

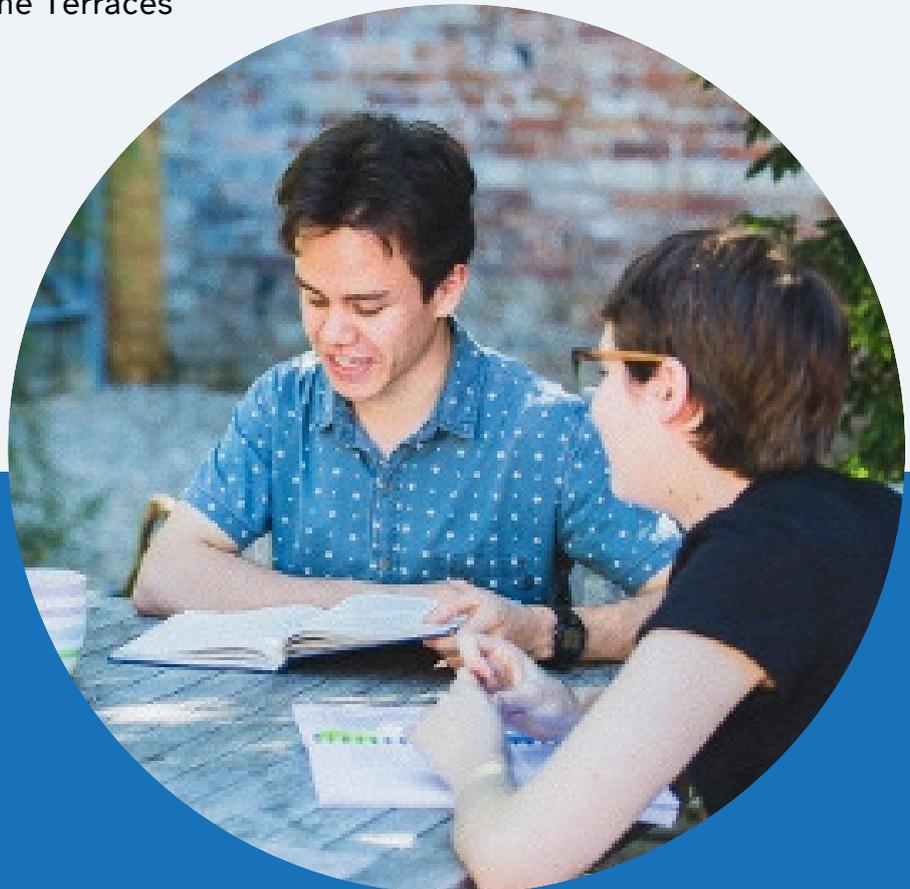


# Resident Handbook

## St Barnabas Terraces

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A Guideline to living at the Terraces



# 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 St Barnabas Terraces 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 the Terraces 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 St Barnabas Terraces

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The Terraces are one of two welcoming communities within the St Barnabas Residences. 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

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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 the Terraces

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 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.

## Postal Address



If you are expecting mail/parcels it is your responsibility to check your house mailbox. Your postal address is either 76, 78, 80 or 82 Glebe point rd, depending on which house you are living in. See the example below.

**76 Glebe Point Rd  
Glebe NSW 2037**

## Electoral Divisions

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The Terraces are in the Commonwealth Division of Sydney, the State Electoral Division of Balmain, and the Local Government Area of City of Sydney.

## Fire Alarm

If the fire alarm sounds, please safely check the area and call the 000 (emergency services) if needed.

Familiarise yourself with where the **fire blanket and extinguishers** are kept. Only extinguish a fire if it is safe to do so.

# 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](mailto:naomi.hammond@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.

## Helpful Contacts



### Local Health Services

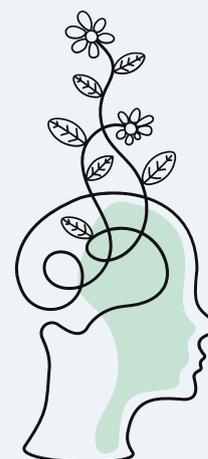
Name	Phone
Sydney Medical Service Co-operative <i>AFTER-HOURS BULK BILLED HOME VISITS OR TELEHEALTH</i>	02 8724 6300 or 1300 HOME GP
Marrickville Medicare Urgent Care Clinic <i>14 RICH STREET MARRICKVILLE MONDAY-SUNDAY, 8AM – 10PM</i>	02 7258 8589
Royal Prince Alfred Hospital Emergency Room <i>24 HOURS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

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## During Your Stay

You are responsible for your own bedroom and common areas in your house. 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.

Please keep all external doors locked. 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.

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## 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

For an additional fee the Terraces meal package is available to terraces residents.

Dinner will be provided at Arundel House every Monday-Saturday with a rotating menu using a range of healthy and seasonal ingredients.

Dinner is served in the Arundel House dining room at 6pm, Monday to Saturday.

## Visitors & Overnight Guests

### Visitors

The Resident is responsible for the conduct of their visitors at all times. Residents are encouraged to use the common areas for hospitality.



### Overnight Guests

Cohabitation is not permitted at St Barnabas Residences. Overnight guests are restricted to a same sex member of the Resident's family or a same sex 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 the Terraces or negatively affect your relationship with fellow Residents.

### Overnight Guest Fees

A nightly fee of \$25 is payable and 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 The Terraces 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.

## Maintenance Register

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



## 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.

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### 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).

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### 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.
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## 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.

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## 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.

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## 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.

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## 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.

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## 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.