



RESIDENT GUIDEBOOK

2019

About Burton & Garran Hall

Burton & Garran Hall was, as the name suggests, originally two separate Halls. Burton Hall was established as a fully catered Hall of Residence in 1965. It was named after Professor Herbert 'Joe' Burton CBE (1900-1983), a Queenslander and Rhodes Scholar (1922) who, during his lifetime played an active role in Australian tertiary education, holding numerous university teaching roles. In 1949, Burton was appointed Principal and Professor of Economic History at Canberra University College. When the college became the Australian National University in 1960, Burton was made Principal of the School of General Studies, a position he retained until his retirement in 1965. As a beneficiary of Professor Burton's will, the Hall received books, furniture and a substantial bequest for the provision of student bursaries.

Garran Hall, also established in 1965, was named after Sir Robert Randolph Garran (1867-1957) in recognition of his contributions to university education and to the development of Canberra. Along with a distinguished career in government, Garran is remembered for his devotion to Canberra. Garran found it 'unthinkable' that there should not be a university in Canberra: what he prophetically called a 'National University at Canberra'. He was able to canvas enough support to establish Canberra University College, chairing the new University's council from 1930 to 1953. Garran also served on the Interim Council of the Australian National University from 1946 to 1951 – becoming the University's first graduate when he was awarded an honorary law doctorate. In 1983, the two Halls combined to become Burton & Garran Hall.



Values and Ethos

Burton and Garran Hall is a community of scholars who value the diversity and challenges of communal academic living. We recognise we are an important part of the broader academic endeavour of the Australian National University and seek to offer all residents the opportunity to test and reach their full academic and social potential through the provision of a safe and supportive living and study environment.

The effort to provide the right environment is a cooperative and collegiate venture. This means residents are expected to contribute towards the development of a hall community that respects and values the differing life stories that each resident brings. Respect and contribution to others are the cornerstones of our ethos. They guide our decisions and direction as a hall of residence. Whether we play sport, help out with the college production, attend an academic study group, lend a corridor neighbour some friendly support, or just join a cooking group in the kitchens, we at every stage are mindful of the other residents of this hall and the ways in which we can make a positive and practical contribution to their lives. By doing so, we greatly enhance, extend, and enrich our own experiences while at this great university.

Message from the Head of Hall

Welcome to Burton and Garran Hall (B&G).

On behalf of our community, I would like to extend a warm welcome to Burton & Garran Hall. We are over 500 students and researchers strong. Our residents and staff are drawn from all parts of the country and the world and study in every College of the Australian National University (ANU). I myself have come from the US to make B&G my home. I am honoured to have the privilege of sharing my knowledge and experience with each of you, while at the same time learning all that you have to teach me. Our inherent diversity can help us have an amazing experience this year if we have the open minds and open hearts to embrace this gift.

Every member of our community deserves to be treated with respect and dignity. This should be a place where everyone feels welcomed and appreciated for who they are and for what they contribute to the B&G family. No one should walk our halls as a stranger. It is the responsibility of each one of us to look out for the best interests of our fellow residents. This includes standing up when we see people not being treated with respect. This includes understanding that consent must be given freely, soberly and continuously in all intimate and non-intimate relationships.

Each of us has a unique story to tell. We all benefit from taking the time to listen to and understand those stories. This Guidebook provides some insight into the purpose, vision, guidelines and structure of the B&G Hall community. Please consider it to be a guide for how we can all have the safest, most comfortable, nicest, friendliest and overall best hall on campus.

B&G is a great place to explore different paths. The transition to university can be challenging, but there are many sharing the same experience with you. The transition to living and studying in Australia can be a challenging and rewarding experience as well. This is a wonderful opportunity for you to become the person you have always wanted to be. Challenge yourself to pursue your dreams and passions. And if you do not yet know what those passions are, allow us to help you discover them. You can take comfort in the fact that your fellow B&G residents are on the same journey with you. The more you can make connections with one another, the more successful and happier you will become. We are only as strong as the relationships we maintain. I strongly encourage you to support one another as you embark on this journey to be the best people you can be. The bonds that are forged here can last you a lifetime if you allow them to do so. Your peers will be your most effective support in achieving your academic and personal potential. You will get out of this experience only what you are willing to contribute to it.

B&G is an open, friendly, fun and academically focused community of student leaders. I invite you to make the most of the academic and social opportunities our community offers, and I look forward to getting to know you as the year progresses. We are the Redbacks. We are B&G!

We hope that this Guidebook assists your life at B&G.

Please let us know if there is any information that you believe would be useful for us to add to the Guidebook.

Jamiyl Mosley, Head of Hall.

At B&G you can expect...

- to be treated courteously and politely by staff;
- an environment where respectful relationships are promoted and ethical bystander behaviour is taught
- a culture where enthusiastic consent is valued and required
- to receive adequate prior notice before work is carried out in the Hall that may cause disturbance;
- the provision and upkeep of a safe, clean and reasonably quiet living and study environment;
- respect for your right to privacy. The Hall reserves the right to enter a room where a potential emergency exists (e.g. fire alarm, concern for a resident's welfare), to deal with noise emanating from unattended rooms, to conduct inspections, or attend to maintenance issues;
- Pastoral and academic support from multiple layers of staff

At B&G we expect you do not...

- Smoke (except in the designated smoking area located near the laundry)
- Take illegal substances
- Play drinking games
- Tamper with or obstruct the fire alarm/disobey instructions of a Fire Warden (this is a criminal offence)
- Engage in antisocial behaviour such as theft, assault, harassment, drunkenness, wilful damage, any sort of violence, any breach of the rules as outlined in this document and the 2019 Halls of Residence Handbook
- Create excessive noise

Violence and Sexual Assault Support

The University strives to provide a safe, supportive and caring environment. Our commitments include:

1. At ANU we believe that all students have a right to feel safe and secure at all times. We believe that students should be able to fully participate in all aspects of life on campus.
2. We have an obligation to provide a safe environment for all students and staff.
3. We believe that sexual assault and sexual harassment can prevent a student from taking part in activities and involvement in the life of the University.
4. We will support students who report sexual harassment or sexual assault including facilitating access to relevant counselling, medical, police or legal services.
5. We will do everything we can to ensure the safety of any student who reports sexual harassment or sexual assault.

<https://www.anu.edu.au/students/health-safety-wellbeing/violence-sexual-assault-support>

Consent Matters

The compulsory Consent Matters educational module in Wattle is designed to help you understand sexual consent, so that you know when you have it and how to recognise situations when it can and can't be given, whatever your gender or sexuality. Secondly, to support you in thinking about your own boundaries and how to talk about them. Thirdly, to demonstrate different ways you could step in if you see or hear something you're uncomfortable with and make ANU, our community, a better place.

Who's Who at B&G – meet the staff

Head of Hall

The Head of Hall, Jamiyl Mosley, is responsible for the management and leadership of the Hall, for supporting student leadership teams, working with the Alumni Engagement Officers, discipline in the Hall, and for the wellbeing of its residents and staff. The Head is also responsible for strategic planning and the financial and administrative management of the Hall. If you would like to see the Head, please make an appointment at the Front Office. If you would like to get in touch with the Head of Hall, please email jamiyl.mosley@anu.edu.au or call on 6184 0005.

Deputy Head

The Deputy Head of Hall, Bec Coleman, is responsible for the supervision, support and development of the pastoral care and academic assistance teams. The Deputy role is to ensure all residents feel safe, welcome and are aware of the resources available to them if in need of support or advice. Working with the assistance of the Community Coordinators and Senior Residents, the Deputy Head is available to help and guide residents in their academic and social progress through Hall and university life. If you would like to talk to the Deputy Head, please e-mail Rebecca.coleman@anu.edu.au or call 6184 0004.

Community Coordinators

The Hall has two Community Coordinators, Anya Bonan and Angus Harden, who work under the direction of the Head and Deputy Head. They help coordinate the activities of the Senior Residents, Academic Team, Transport Team, volunteer positions and Spiderbites.

Residential Administration Manager

The Residential Administration Manager, Jeanette Robinson, is responsible for providing financial management advice to the Head and for the administrative operations of the Hall including front office, admissions, IT, room management, fee payments, cleaning, security, maintenance, transport and conferences. You can contact Jeanette on jeanette.robinson@anu.edu.au or 6184 0007.

Admissions Officer & Conference Coordinator

The Admissions Officer & Conference Coordinator, Karen Du, is responsible for all enquiries in regards to room allocation, admissions to the Hall, summer accommodation, conference enquiries and all matters relating to room usage. Contact Karen at bgadmissions@anu.edu.au or on 6184 0003.

The Front Desk Officers

The Front Office is open between 9:00am-5:00am each weekday (closed 9:30-10:30am on Wednesday). Tina Sadler is available to assist with a range of processes which can help you settle in. You can contact the front office at enquiries.bg@anu.edu.au or on 6184 0000 or 6184 0001.

Student Leadership Team at B&G

(full list of 2019 B&G leadership group is available at the end of this Handbook and also displayed on noticeboards near Front Office):

- **Senior Residents:** The front line of student wellbeing and support at B&G and the go-to people for your questions, concerns or problems. There is one on each floor, why not knock on their door and get to know them today?
- **Academic Team:** The B&G Academic Team is there to help you with your academic needs. If they can't help you themselves, they will help you to identify someone who can. Please attend their exciting guest speaker events held throughout the year.
- **Burton and Garran Members Association (BAGMA):** The volunteer team of elected student representatives at B&G. BAGMA will organise everything from sports to social events.
- **Spiderbites Assistants:** Led by their Coordinator, the Spiderbites assistants strive to create a friendly and social environment in the Redbacks Lounge every night of semester.
- **Transport Assistants:** One of the team's main activities is offering twice weekly transport to local Canberra markets and supermarkets. They also assist with transport for a number of B&G events and run trips to sites around Canberra.
- **Alumni Engagement Officers (AEO):** These volunteers work to connect current B&G residents with B&G alumni. They seek out alumni advocates who wish to give back to the B&G community.
- **Gender and Sexuality Educators (GSE):** The GSEs help to promote a safe, welcoming and inclusive environment in the Hall. They promote positive conversation about sex and sexuality. They work to ensure residents are aware of and can access sexual health resources at ANU and beyond.
- **Mental Health Educators (MHE):** The MHEs help to promote awareness about mental health for students. They work to create an environment where people can have safe open discussions about mental health. They work to ensure residents are aware of and can access mental health resources at ANU and beyond.
- **Cultural Development Officer (CDO):** The CDO works to promote a positive and respectful culture at B&G in conjunction with the entire leadership team and hall administration.

Student Support at B&G

Peer Group Support

Living in Hall provides you with a great opportunity to focus on your study with the advantages of peer support from other students. Remember there will always be someone in the Hall who is doing the same subject/s as you, or who may have done it last semester or year or knows someone who has. Research shows that students gain most from their studies in an environment with strong peer group support. Reach out for those interactions that will assist you with the transition to university life. The opportunities are there, but it is your responsibility to find them and make the most of their availability.

Academic and Pastoral Support

The first year at university can be both confronting and thrilling. If things feel a little uncertain for you, there are many people in Hall you can approach for confidential advice and support. There is never an issue too great or too small and remember it always helps to talk about small problems before they turn into large ones.

Academic Opportunities

The Hall provides various opportunities to mix with a broad range of both students and researchers (e.g. the guest speaker series held throughout the academic year). This offers regular opportunities to meet and mingle with invited academics on an informal basis in the Hall. Workshops and seminars are also organised, covering things such as study skills, careers information and exam preparation and presented by experienced residents in the latter years of their studies. Be sure to check the noticeboard, hallwide weekly e-mail, and Facebook for events.

Administration and Services at B&G

The Front Office

- Open 9:00am-5:00pm Monday-Friday
- Front Office Staff are available for:
 - Mail:
 - Incoming: check the pigeonholes, sorted by surname. Do this at least once a week, as your mail will not be held indefinitely. An email notification will be sent for parcels and other private items
 - Outgoing: place letters in the 'External Mail' slot
 - Our/your Mailing Address is: *Your name*
Burton & Garran Hall
49 Daley Road
Acton ACT, 2601
Australia
 - Lost property
 - Paying rent
 - Reporting lost/stolen keys
 - Spare access cards
 - Any other issues you may have
- Services/items available at the front office:
 - Packing boxes
 - Fax services
 - Scanning services
 - Binding
 - Land-line phone credit
 - Twin padlock sets
 - Access Wristbands
 - Freezer bags for communal kitchen freezer use

Please ask the Front Office staff for the costs for these services

Accommodation during Vacations

Hall accommodation is often required for external guests, conference/sporting groups during summer vacation periods. However, if the nature of your program work or personal circumstances requires that you stay at Hall, accommodation may be provided for you depending on availability. You must apply on the form provided by the date advertised, as accommodation is limited.

Bicycle Use and Storage

Canberra has one of the best bike path networks in Australia and the single most convenient way to get around the University and Canberra is by bicycle. [ACT road rules](#) apply on campus which means all cyclists must wear a helmet.

There are plenty of bicycle racks across the ANU campus and dedicated bicycle enclosures across campus.

- To store and secure your bike at B&G, your bicycle must be registered (see redbacks.org for the free registration form)
- Please store your bicycle only in designated bicycle storage area or the bicycle racks provided and make sure you lock your bicycle up properly every time, even if it is inside an enclosure.
- Unregistered bicycles or bicycles found anywhere other than designated bicycle storage areas will be tagged and removed.

Bursaries

Accommodation bursaries are available to assist eligible students who are experiencing financial difficulty. Further information, details of eligibility and application forms can be found at [University Accommodation Services](#) .

The Hall also has bursaries designed to assist domestic and international residents. The bursaries are awarded on financial need and are advertised in the Hall at the beginning of each semester. Applications for bursaries are accepted at any time of the year.

Cleaning and Housekeeping

The B&G cleaning team maintain a clean and healthy environment for all students. Cleaning requests can also be logged with the Front Office. Although common areas such as the bathrooms and kitchens are cleaned daily, it is the responsibility of all students to clean up after themselves.

The Internet

- **Wireless:** Residents can access the University wireless internet service within the residence called 'Resnet' and the wireless network across Campus. Connect to Resnet using your ANU ID and password. Information and instructions can be found at [here](#)
- **IT Problems:** Log an IT request at redbacks.org> Fix It>IT Request>Log IT Request or log a job on the sheet outside the computer lab upstairs on the notice board.

Resident Records

The Hall office maintains a student file for each resident at the Hall. Residents are responsible for ensuring that information in their personal file is correct and current. This information is vital in the case of an emergency. Each new resident in the Hall must have their photo taken by the Hall office at the beginning of the year. All information kept regarding residents is stored under the University [Privacy Policy](#) .

Storage

If you would like to access storage space at B&G:

- Lodge a Storage Application on redbacks.org (associated costs are generated within the form)
- Await an email confirmation. Upon receiving this, collect storage stickers and make payment at the Front Office.
- Arrange a date to drop your belongings off into storage and retain your receipt. The nominated B&G storage times are detailed below:
 - Central block can be accessed at 10:30am, only on days the front office is open;
 - E Block storage can be accessed at 11:00am through the office and 9:00pm by contacting the duty student.

Student ID Card

In addition to your room, your Student ID card will open communal areas such as the:

- Computer Lab
- Laundries
- External doors (to each block)

If you lose your student card, please report this to the Front Office or to the Senior Resident on Duty so that access can be removed to protect Hall security. A replacement student ID card can be organised through Student Central and a temporary card can be obtained from the front office. You should not give your ID card to anyone else to use.

Transportation at B&G

Public Transport

The bus stop is about 5 minutes away from B&G on Barry Drive. The bus takes about 10 minutes to travel to the city centre and 20 minutes to the Belconnen Shopping Centre. Buses accept cash but it is cheaper for regular travel to purchase a MyWay card. For MYWay card information, timetables and routes map please go to the Transport Canberra Website: transport.act.gov.au

The B&G/Ursula Bus

The Hall has a shared mini-bus with Ursula Hall, which takes residents on shopping trips throughout the academic year. For details go to redbacks.org

Your Room at B&G

The landline phone in your room

- Your phone needs to be plugged into the 'B' outlet on your wall.
- Calling ANU extensions is free (just dial the last 5 digits of the campus numbers)
- External calls work on a prepay system. Pressing '0' dials out. Payments can be made either through the accommodation portal ([AccommodationPortal](#)) or at the Front Desk.
- Residents can dial Lifeline on 131114 and Emergency on 000 regardless of credit status on their room extension (you will still need to dial 0 to get an outside line first)
- Calls will not terminate when credit is exhausted. Be careful not to run up a huge cost if you are on a call thinking it will cut out when your credit is used up. It will not!

Guests at B&G

- A guest is any person visiting the Hall at the expressed or implied invitation of a resident. It is your responsibility to ensure your guests are aware of appropriate behaviours. You are accountable for the actions and behaviour of your guest(s). You will be held financially responsible for any costs related to damages caused by your guests.
- Please refer to the [2019 Residential Handbook](#) for the conditions around guests within Halls.
- If you have a family member or friend staying as your guest, you may hire a folding bed for them (\$10/night). Just fill out the form available outside the office, make payment over the counter and call the duty student on the night to collect the bed.

Operating your room door

- To **unlock**: Hold your student card against your door reader.
- You will notice the light flash green 4 times accompanied with 4 dual-tone beeps. This means the door is now unlocked and will remain in this state until you touch the lock with the card a second time.
- To **lock**: Hold your student card against your door reader.
- You will notice the light flashes green then red and a single dual-tone beep. To lock the door from inside - just open the door and hold your student card against your lock. The door will always remain in free access from the inside of the room.
- Things to consider:
 1. It is your responsibility to lock your door to ensure the security of your possessions; this includes going to the bathroom or visiting a friend.
 2. If you lock the door then go to sleep and wake up in the night for a bathroom visit remember that once you close your door you will be locked out so **take your card with you**.

3. Please ensure you understand how the door locking system works and take your student ID with you whenever you leave your room.

Something Wrong with your Room?

- If your room is missing equipment or if something is broken, log a maintenance request online using the information listed in the Maintenance Section of this document.
- If the power in your room goes off, first try pressing the reset button on one of your power points.

Ensure any existing damage or missing items are marked on the inventory report provided in your welcome pack and that this is returned to the office within 48 hours after check in. If you do not report missing or damaged items within this timeframe, you may be held responsible for them when you check out.

Items not allowed in rooms include:

As outlined in the [2019 Residential Handbook](#), for your safety and the safety of other residents, there are a number of items that you are not permitted to have in your room.

These include:

- Electric blankets
- Air conditioners
- Cooking appliances (with the exception of a kettle)
- Heaters - rooms have central boiler heating. These heaters are controlled centrally and are turned on towards the end of April through to mid-October. They are thermostatically controlled individually in each room.
- Pets
- Candles or incense burners

Please refer to the Safety section of the [2019 Residential Handbook](#) for further information

Cleaning

It is the responsibility of the student to keep their own room clean

- Vacuum cleaners can be borrowed from either your SR, or failing that, the Front Office
- Please ensure you keep your sink, carpets and desk surface clean
- Students are responsible for cleaning up after themselves in the kitchen.

Room Departures

It is your responsibility to arrange for your mail to be redirected to your new address.

Forms are available from the Front Office.

Your refundable deposit will be processed after your departure. Departing residents must complete a 'refund request form'. This process usually takes between 4-6 weeks.

After checking out, previous residents of Hall may not for any period of time – move into a friend's room at Hall or live in Central Block areas. This is considered to be trespassing and offenders will be asked to leave.

Room inspections

Periodic room inspections are conducted. These will be advertised with at least 24 hours' notice. A resident whose room fails inspection is given the opportunity to bring it up to standard. If it is still in an unacceptable state after re-inspection, the Hall will clean the room and charge the resident a fee. Residents must give access to their rooms for inspection and maintenance purposes.

Room Inventory

All residents of Hall are required to inspect and verify the condition of their room, furnishings and fixtures upon arrival. Please report any deficiencies on the Room Inventory Form you received in your Welcome Pack. This form must be completed and returned to the Front Office within 48 hours of your arrival. On departure, the resident's room will be inspected and any damage/loss etc., except for 'fair wear and tear', will be noted and charged directly to the resident. You must inform the office of any damages in your room when you check in. If you fail to do so, you may be held liable for those damages when you check out of the room.

Rubbish/recycling

Please remove the rubbish and recycling from your room and take to the bins outside the blocks. Rubbish from rooms is not to be deposited in the bathrooms.

Communication at B &G

'Hallwide' weekly email

This is sent out Tuesdays. All official information will be in Hallwide (e.g. room check notifications, deadlines, offers to renew contracts, building works and so on). If you don't receive any emails from the office for about two weeks please notify the office as something isn't working as it should.

We recommend you link your university email address to any address you use frequently, as emails from us will be to your university email address.

Website

Familiarise yourself with redbacks.org. The site is being developed to be more user friendly and full of information.

Facebook

You will be invited at the beginning of the semester to join the Hall Facebook pages:

Banter (the forum for all your unofficial concerns about lost items, sharing lifts, kitchen shaming and general *funny*posting), and

Official (this is where you can find announcements and updates from the leadership teams at B&G such as BAGMA, SRs, Academic Team, Transport, GSAs, MHAs, AEOs and Spiderbites – and sometimes messages from the Head, Dep Head and Community Coordinators).

The Rooms at B&G

Art Room

The art room is a shared facility, and is available to residents for the development of art projects. Restricted access for the art room is allocated by the office, with preference given to students of the School of Art. If a resident is allocated access to the art room, it will be on the understanding that the room is for personal artistic use, and that access to the room, will not be given to anyone else.

Bathrooms

Each floor has two bathrooms on each wing of the floor; each bathroom consists of 3 x shower cubicles and 3 x toilets. Bathrooms are gender neutral.

Common Rooms

Common areas within Burton and Garran Hall are for the use of all B&G residents. Some areas can be booked for group use, such as function and meeting rooms. Bookings must be coordinated through a leadership team member or bgadmissions@anu.edu.au

Computer Labs

Computer labs are provided for the use of Hall residents, with the priority being for academic use. These rooms are equipped with a mix of PCs and iMacs, and a laser printer. Both labs are available to residents on a 24-hour basis.

The computers are connected to the ANU IT Network, and have identical software configurations as the Information Commons Computer Labs on campus in places such as the Chifley Library.

Use of these computing facilities is subject to the University Statutes, rules, orders, policies and procedures. Further information is available in the [2019 Residential Handbook](#). Anyone who does not comply with these conditions can expect disciplinary action.

It should be remembered that the Computer Rooms are primarily a quiet place for study. To this end, some common sense rules apply to your use of them:

- The rooms are for ANU enrolled student residents use only (others may be welcome in group project situations, provided the room is not full).
- Noise and conversation should be kept to a minimum, and music should only be listened to using earphones.
- Users should not store their data files on the desktop or hard drive of any computer in the labs, as these files are regularly deleted from the desktop.
- Academic work takes priority over recreational use at all times.

Dining Room

The Hall has a small private dining room that can be booked through the front office. It has a maximum capacity of eight people and is available for quiet dinner gatherings. Hosts are held responsible for the appropriate use of the room and charges will be incurred for misuse.

Function and Meeting Rooms

The Hall has a number of Function and Meeting Rooms. These rooms are used for a variety of activities including guest lectures, symposia, seminars, performances, functions and Hall dinners.

All functions and meetings must be booked and approved at least fourteen days in advance. Event Management booking forms are available to Leadership Team members only. If you wish to plan an event, you must have a Leadership Team member sponsor.

Kitchen

The kitchen, the 'heart' of the Hall; is a popular place, ideal for catching up whilst sharing cooking tips and recipes. Each resident is allocated a place in one of ten kitchen bays, each with its own storage cupboard and fridge shelf. Residents may request a lock for their fridge basket from the front office. Residents are required to supply their own eating and cooking utensils. The Residents' Committee conducts sales of pre-loved utensils, pots and pans.

If a resident wishes to use freezer space, they need to register for a freezer bag on redbacks.org. Items not in official named freezer bags will be removed from freezers as of 1 March in semester 1, and 1 August in semester 2. This system allows the freezers to function properly.

Residents are responsible for the cleanliness and tidiness of their kitchen, including stoves, ovens, microwaves and other equipment, their kitchen cupboard and their fridge basket. Essentially, this involves common sense; removing deteriorated food so other food is not contaminated, cleaning 'fridge baskets' at least once every month, not putting food waste or other rubbish down sinks and wiping benches clean after use alongside general cleaning and tidying. If cleaning staff find any discarded food, they will remove it. Cooking utensils left on kitchen benches will be removed and forwarded to charity.

Please limit the temptation of food theft by:

- Locking your fridge basket
- Placing food in a non-see through container/plastic bag within your basket

Regular inspections are conducted of the kitchen. Residents will be liable for costs of cleaning a poorly kept kitchen and associated equipment.

Recovery of cleaning costs from residents reflects the expectation that residents will accept individual and collective responsibility for the mutual environment, in a conscientious, dependable, trustworthy and mature fashion. Similarly, residents are individually and collectively responsible for correct use and maintenance of appliances such as stoves, ovens or microwaves and sandwich presses. Equally, residents may be held individually and collectively responsible for intentional, careless, or reckless damage to the kitchens or to kitchen equipment.

Laundry

Front loading washing machines and dryers are in the laundry at the back of Central Block for the use of B&G residents only. They do not require coins to operate as the cost has been incorporated into the rental fee but residents must provide their own front loading powder or liquid.

Residents are advised not to leave laundry unattended. The laundry is cleared regularly of all abandoned clothing and given to charity. Do not allow access to non-residents of B&G.

Library

The Burton & Garran Hall Library, situated on the ground floor of Central Block, has a range of books, magazines, newspapers and board games for use by residents. The Library is staffed by the academic team each evening.

Music Rooms

The Hall has six music rooms. The music rooms are shared facilities, and are available to residents for personal music use. Restricted access to the music rooms are allocated by the office, with preference given to students of the School of Music. If a resident is allocated access to the music rooms, it will be on the understanding that the room is for personal music use, and that access to the room, will not be given to anyone else.

The grand piano is located in the Garran Room and is for the exclusive use of music students who specialise in piano. Access to this piano must be organised with the front office, access is only for 2 days at a time.

Redbacks Lounge

The Redbacks Lounge is the place for residents to meet and relax. You can play pool or table tennis. The sporting and arts achievements of Hall residents are on display and, during the academic year and examination breaks, Spiderbites is open every night selling drinks, coffee, chocolate, snacks, ice creams etc. Alcohol may be purchased by residents over the age of 18. This is a licensed area and as such, you cannot bring your own alcohol into this area during Spiderbites opening hours. Please refer to the alcohol policy at the end of this handbook for more details.

Sewing Room

The hall has a designated sewing room with a sewing machine available for the use of residents. Access to this room is upon request through the office

Study Rooms

There are a number of quiet study rooms and areas available for use in Central Block. Most of the year two function rooms are set up as study spaces.

Utility Rooms

There is a small utility room on each floor. The utility room contains an iron and an ironing board. The iron must be switched off when not in use.

Electrical Safety at B&G

Remember all electrical appliances in Australia are 240 volts. When using electrical equipment:

- Check the safety tag; ensure that the next test/retest date recorded has not passed.
- Make sure electrical cords are well connected and in good condition.
- Make sure extension cords are uncoiled and protected from undue wear, tear and exposure.
- Use equipment only for its intended purpose.
- Ensure electrical equipment is in good condition.
- Use power-boards only with overload protection, double adaptors may not be used.
- Do not position equipment where it will pose a hazard.
- Unplug equipment before cleaning it.

Turn items OFF when not required. It is a safer practice to do so and the impact on the environment can be reduced considerably if power consumption is cut.

Important Information and Useful phone numbers:

After Hours Support

- The Head of Hall, Deputy Head of Hall, Community Coordinators and Senior Residents are rostered as after-hours on-call contacts. Residential staff and students are trained in emergency procedures such as fire evacuation and first aid. The after-hours Duty SR is always available to assist in an emergency or threatening situation and can be contacted on ext. 40040 or 6184 0040 from a mobile.
- The following situations are examples of emergencies:
 - Parts of the hall are flooding
 - You are in a severe state of emotional distress
 - Sudden onset of dramatic illness or injury (using your judgement as to whether to call an ambulance)

B&G Front Office operates from 9am-5pm (Monday to Friday)

P: 6184 0000 (or 40000 internal phone)

This is also the number you ring if you are locked out of your room Mon-Fri between 9am and 5pm.

B&G Senior Resident (SR) on Duty 5pm-9am and on weekends and Public Holidays

P: 6184 0040 (or 40040 internal phone):

Please call the Duty SR for assistance if you:

- Are locked out of your room,
- Are in a state of emotional distress,
- Have had an accident requiring first aid (unless severe in which case call an Ambulance immediately 000 and then call the Duty SR to assist),
- Experience flooding of part of the hall,
- Have a noise complaint to register,
- Or something similar.

Duty SRs do not stay awake all night waiting for your calls, they sleep, and respond to calls – so please don't wake them for things that can wait until the office is open or that can wait until the morning.

Please don't ring the Duty Phone during Front Office hours – ring the Front Office instead (6184 0000).

ANU Security 61252249 (or 52249 internal phone)

Police/Ambulance/Fire 000

After hours medical support:

Health Direct (24 hours health advice and information)

P: 1800 55 1800 (24 Hours)

After Hours Home Doctor Service

P: 13SICK (137425)

Canberra Afterhours Medical Service (CALMS)

P: 1300 422 567

Calvary Hospital, closest hospital to the ANU

P: 6201 6111

Canberra Hospital

P: 5124 0000

ANU Counselling

(02) 6125 2442

ANU Crisis Line (*5pm-9am weekdays, 24/7 weekends and public holidays*)

Phone (voice calls only): 1300 050 327

Text: 0488 884 170

Lifeline

13 11 14

Canberra Rape Crisis Centre

(02) 6247 2525

Drug and Alcohol Help Line

(02) 5124 9977



In an Emergency call 000

When you ring 000, you will be asked:

Do you require police, fire or ambulance services? Your call is then transferred to the appropriate service. When your call is answered by ambulance you will be asked for your location.

Where are you? (the exact address and location). Please include any specific instructions which will allow us to locate you quickly. Be aware that ambulance vehicles may not be able to enter undercover car parks due to height restrictions. In this case another route should be advised.

What is the call back number? (the phone or the person with the phone should be located close to the patient and should have knowledge of the patient's condition).

It is important that we are provided with information on the current status of the patient, particularly if they are awake, talking and breathing normally or not.

You will also be asked:

How old is the patient?

Is the patient awake, talking and breathing normally?

Why do you need an ambulance? What is the immediate issue? We will want to know the patient's current condition/problem and any relevant medical history.

Listen carefully and answer the questions (these questions do not delay a response being dispatched in a life threatening situation).

- Do not hang up until you are instructed to. If the line you are calling from is the only available phone line and you absolutely need to make a call, keep it short in case we need to call back for further information.
- We will walk you through what to do and may need to provide pre-arrival advice. We do not know you, your level of skill or experience, what equipment is available or how you manage in a stressful situation. Our instructions are designed to be safe and simple. Please be patient and listen carefully.

What helps the attending crew:

- If possible have someone to direct us in, particularly if the location may be hard to find. Provide a clear access route to the patient.
- Current medical information and a list of current prescription and non-prescription medications copied or written out in a form we can take with us.

Please note that ambulance vehicles are not equipped to transport wheelchairs, walking frames or large amounts of belongings as these cannot be safely restrained. Such items must be transported privately.



B&G Leadership Team 2019



LEADERSHIP TEAM MEMBERS – A block

A G	
Dan Le Mesurier	Senior Resident
Annie Liddy-Corlett	Spiderbites Assistant
James Palmer	Gender and Sexuality Educator (GSE)
A 1	
Annie Jordan	
Kai Shen (Kais) Lee	BAGMA International Rep
Anushri Goswami	Alumni Engagement Officer (AEO)
Andrei Markhachov	Academic Team
A 2	
Vegnesh Ganesan	Senior Resident
Annaliese Harrington	BAGMA Sports Rep
Ariana Makinson	Gender and Sexuality Educator (GSE)
Megan Keil	BAGMA Greens Rep
A3	
Claire Fitzgerald	Senior Resident
Lachlan Young	BAGMA Treasurer
Harriet Balcomb	Spiderbites Coordinator

LEADERSHIP TEAM MEMBERS – B block

B G	
Emily Andrews	Senior Resident
Ryan Yong	Transport
Anya Bonan	Community Coordinator
Zenia Vasaiwalla	Academic Team
B 1	
Perry Weinstock	Senior Resident
Meghan Malone	BAGMA Secretary
Holly Stapledon	Cultural Development Officer (CDO)
B 2	
Juliette Baxter	Senior Resident
Clare Myers	BAGMA Cultural Rep
B 3	
Natali Heil Koerbel	Senior Resident
Andrew Moran	Alumni Engagement Officer (AEO)
Kumar Gupta	Spiderbites Assistant

LEADERSHIP TEAM MEMBERS – C block

C G	
Phoebe Andrews	Senior Resident
Jemma Sbeghen	Mental Health Educator (MHE)
Angus Harden	Community Coordinator
C 1	
Jozef Meyer	Senior Resident
Shalini Arokiasamy Rajkumar	BAGMA International Rep

Oliver Pulsford	Academic Team
Tenaya King	BAGMA Comms and Media Rep
C 2	
Jim Trihey	Senior Resident
Maiya Saita	BAGMA Arts Rep
Adrienne Cox	Academic Team
Ella Gillespie	BAGMA President
C 3	
Kavinenh Mohanraj	Senior Resident
Lauren Jones	BAGMA Arts Rep
Julian Brazier	Mental Health Educator (MHE)
Dom Dwyer	BAGMA Community Rep

LEADERSHIP TEAM MEMBERS – D block	
D G	
Shannon Viall	Senior Resident
Rory Williams	BAGMA Sports Rep
Patrick Bruce	Spiderbites Assistant
D 1	
Tim Barnett	Senior Resident
Hamish Williams	BAGMA Social Officer
Sofia Bryan	Spiderbites Assistant
D 2	
Brooke Farr	Senior Resident
Aryanne Caminschi	BAGMA Comms and Media Rep
Flynn Shaw	Transport
D 3	
Lachlan Day	Senior Resident
Olivia Carah	BAGMA Sports Rep
Vincent O’Neill	Academic