medical treatment. The Director and their representatives are authorised to take necessary actions to safeguard residents and the community in cases of serious mental health concerns, which may include contacting mental health services or emergency responders. Comprehensive guidelines, including a mental health safety flowchart and a directory of external support services, are provided within the full St Barnabas Student Residences Mental Health Policy;
- ix.** comply with the reasonable directions and instructions, in writing or otherwise, of the Director, Facilities Manager and operational staff whom the Proprietor has charged with maintaining the good order and operation of the Residence;
- x.** notify the Proprietor of any absence from the Room exceeding 48 hours. If a Resident is absent for longer than 72 hours without notification, the Proprietor may enter the Resident's Room to investigate and may report the Resident as a missing person and/or contact the Resident's nominated emergency contact person;

The Resident must not:

- i.** intentionally or negligently cause or permit any damage to or misuse their Room, any furniture, fixtures, fittings, or any part of the Residence;
- ii.** create any noise, nuisance or other disruption that is likely to interfere with the peaceful enjoyment of others;
- iii.** attach any thing, item, furniture, fixture or fitting in the Room or the Common Areas (including posters, pictures, wall hangings, flyers and promotional material) without the Proprietor's approval;
- iv.** alter or add to the Room or the Common Areas without the Proprietor's prior written consent. If the Resident is found to be responsible for any graffiti, they will be liable for (amongst other things) the reasonable cleaning cost;
- v.** remove any furniture, fixtures or fittings in the Room and/or Common Areas without the Proprietor's prior written consent;
- vi.** use the Room, Common Areas or data network for any illegal or harmful purpose or commercial activity;
- vii.** smoke or vape any substance in their Room or in the Residence, including the outside areas of the Residence;
- viii.** possess, cultivate, supply or use any illegal drugs or substance or prescription medication (other than for its intended purpose) If the Resident is found to be in possession of any illegal drugs, substance or prescription medication (other than for its intended purpose) the Proprietor may (amongst other things) immediately confiscate them and may report the incident to the police;

- ix.** possess any firearms or other weapons. If the Resident is found to be in possession of any firearms or weapons the Proprietor may (amongst other things) immediately confiscate them and may report the incident to the police;
- x.** cook in the Room, including by using microwaves, kettles, toasters, rice cookers, electric woks, hotplates or other kitchen appliances. Cooking is only permitted in designated kitchen areas;
- xi.** obstruct, interfere with or in any way block any building access, including any disabled access, ramps, fire doors, stairs or lifts. The Proprietor may (amongst other things) remove any items that are causing such a blockage;
- xii.** jeopardise the security of the Residence by giving keys to non-residents or sharing keys with any others;
- xiii.** enter or access another Resident's Room without permission;
- xiv.** keep any hazardous materials including chemicals, propane, kerosene or corrosive materials in their room or anywhere in the Residence;
- xvi.** possess or consume alcohol if the Resident is under the age of 18 years; supply alcohol to minors; sell or distribute alcohol in the Residence; do or permit behaviour inconsistent with the responsible consumption of alcohol.

Appendix B

Community Rules

The Community Rules sets out the guidelines and expected standards of behaviour for all Residents under topical headings.

Respectful Relationships

- Residents are to engage in healthy, respectful and consensual relationships.
- There is no sexual activity on the premises with anyone who is not your spouse.
- Non-consensual sex is a serious crime and there is zero tolerance for gender based violence.
- If you have witnessed or suspect an assault, you can make a confidential report to the Director of Residences and/or the local Police.

Personal & Interpersonal Safety

- Dress respectfully in the common areas of the Residences as they are essentially public areas. Protective footwear is encouraged in the dining hall and kitchen.
- Be responsible for your own self-care and seek professional help as required.
- The Director should be informed of changes to residents' physical or psychological health so that appropriate plans can be made.
- The Director considers the wellbeing of all residents when assessing excessively demanding or interpersonally inappropriate behaviour.
- Risk to self and others need to be reported to the Director.
- In emergency situations always call 000 (fire, ambulance or police).

Privacy

- Respect other residents' property and rooms, enter and leave as requested.
- Filming or photographing without consent may be considered a breach of privacy and/or criminal behaviour.

Alcohol & Other Drugs

- Residents 18 years+ are permitted responsible consumption of alcohol.
 - Consumption of alcohol must not negatively affect other Residents, staff, neighbours or members of the public.
 - Activities that exert social pressure to drink to excess are not permitted.
 - Smoking, e-cigarettes, vapes and unauthorised drugs are banned.
 - Residents can report questionable drug activity to the Director confidentially.
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Social Media & Tech

- Social media misuse can jeopardise your residential status, enrolment at your educational institution, and your future career.
 - Residents must not use devices to harass, bully, intimidate or stalk another person. Technology assisted abuse may constitute criminal behaviour
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Barneys Reputation

- Residents must behave in a responsible and mature manner that does not adversely affect the good reputation of the St Barnabas Residences.
 - This includes (without limitation) treating neighbours, staff and visitors with courtesy; resolving conflict without aggression; not engaging in disorderly conduct; and refraining from causing damage to public property or nuisance.
-

Fire Safety

To minimise the risk of fire and to reduce the threat to life and property:

- ensure electrical equipment is safe and in good working order;
- not leave matches, candles, incense or open flames unattended;
- not leave hair straighteners or irons switched on and unattended;
- cook only in communal kitchens and BBQs;
- participate in fire drills and be familiar with evacuation procedure.

Noise

- The Residences are shared living and learning environments and there will be a degree of noise to adjust to. However, quiet enjoyment is every Resident's right.
- Residents are strongly encouraged to manage noise problems at a peer level in a civil and constructive manner. Please approach the Director for assistance.
- The reasonable time period for normal activities in a tertiary residence is 8.00am to 10.00pm. Outside these hours, the Residences are expected to be quiet areas.
- During stuvac and exam periods, other than evening meal times, a quiet, study-oriented atmosphere will be maintained in the Residences. Please be extra mindful of each other during stressful times.

Facilities & Equipment

- Work with your housemates at the Terraces or neighbouring Residents at Arundel House, to steward the residence and facilities well, including regular cleaning in consideration of others, and swift reporting of maintenance issues.
- Consider creating a household/corridor rosters to facilitate this.
- Residents must take responsibility for damage in excess of fair wear and tear, whether accidental or intentional.

Visitors and Overnight Guests

- Visitors are welcome upon registering via the sign-in/sign-out procedures.
- Residents are held accountable for their visitors'/guests' conduct.
- Visitors must either be signed-out and leave the Residences at 10pm or be registered as an overnight guest (if eligible). An accurate head count is a safety requirement kept at all times.

Social Gatherings

- Social gatherings are held in common areas designed for groups.
- Noise from gatherings must not disturb Residents in their rooms.
- The host Residents are responsible for their gatherings including cleaning up.

Parking

- All parking is offsite.
- Residents may apply online for a residential parking permit with the City of Sydney.
- Please speak to the Director if you would like to have a bike at Arundel. Unfortunately e-bikes are not permitted.