

**JANE FRANKLIN HALL  
STUDENT HANDBOOK  
2021**

Jane Franklin Hall

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### **COVIDSAFE College**

Jane Franklin Hall policies and procedures are in line with State and Federal government COVID-19 guidelines.

Please read our COVID-19 policies carefully.



## Smoke-free Campus

There is only one spot where smoking is allowed on site and that is near the back gate to Davey street, near the Vines building.

No smoking is permitted in any other part of the College campus.

No smoking is permitted in any building.

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# INTRODUCTION

## WELCOME

You are warmly welcomed to our community of scholars here at Jane. We are proud of our College – its history, its people and its deep connections to the University of Tasmania.

Your experience here will be what you make of it because as a resident you have an important role to play. By offering you a place in our College, we already believe that you will make a positive contribution to our community.

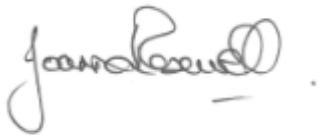
Everyone in the Jane community is committed to your success. Please use all of the resources we provide to make your time with us, everything we, and you, would wish it to be.

You will also find that we refer very often to the Jane values. I ask that as a resident you commit to these and play your part in making these real in your everyday activities. In doing so, you will be contributing to the College's vision of producing the future leaders, thinkers and innovators of our society. One day, we hope you will be celebrated as one of those.

I hope your time at Jane will be rewarding and enriching, a place where lifelong friendships are made and where you stride towards the next stages of your life.

I am always available for a chat and look forward to getting to know you.

Welcome!



Joanna Rosewell  
Principal

## ACKNOWLEDGMENT OF COUNTRY

As a reflection of this institution's recognition of the deep history and culture of this island, Jane Franklin Hall wishes to acknowledge the Mouheneenner (pronounced Moo-he-ne-nah) People, the traditional owners and custodians of the land upon which this campus was built.

We acknowledge the contemporary Tasmanian Aboriginal community, who have survived dispossession, and continue to maintain their identity, culture and Indigenous rights.

We also recognise the value of continuing Aboriginal knowledge and cultural practice, which informs our understandings of history, culture, science and environment for students of the University of Tasmania.



## Statement on the College Culture of Jane Franklin Hall 2021

At Jane, we believe strongly in honesty and transparency. We have not – and never will – say we are perfect. What we will commit to is our continued vigilance in providing a supportive and enriching environment for every student.

Jane is a values-based community. We explicitly advocate respect. We do this by:

- Requiring all members of the Jane community to sign a Code of Conduct each year agreeing to act respectfully towards their peers, regardless of race, culture, age, abilities, religion, gender alignment or sexual orientation – and pulling students up if they breach our standards.
- Forbidding sexual misconduct, drug use, hazing and bullying.
- Acting swiftly in referring matters to the police and/or the University, or in asking residents to leave College if they are considered a threat to other members of the community.
- Educating our students about respectful relationships through compulsory online and face-to-face workshops during Welcome Weeks.
- Prohibiting derogatory, sexist and offensive chants or songs.
- Actively working to improve inclusion at the College.
- Mentoring, encouraging, and training our residential staff and student leaders to promote a safe and inclusive collegiate environment, one that fosters positive culture within the Jane community.
- Actively challenging our students to accept responsibility as young adults.

In addition, Jane:

- Welcomes the recommendations of *Change the Course*, the 2017 Australian Human Rights Commission Report on sexual assault and sexual harassment at Australian Universities.
- Is fully supportive of the University of Tasmania's response to *Change the Course* and participated in an independent review, commissioned by the University of Tasmania and conducted by Nous Consulting in late 2018.
- Commissioned our own external review in 2019 from former Chancellor of the University of Tasmania, Mr Damien Bugg QC.

We are pleased that the reviews found nothing of concern at our College.

However, this does not mean that we will stop improving our culture at Jane. Our College Council's Sub-Committee on Culture continues to be active and is guided by the recommendations made in former Australian Sex Discrimination Commissioner, Elizabeth Broderick's Report, *Cultural Renewal at the University of Sydney Residential Colleges*.

We don't see any of the above actions as the final word. We know that honest review must be unceasing as we strive towards providing a positive collegiate experience for all our students. As the leaders of our college, we commit wholeheartedly to all considered, compassionate measures to strengthen our community: this, we believe, is the only way to truly deliver a life-enhancing experience for all at Jane.

Ms Caitlyn Badcock  
President, Student Club Committee  
26 November 2020

Ms Joanna Rosewell  
Principal

Ms Ginna Webster  
Chair, College Council

# JANE PURPOSE, VISION AND VALUES

## Purpose

Our purpose is to foster the development of intellectually and socially well-rounded citizens for an increasingly diverse world.

## Jane Vision

Our vision is confident leaders who value their Jane experience as significant to their success in life.

## Jane Values

1. Intellectual Enquiry: We value our students' thirst for knowledge and their keenness to engage and commit to collective learning about themselves and the world.
2. Respect: We value attitudes throughout the Jane community which work to transcend fear-driven or emotionally charged arguments about opinions, beliefs, perspectives or background, looking towards scholarly debate to shape our understanding of all.
3. Collegiality: We value Jane's purpose, vision and experience and encourage participation by all members of the community in College life and leadership.
4. Courage: We value opportunities to grow and challenge ourselves, going outside our comfort zones knowing we have structure and support behind us. We welcome the chance to build resilience, self-confidence and determination.



# HISTORY: JANE THROUGH THE DECADES

## Jane Franklin Hall 1950–2020

Jane Franklin Hall was founded by the Tasmanian Council of Churches in 1950, establishing itself as a women's only, non-denominational Christian College. All faiths and beliefs have been welcomed and encouraged at Jane Franklin Hall since its founding.

In the beginning, the College was a simple Victorian-style, two-story house called *Clothea*, which is now the Barrett wing. At the time, the College housed only sixteen female residents, who shared dormitory-style bedrooms, played tennis on the old clay court, had a 10PM nightly curfew and could only meet young men on the verandah, or in the Common Room.

It was during the sixties that the residents became involved in the plays, the social scene, sporting competitions and began the tradition of the Jane Ball, which we still uphold today. Academic study was still taken very seriously during this time, and the College was also starting to establish itself as more than just a place to stay when studying at the University.

Due to increasing financial pressures in the mid seventies, the Jane College Council took the unprecedented step of opening up the College and accepting male students. While the male students were initially placed in the Vines wing, by the end of 1979 the number of male residents had risen to total a third of the student population at Jane. Due to this increase, male residents were eventually integrated throughout the rest of the College buildings.

More wings and buildings were added over the decades, as the growing student population at Jane demanded more space. During the 1980s, the Michael Webber House was acquired, and the Frances Parsons Building was completed in 1990. In 2016, the former Principal's residence, named The Lodge, was opened up for student accommodation. In 2018, the newest addition to Jane, the Horton Link, was completed, with flats available for post-graduate students. A new kitchen was also installed in the Michael Webber House to increase the self-catering capacity of the college.

Although the land upon which Jane stands is owned by the University of Tasmania, Jane Franklin Hall Incorporated remains the only independently managed residential college in Tasmania.

In 2020, Jane Franklin Hall like the rest of the world endured the COVID-19 pandemic crisis. The College maintained life as normal as possible for its students while making adjustments to everyday life to follow state and federal COVID guidelines.

Going into 2021, we believe we remain Hobart's finest university community as we continue to provide a safe and supportive environment for all our students.

## The College Crest

The College crest is that of the Trinitarian shield, or *scutum fidei* ('Shield of Faith'). In the original form of the shield, the circle in the centre bears the Latin word *Deus* (God), while the three other circles are designated in Latin for the Father, the Son, and the Holy Spirit. The descending dove in the top left-hand circle of the College version represents the Holy Spirit, the source of all understanding and wisdom. The *fleur-de-lis* in the right-hand circle is the symbol of the Godhead and also of the Virgin Mary. The lower circle contains the open Bible. The central circle contains a ship; this represents the Church, the ship in which individuals sail the sea of life. The motto of the College, *Veritas liberabit*, means 'the truth will set (you) free'. The College colours are red, white and black.



## Jane Franklin (1792–1875)

*Jane Griffin was one of three daughters of a wealthy London silk weaver. Despite a superficial education she became a woman who loved study, and was always curious about everything she saw or read. In 1828 Jane married the Arctic explorer, Sir John Franklin, and from 1837 to 1843 he served as Lieutenant–Governor of Van Diemen’s Land.*

*At a time when women were meant to stay in the domestic sphere, Jane Franklin made her presence felt in the colony. She aimed to improve it, holding lectures and evening parties with intellectual conversation. The couple formed the Tasmanian Natural History Society, and published the Tasmanian Journal of Science. Jane built a small Greek temple at Lenah Valley, as a museum.*

*Jane Franklin believed in education. She and Sir John set up a boy’s school, Christ’s College, and she thought a new girl’s school was needed as those that existed were noted only for ‘balls & concerts & matchmaking’. She was appalled by the local girls’ emptiness and ignorance. ‘Women here live in seclusion and they ought to have a love of reading & of improving study.’ Jane Franklin would certainly have approved of her name being given to a college for female university students.*

From Alexander, Alison (2010), ‘A Brave Beginning’ in *Jane Franklin Hall 1950–2010*, Jane Franklin Hall, Hobart, p. 3.



# PEOPLE

## THE MANAGEMENT TEAM

### Principal

Ms Joanna Rosewell, *BA (Hons), CTEFLA, Post.Grad.Appl.Ling. (TESOL), MJ, Cert. Fundraising*  
Under the direction of the Council, the Principal is the Head of Jane with overall responsibility for the College and its community. She represents the College to the University, develops policies and long-term plans and oversees the daily operations of the College including the budget, human resources, facilities and asset management. The Principal also does the business development, fundraising, stakeholder management and representing the public face of the College.

### Dean of Students

Mr Robert MacDonald, *BSc (Hons), B. Psych., Cert IV (Training and Development), Cert IV (WHS), Cert IV (Public Safety), Cert II and III (Government)*

The Dean of Students is the ultimate source of all information to do with wellbeing and student pastoral care. Got a question or a suggestion in regards to your wellbeing or your academic progress? He is the one to see. He refers students to support services, develops training opportunities, oversees the Academic Programme at Jane and manages the Senior Residents team. With a proactive approach to supporting students throughout their time at Jane, the Dean of Students also implements programs to ensure a positive living and learning experience for all College residents.

### Registrar

Mrs Libby Hopkins, *Dip Tchg, TTC*

The Registrar is the contact person for all applications to College. Handling all questions and concerns to do with registration and enrolment, our Registrar follows up on references, application fees, room requests and more. As if she was not busy enough she also handles short term stays and works with the Alumni Committee.

## MAINTENANCE STAFF

The Maintenance Team manages the day-to-day upkeep of the College, responds to maintenance requests and supervises their staff and contractors. The maintenance team is second-to-none, responding promptly to any issues you may have. They're always up for a quick chat if they're not too busy, and are here to help when you need them!

### Senior Maintenance Officer

Mr Christopher Warn, *Cert IV (Horticulture), Cert II (Plumbing and Sheet Metal), Cert (Small Engines), Cert III (OH&S)*

### Groundskeeper

Ms Dianna Andoni, *BA.(Hum) (Hons), Grad. Cert. ADE*

## **Cleaning**

Bilal Ghazanfar  
Judith Layng  
Carmel Dearing

## **Bus Drivers**

Peter Gangell  
Kevin Knight

## **CATERING STAFF**

The Catering Staff are responsible for making sure every meal at Jane is the best experience it can be. Be sure to introduce yourself, they are always happy to chat!

### **Catering Manager**

Mr Philip White

The Catering Manager is responsible for the preparation and supply of meals in the Dining Hall and functions throughout the College. The Catering Manager also manages budget and staffing the team including cooks and kitchen assistants. If you have any suggestions or ideas for future meals, the Catering Manager welcomes and encourages you to come and talk to him. The Catering Staff are there to help you with your dietary needs.

### **Dining Hall Supervisor**

June Smith

The Dining Hall Supervisor is responsible for the provision of services in the Dining Hall and other catered spaces within the College. The Dining Hall Supervisor ensures the flow of equipment, crockery, food and beverages between the kitchen and the dining hall so that dining hall guests receive a quality service. The Dining Hall Supervisor ensures that hygiene and safety standards are maintained throughout the dining hall in the provision of food and beverages.

### **Head Chef**

Veronica Turvey

### **Chefs**

David Cullen  
Wasupat 'Ton' Ketsupha

### **Catering Staff**

Teresa Hedge  
Kaylene Allie  
Christine Brown  
Dorothy 'Dot' Pachioli  
Hayley Lucock  
Ella Holthouse-Smith

## RESIDENTIAL STAFF

The Senior Residents (SRs) are residential staff who live on campus and provide residents with after-hours care and support. The Senior Residents are on-call weeknights and weekends (whenever the office is closed) ensuring that all residents have 24/7 support for issues and emergencies. The Senior Resident on-call will also do a security check of the entire college each night after 10pm to ensure the college is safe for the night.

When on call, the Senior Residents respond (but are not limited) to the following:

- First Aid emergencies
- Fire alarms
- Power failures
- Security issues
- Excessive noise
- Student behaviour and wellbeing

Senior Residents are trained in First Aid, Chief Fire Warden, reporting of sexual assault, conflict resolution and more. The Senior Residents report to the Dean of Students and live amongst the rest of the residents and are always happy to have a chat about any issues that you may encounter.

Call 0412 905 034 to contact the SR on duty.

### Senior Residents

Jordan Poland

Eve Gowen

Caroline Grace

Nicki Squibb

Samuel Tan

Matthew Diprose

Max Pappin

Meth Prathapasinghe

## JANE FRANKLIN HALL COUNCIL

As the governing body of Jane Franklin Hall, the Council has the ultimate authority over the College's affairs and policies, including the strategic direction of Jane, the College's finances and the employment of the College Principal. The council makes sure the College continues to run smoothly.

The council also has a significant role in the strategic direction for the College, hoping to help guide Jane Franklin Hall into the future. While the Council is not part of the day-to-day running of the College, Council members are invited to attend formal dinners and events, allowing them to meet and get to know the residents of the College.

As a way for residents to have a voice heard in the Council, the Student Club President and the Student Club Council Representative are also attendees to Council meetings, observing on behalf of the residents of the College.

All members of Council are volunteers and include representatives of the Jane Alumni, Tasmanian Council of Churches, the Fellows and the University. The Principal is the designated Public Officer for Council while the Principal, the Student Club President and the Student Club Council Representative are observers. This means they can participate in discussions and raise issues for debate but cannot vote on decisions and have no liability for Council decisions.

The Council meets every six weeks of the calendar year.

Ms Ginna Webster, Chair

Mr Justin Hill, *LLM, BCom (Hons), GDip AppFin*, Deputy-Chair

Emeritus Prof Michael Borowiczka, *BSc (Hons), PhD, Dip Comp Dir*, Fellow's Representative

Mr Paul Byrne, Member

Ms Philippa Dawson, *MMC, Grad Dip. Publ. Pol, Grad Dip Foreign Affairs and Trade, B.Ec*, Member

Mrs Lisa Gibson *BSc*, Alumni Representative

Dr John Kertesz, *PhD, BA (Hons), Dip Ed, DipA (Mod Langs), psc*. Senior Fellow

Mr David Morris, *B.A., B.Ed. (Tas.), Grad.Dip.Lib. (T.C.A.E.), Grad.Cert.Ed. (Tas.), T.T.C., A.A.L.I.A.* TCC Rep

Professor Michael Stoddart, *BSc, PhD, DSc, FAI Biol*, Member

The Hon. Mrs Denise Swan, *LLB*, Member

Rev Rosalind Terry, *B.Pharm, B.D.*, TCC Representative

## CULTURE COMMITTEE

The Culture Committee is an advisory sub-committee of the Jane Franklin Hall Council. Its purpose is to make recommendations to Council concerning the enhancement and ongoing retention of a positive collegiate environment in line with the values, vision, mission and strategic direction of Jane. Formed in 2018, it meets every month and is comprised of Council, Fellows, Management Team, Senior Resident, Student Club Committee and student representatives.

Ms Wazirah Amber, Student Club Committee International Representative

Mr Paul Byrne, Council member and Chair

Ms Lilith Hosken, Student Representative

Mr John Krishnan, Student Representative

Ms Peizhe Ma, Student Representative

Mr Robert McDonald, Dean of Students

Mr Karthik Pather, Student Representative  
Ms Joanna Rosewell, Principal  
Ms Nicki Squibb, Senior Resident Representative  
Ms Amelia Wickham, Student Club Committee Representative  
Ms Anna Tayler, Fellow Representative

## FELLOWS OF JANE FRANKLIN HALL

Jane Fellows are academics who work together in the pursuit of mutual knowledge and understanding. Inspired by the Oxbridge model, Jane Fellows are peer-elected on the basis of their scholarship. Fellows also have two seats on the Jane Franklin Hall Council.

Jane Fellows are also involved in College life, often attending formal dinners and residing over different tables based on your study area, allowing for the residents to make contact and form strong connections with their Fellows in an easygoing environment.

Today, 'Fellow,' is also applied to recognize the people who are active in, or who have considerable knowledge and experience within a professional practice.

Fellows are here to help and mentor Jane residents, just like you, in academic, professional and personal capacities, so feel free to approach them for any advice or help.

Fellows who have contributed significantly to the College over time may be honoured with the titles of Life Fellow or a Fellow Emeritus. A small number of Fellows are selected by their peers as Official Fellows to act as an alternative governing body should the Council be dissolved. The College also occasionally invites distinguished members of the Tasmanian Community, who cannot be active College Fellows, to be "Honorary Fellows".

### *Honorary Fellow*

Her Excellency Professor the Honourable Kate Warner AM, Governor of Tasmania, LLB (Hons), LL.M.

### *Fellow*

Dr John Kertesz, PhD, BA (Hons), Dip Ed, DipA (Mod Langs), psc. Senior Fellow\*

Emeritus Prof Michael Borowiczka, BSc (Hons), PhD, Dip Comp Dir Deputy Fellow\*

Mr Daniel Aitken, BBus, Fellow

Dr Paul Blacklow, B.Ec (Hons), PhD, Fellow

Rev Dr Lesley Borowiczka, BSc (Hons), PhD, BA (Theology), B. Theology (Hons) Fellow

Professor Dirk Baltzly BA (Hons), MA, PhD (Philosophy), PhD (Classics), Fellow

Dr Toni-Anne Carroll, BSc (UTAS), M.A. Ed., PHD, Fellow

Mr Dean Cooper, LLB Fellow

Mr George Cresswell, BSc (Hons), PhD, Fellow

Dr Rosemary Dobber, BSc (Hons), BA (Hons), PhD Fellow

Dr Damien Holloway, B.Eng, PhD, Fellow

Dr Mandy Lo, MBBS, FRACGP, Fellow

Professor Jeff Malpas, BA, MA, PhD, Fellow

Ms Madeleine Ogilvie, BA, LLB, GCM, Fellow

Dr Mala Raghavan, B.Ec (Hons), M.Ec (Malaya); M.AppEcmts, PhD, Fellow



The Hon Mrs Denise Swan, *LLB, Fellow*  
Ms Anna Tayler, *BA (Hons), P.Grad.Dip (Careers Guidance), P.Grad.Dip (Positive Psychology and Wellbeing), Fellow*  
Rev. Rosalind Terry, *B.Pharm, B.D, Fellow*  
Dr Philip Thomson, *MBBS, FRACGP, Fellow*  
Prof Rob White, *BA (Hons), MA, LLM, PhD, FASSA, FANZSOC, Fellow*  
Professor Tim McCormack, *LLB (Hons); Ph.D.; FAAL, Fellow*

## HONORARY LIFE FELLOWS

Mrs Libby Mercer, *Honorary Life Fellow*  
Dr Louise Wells, *Honorary Life Fellow*  
Professor Mark Harrison, *BA, LLB (Hons), Grad Dip International Law, MA, Grad. Cert. Higher Education, Honorary Life Fellow*  
Mr Wayne Goninon, *LLB, Honorary Life Fellow*

## FELLOW EMERITI

Dr Karla Fenton, *OAM, MBBS (Melb), MRACGP, Fellow Emerita*  
Mrs Doris Banks *OAM, Fellow Emerita*  
Dr Adrian Blackman, *Fellow Emeritus*  
Professor David Elliott, *Fellow Emeritus*

## JANE ALUMNI COMMITTEE (JAC)

The current Committee was formed in 2014. Made up of both past and current students, the Committee re-engages former Jane residents with the College through events, social media and publications. In recent years the Committee has organised a dinner for Jane's 65th birthday, quiz nights and formal dinners with the residents and members of the Alumni Community. The Committee meets each month.

Mrs Lisa Gibson  
Ms Katrina Piper  
Ms Jessie-Mae Branch  
Ms Denise Neal  
Mr Stephen Cronin  
Mr Fletcher Clarke  
Ms Libby Hopkins (Registrar)

## CHAPLAINS OF JANE FRANKLIN HALL

Living away from home can be a daunting thing for anyone, and we at Jane like to think of ourselves as a residential community first and foremost. If you ever have a personal question, need advice or guidance on a spiritual matter, or just somebody to talk to outside of the College, our Chaplains are always here to help! Chaplaincy is provided here at Jane as a free, non-judgmental and confidential service for any and all members of community, and they're always here to help, regardless of your personal belief or faith.

Contact details for our chaplains can be found on the College website, so please feel free to use their services if you ever need that extra support and guidance while you're here at Jane.

Rev Rosalind Terry, *B.Pharm, B.D. Senior Chaplain*

Rev Dr Lesley Borowitzka *BSc (Hons), Phd, BA (Theology), B. Theology (Hons)*

Fr Michael Tate, AO

## **JANE FRANKLIN HALL STUDENT CLUB COMMITTEE 2019**

As soon as you come to Jane, you become a member of the Student Club, overseen by a peer-elected Committee. The Committee represents *you* and the rest of the Jane residents at Council meetings and on other sub-committees, while also promoting participation in College activities and events which are held throughout the academic year. The Committee is there to bring residents closer together, get them involved in College life and, most importantly, have fun.

### **President**

Caitlyn Badcock

### **Vice President**

Milly Wickham

### **Treasurer**

Harry Tait

### **Secretary**

Alice Breier

### **Social Representative**

Morgan Clifford

### **Women's Sports Representative**

Josie Adkins

### **Men's Sports Representative**

Elliot Bagshaw

### **Activities Representative**

Alex Davey

### **Publications Representative**

Jaiden Popowski

### **International Representative**

Wazirah Amber

# SUPPORT

## AFTER HOURS

When the front office is closed between 5:30pm and 8:30am weekdays and over the weekend, the Senior Residents are on duty. If you have an issue that needs to be dealt with immediately and cannot wait until office hours, please call the Senior Residents on 0412 905 034 and they will come and help you. If you are unable to reach a Senior Resident on the first try, please persist until they are able to answer the phone.

The external gates on Elboden and Davey Street are electronically shut at 10pm each night; if you are stuck outside the gates after this time, you will need to use the security fob attached to your keys to gain access. If your security fob or the soft grey pad have been damaged or cannot be read by the electronic scanner at the gate, please call the Senior Resident on duty on 0412 905 034 so they can let you in. For any damaged or lost fobs, please let the Front Office know at your earliest available time.

## ACADEMIC DEVELOPMENT PROGRAM

### Academic Support

Jane Franklin Hall is first and foremost an academic residential community. There is an expectation that residents consciously focus on their intellectual development.

While residents must take responsibility for their studies, the College aims to provide a learning environment which nurtures and supports academic enquiry. Studying successfully at a tertiary level involves personal development and commitment. Students are required to gain new knowledge and, more importantly, more sophisticated ways of applying their thinking. What some residents will find challenging is the sudden accountability for their own learning.

University studies can be difficult and living away from home is a big change for a young adult. You don't need to navigate every problem alone. The College community, your peers, the Student Club Committee and Jane staff are always available to offer support. Outside of the college there are a multitude of support options available at the University and in Hobart.

Seek support and assistance early; don't be afraid to ask for help. If you have any questions about available support, please

Please ask questions. Remember, there are no bad questions, only the missed opportunities to ask them. If you are unsure about anything or have a question in regards to available support service please speak to the Dean of Students

## Academic Tutoring

Jane Franklin Hall operates an extensive, upon request tutoring program that is included as part of our College fees.

On the College website residents will find a Tutorial Request Form. From here tutorials for units of study in any university subject can be requested by individuals and groups.

Once requested a suitable tutor is employed and conducts weekly hour long tutorials in the requested unit for up to 10 tutorials per semester. Extra tutorials can be requested through the Dean of Students .

## Academic Coaching Program

Jane Franklin Hall now offers a weekly, one-on-one Academic Mentoring program for all interested Residents. Academic Mentors will coach, guide and assist residents in managing their week by week university life, assignment management and planning, study requirements and time management skills.

Academic Mentors are perfect for residents who might be struggling to adapt to life at University, those who need extra support to succeed and for residents who are after that extra edge to boost their results.

This service incurs an addition fee of \$500 per semester for 10 one hour mentoring sessions. For more information regarding Academic Mentoring, contact Rob, our Dean of Students at [dos@jane.edu.au](mailto:dos@jane.edu.au)

## Skills and Development Workshops

Life at Jane isn't just about academic learning. Here at Jane we hope to educate our residents with extra life skills that will be invaluable in life after Jane. These may range from resume writing, job interview skills, cooking, renting and general budgeting advice and information; they also often come with free snacks or pizza. Workshops are advertised through the year and will usually have limited spots so book early at the office to attend. We try to keep costs either free or minimal.

## OTHER SERVICES

Through Jane and the University of Tasmania, you will have access to abundant services and support networks. This includes academic support, career advice, skills development, wellbeing support, financial advice and pastoral care. If you need help navigating these services and support networks, speak with the Dean of Students to find out what options suit you best.

### University of Tasmania:

- Ask Us Self Service Portal [www.askus.utas.edu.au](http://www.askus.utas.edu.au)
- U Connect [u.connect@utas.edu.au](mailto:u.connect@utas.edu.au) or 1300 361 928
- Student Advisers [www.utas.edu.au/students/learning/advisers](http://www.utas.edu.au/students/learning/advisers)
- International Student Advisers [www.utas.edu.au/students/international-students](http://www.utas.edu.au/students/international-students)
- Student counselling [www.utas.edu.au/appointments](http://www.utas.edu.au/appointments) or 1800 817 675
- Learning Lounge operates through the student portal and MYLO

- Faculty Office, Lecturers and Tutors      Talk to your tutor and/or lecturers or approach your relevant faculty office for assistance.
- Riawunna Centre, support services for Aboriginal and Torres Strait Islander students  
[riawunna.admin@utas.edu.au](mailto:riawunna.admin@utas.edu.au)  
[www.utas.edu.au/riawunna](http://www.utas.edu.au/riawunna)

### **BeyondBlue – 1300 656 419**

Beyond Blue works to support and raise awareness of depression, anxiety and suicide prevention

### **Lifeline – 13 11 14**

Provides Australians experiencing a personal crisis with access to 24 hour crisis support and suicide prevention.

### **MensLine Australia – 1300 789 978**

Support network for men, specialising in family and relationship concerns.

### **Women's Health Tasmania – 1800 675 028**

Women's Health Tasmania is run by women for women to help with general health issues and support.

### **HeadSpace – (03) 6231 2927**

Online and telephone support and counselling to young people 12 - 25 and their families and friends.

# GOING TO THE DOCTOR

## First Aid and Residential Staff

All residential staff at Jane are certified to perform First Aid. If you require assistance, call 62 100 100 during office hours or 0412 905 034 after hours.

In an emergency please visit the hospital, or call an ambulance on 000 if necessary. You must also inform the SRs on duty or the office if an ambulance is called.

## The Cost of a Visit

Most doctors charge depending on the length of your appointment and the type of service you require. If you can't meet your appointment, you should cancel to avoid any possible fees.

## Making an Appointment

Call during business hours and ask for the next available appointment – either long (around 30 minutes) or short (around 15 minutes). You may get an appointment on the day you call, in a few days or in a week's time.

For emergencies only, please visit a hospital (see page 50).

## Medicare

Medicare is Australia's health care system. It lowers or removes the cost of health services such as doctors, optometrists and hospitals. Most Australians have access to a Medicare card, either as part of their family or individually.

## Bulk Billing

Bulk billing occurs when a Medicare benefit is taken as full payment for the cost of the service provided. This means that you do not have to pay. Some doctors may bulk bill students.

Practices that do not bulk bill require payment after your appointment. You can then apply for a Medicare rebate at the practice or by visiting the Hobart Service Centre located at 30–38 Barrack Street for part of the cost. This is credited into your bank account.

The University Doctor will bulk bill University Students who present both a valid University ID card AND a Health Care Card (See details over page).

## International Students

In Australia, for non-emergency health concerns you will need to make an appointment with a general practitioner (GP) from one of the local practices. Hospitals in Australia are generally for emergency health issues.

If you are an international student, you must purchase private health insurance called Overseas Student Health Cover (OSHC) as a condition of your visa for the length of your study in Australia.

When health care costs are not fully covered by the policy purchased from your private health insurance providers, you must pay for any gap in costs. Please be aware that most OSHC providers do not cover any dental expenses.

## Health Care and Concession Cards

Health care and concession cards can help low income earners and students to access cheaper health care services and medicines.

The type of health care or concession card you can claim will depend on:

- The type of income support payment you receive.
- Your age.
- Whether you have dependents.
- Other requirements.

For information on health care and concession cards, call the Centrelink Students & Trainees line on 132 490.

## Local Medical Practices

Churchill Avenue Medical Centre  
150 Churchill Avenue, Sandy Bay  
<https://www.ipn.com.au/gp/tas-sandy-bay-churchill-avenue-medical-centre>

General Practice Plus - Mountain Retreat  
430 Macquarie St, South Hobart  
<https://generalpracticeplus.com.au/>

General Practice Plus – Cascade Road  
30A Cascade Road, South Hobart  
<https://generalpracticeplus.com.au/>

Grosvenor Street General Practice  
57 Grosvenor St, Sandy Bay or Collins Street, City  
<https://grosvenorstgp.com.au/>

## After Hours GP Service

After Hours Doctor Hobart  
71 Bathurst Street, Hobart  
1800 25 24 36  
<https://yourhobarthealth.com.au/services/after-hours-doctor/>

Rosny Doctors and After Hours  
27 Bligh Street, Rosny Park  
<https://rosnydoctors.com.au/>

After Hours Doctor  
252 Main Road, Derwent Park  
<https://www.afterhoursdoctor.com.au/>

# COLLEGE LIFE

## THINGS TO DO AT JANE

### Jane Ball

For a night of elegance and grandeur, look no further than the annual Jane Ball. Held every August, it's a chance to get dressed up, spend an evening out with your friends at Jane and dance the night away.

### Jane Play

The Jane Play is run by residents annually and is the perfect chance for you to show off your acting skills.

### The Jane Weekend and Car Rally

A highlight of the Jane calendar, the Jane weekend is when students elect the student club for the following year. The weekend includes a dinner as well as a talent show. A must-do event is the car rally, the annual Jane Franklin Hall Scavenger Hunt. All residents are invited to participate in teams of 10, looking for certain Jane relics or places of interest around Hobart, as set out by the Car Rally Organisational Committee. The prize varies from year to year, but anyone at Jane will tell you that it's all about the team building and fun that comes along with it.

### Jane Connected

A series of informal job and study-based seminars connecting students, Fellows, Alumni and special friends. Some will be online and some face to face. Past panellists have included He Excellency Professor the Honourable Kate Warner AO, Senator Jonathon Duniam, author Robbie Arnott, and Speaker of the Tasmanian lower house, The Honourable Sue Hickey plus alumni zooming in from all over the world.

### Jane's Got Talent

Do you have a talent that you want to show off to the world? Then Jane's Got Talent is something for you! Organised by the Student Club Committee, Jane's Got Talent is a fun way to get involved in and support the Jane community.

### Intercollege Sport

Be part of the Jane sporting culture by becoming a Raider! You can either play on one of our sports teams, or come and support the teams during their games throughout the year. Support the Jane Raiders as we battle our long time foes, Christ College and John Fisher College.



## International Events

With more and more residents coming to Jane from overseas, Jane is increasing the amount of events celebrating multiculturalism throughout the year, run by the Student Club Committee.

## Dog Days at Jane

Every Semester we hold our very popular Dog Days during SWOTVAC. Breeders and trainers across Greater Hobart have been kind enough to bring their dogs, such as Corgis, Golden Retrievers and Border Collies to Jane, allowing our residents a fun and enjoyable way to relax and de-stress around exam time.

## Mid-Semester and Mid-Year Trips and Excursions

During mid-semester and semester breaks the college organises small group excursions around Tasmania for those staying at the college over the break. Trips include local zoos, popular tourist attractions and National Parks and are usually all day. All trips are either free or heavily subsidised but have limited availability so book early at the office to secure your spot.

## Live at Jane

A super chill night of live music.

## Intercambio

The Intercambio is a popular discussion group, facilitated by a Senior Resident or a College Fellow on a range of philosophical and testing topics. Held in the Senior Common Room, the discussions move along smoothly with special treats and passion, wit and lots of laughter.

## Garden Club

Get down to earth with the Jane Garden Club each Wednesday just after lunch. There's worms, compost and whatever you want to plant, doing something good for the planet and for your wellbeing. Watch out for posts on the FB page for updates or have a chat with Groundskeeper, Di Andoni or email at [di@jane.edu.au](mailto:di@jane.edu.au)

## Committees

Behind the scenes, there are a number of Committees students may wish to join:

- The Jane Waste and Sustainability (JaWS) Committee: focused on making the College more environmentally sustainable, contact SR Eve Gowen for more information
- Fresher Committee: Half-way through the year, first years are invited to stand for the Fresher Committee which runs the "Fresher Franny" – often a pathway to the Student Club Committee
- Welcome Week Committee: residents who intend to return the following year are invited apply for the Welcome Week Committee, a crucial component of Welcome Weeks at Jane
- Car Rally Organising Committee (CROC): second and above year students plan and organise the annual car rally

## Jam sessions

For all the College musicians out there, these casual sessions are a chance to play alongside other talented and enthusiastic musicians. All instruments, including voice, are welcome.

## Tutorials

Let's not forget that you are also here to study. Attending tutorials gives you that extra chance to pass and excel in your university career. Run by students, Fellows or Utas lecturers (depending on the subject) your weekly tutorial – sometimes more than weekly as you get close to exams – should not be missed. Contact the Dean for more information [dos@jane.edu.au](mailto:dos@jane.edu.au)

# THINGS TO DO AROUND HOBART\*

\*Please note some of the following may have changed due to COVID restrictions.

## Mount Wellington/Kunanyi

A twenty-minute drive from Jane Franklin Hall, the mountain has an imposing, yet spectacular effect over the skyline of Hobart. Surrounded by gorgeous views of the Derwent River and Hobart, it is well worth the extra jumper you may need to take with you.

## Royal Tasmanian Botanical Gardens

If you have a spare couple of hours to yourself, the Royal Tasmanian Botanical Gardens is well worth a visit. Immaculately kept gardens and rolling hills of green, lush grass, you can lose yourself in the Japanese Gardens, or the Macquarie Island hut, or stop in at the café for a cup of coffee as you look out on the Derwent River.

## Salamanca Market

Every Saturday, come rain, hail or shine, you can always count on the Salamanca Markets to entertain you. Filled with vibrant colours, food, souvenirs and gifts, music and fun, the Market is definitely something you should experience for yourself while you're living at Jane.

## Hobart Twilight Market

Hobart's Friday night market operates from Long Beach, Lower Sandy Bay and overlooks the Derwent River. The market mixes gourmet fare and local artisan produce, fashion, art, home décor and craft. The Hobart Twilight Market is a perfect place to relax on a Friday night. The market runs on the first and third Friday of each month.

## Beaches

### Long Beach/Nutgrove Beach

The closest "beach" to Jane Franklin Hall, Sandy Bay is only a few short minutes drive away from the College. Lined by shops, cafes and restaurants, Sandy Bay is a great place to enjoy an afternoon stroll or a sandwich during those sunny days.

## Clifton Beach

Located 25km southeast of Hobart, just outside of Lauderdale, Clifton Beach is a tourist hotspot for surfers and body boarders, both local and from abroad. Even if you don't want to get in the water, it is still a beautiful beach to visit during your time here.

## Kingston Beach

A short drive down the Southern Outlet, Kingston Beach is a popular tourist spot, with facilities such as a dog beach, a bike park, various shops and cafes if you want to stop for a quick shop or a coffee, and a great view of the Eastern Shore.

## Opposum Bay

Located on the other side of the Derwent River, Opposum Bay is a lovely little alcove where you can enjoy some good fish and chips, beautiful views at any time of the year, fishing, and some excellent walking tracks along the headlands. It's a bit of a drive, but well worth the 45 minutes it takes to get there.

## Richmond

At some point during your time at Jane, you should make your way out to Richmond. Housing galleries, tea shops, craft boutiques and museums, Richmond is an historical centrepiece of Tasmania, delving all the way back to the 1820s. Nestled on the main street is the Sweets 'n' Treats lolly shop, where you can grab some lollies or a milkshake before having a stroll along the riverside. If you're into the spooky side of things, the Richmond Ghost Tours should definitely be on your to do list.

## Mount Field National Park

Mt Field National Park is Tasmania's first national park, with stunning vistas, great walks, abundant wildlife and excellent visitor facilities. It is a bit of a drive, the Tall Trees and Russell Falls walks make it well worth it.

## MONA – Museum of Old and New Art

If you like your art a little quirky then MONA is the place for you. Situated underground, 20 minutes away from the city centre, come explore the highlights and of David Walsh's multi-million dollar private art collection.

## Dark MOFO

Dark MOFO, MONA's winter festival, delves into centuries-old winter solstice rituals, exploring the links between ancient and contemporary mythology, humans and nature, religious and secular traditions, darkness and light, and birth, death and renewal. And, if you're feeling brave enough, take a dip in the end-of-winter solstice nude swim that closes out the festival.

## Mount Nelson Signal Station and Brasserie

The Signal Station Brasserie offers unspoiled panoramic views of Hobart, the Derwent River, and O'Possum Bay and beyond. A 10 minute drives from the centre of Hobart and a comfortable walk from Sandy Bay and Tarooma via the Bicentennial Park and Truganini Reserve.

## The Royal Hobart Show

An agricultural show that encompasses all of the traditional elements, including animals, food,

carnival, show bags, petting zoo, commercial exhibitors, rides and first class entertainment. The Royal Hobart Show runs towards the end of October each year.

## **Bonorong Wildlife Park**

Just 30 minutes north of Hobart's CBD, Bonorong Park is home to many animals, including wombats, koalas, Tasmanian devils, birds, quolls and more. They also have free-roaming kangaroos who are always keen for a good scratch on the chest and some gentle hand feeding.

## **Port Arthur**

The World Heritage-listed Port Arthur Historic Site on the Tasman Peninsula is Australia's most intact and evocative convict site, and an essential destination on any tour of Tasmania. The Historic Site has over 30 buildings, ruins and restored period homes set in 40 hectares of landscaped grounds. Allow plenty of time to fully experience all that Port Arthur has to offer.

## **Theatre Royal**

For a night of comedy or drama, look no further than the Theatre Royal! A short walk from Constitution Dock, the theatre has a steady flow of nationally- and internationally known acts come through its doors! Any performance by the Bell Shakespeare Company is a must see! The Theatre Royal is also the oldest running theatre in Australia.

## **Taste of Tasmania**

Between Christmas and New Years Eve, come spend time down at the Taste of Tasmania! The name says it all, with all kinds of food and drink, locally sourced and produced in Tasmania, available to try over the weeklong festival. If you're staying over the summer months, it'd be a shame for you to miss out!

## **ZooDoo Wildlife Park**

ZooDoo is a uniquely hands-on wildlife park located in Richmond, near Hobart Airport. Visitors are able to get up-close and personal with a huge variety of animals. There is a coffee shop, barbecue and picnic facilities onsite. Admission to the park includes full access to all activities and attractions with no time limit.

# DINING AT JANE

*As with many residential colleges around the world, communal dining is central to building our Jane community. We come together to eat, spend time together, catch up on news, support one another and continue to grow our friendships, as well as develop our own sense of self within our community of scholars.*

## Dining Hall

One of the things that set Jane Franklin Hall apart from other Residential Colleges in Hobart is that we are fully catered. Because of this, we would simply ask that when residents are in the dining hall, that you are dressed appropriately (PJs and bare feet are not considered appropriate), that you are sober and display consideration towards your fellow residents, guests and staff members.

During those warm, summer months, residents are welcome to take their meals out to the tables on the lawns, but please remember to return plates and cutlery back to the dining hall once you've finished.

Our catering team is here to provide you with the best possible variety of food from a multitude of cultures and countries. If you have any dietary requirements or requests, you are more than welcome to discuss them with the Catering Manager or write your suggestion on the whiteboard in the Dining Hall; there is always a halals-friendly and a vegetarian option for our non-carnivorous residents.

## Guests in the Dining Hall

COVID pending, we invite your immediate family (parents, brothers and sisters or grandparents) to enjoy up to six meals per resident per semester in the Dining Hall at no extra cost, excluding Formal Dinners. Family members are most welcome to come to a formal dinner at the cost of \$40 per head. Please also let the Office know the names of your guests for formal dinner so that they may be acknowledged in the Principal's welcome.

Other guests (including friends from outside Jane, former residents of Jane, partners) are only permitted in the Dining Hall during meal times if they are dining and have paid for their meals. Meal vouchers can be bought in advance from the Office. After hours, you may see the Dining Hall Supervisor who will record your details and the cost will be added to your semester invoice. Meal costs per head are:

- Breakfast \$15
- Lunch \$15
- Dinner \$25
- Formal dinners \$40

## MEAL SERVICE TIMES DURING SEMESTER

Breakfast	7:00 am – 9:15 am (7:00 am to 10:00 am on weekends)
Lunch	12:00 noon – 1:30pm
Dinner	5:30 pm – 7:00 pm
Formal Dinner	6:30 pm (some Formal Dinners include pre-dinner drinks at 6pm)

Over the holiday period, meal service time may be shortened if there are a significant number of people returning home between semesters. The Dining Hall is closed around 10pm when the Senior Resident locks up.

### Late meals

Late meal requests can be made through the Jane Franklin Hall website. Late meals are available until 10pm, when the Dining Hall is locked. If this causes an issue, please feel free to discuss it with the Dean of Students.

Please be aware that on formal dinner nights, late meals are only available with the express permission of the Principal. To gain that permission, you must email the office at [office@jane.edu.au](mailto:office@jane.edu.au) by 11am on the day of the formal dinner. Permission for a late meal on formal dinner nights will not be given because you have an assignment due the next day as it is expected that you will organise your study routine to factor in your attendance at formal dinners.

There is also fridge that often fruit or cakes. You are welcome to help yourself to these snacks outside the usual meal times, but please store appropriately as the College will not be liable for anyone becoming ill because of improper food storage.

### Meals away from College

The kitchen will provide food for excursions, camps etc. which are part of a course or field trip. Three working days' notice is required. An application form is available on the College's website at <https://www.jane.edu.au/food-request>

Alternatively, if you are required to attend a University course off campus for seven days or more, you may apply for a 25% rebate from your weekly Accommodation Fee for a maximum of one month. Please email the Registrar at [registrar@jane.edu.au](mailto:registrar@jane.edu.au)

### Formal Dining

While you are living at Jane Franklin Hall, you will come to understand that one of the characteristics of an Oxbridge College is the idea of dining as a community. In 2021, we have our Formal Dinner every second Monday although in non-COVID times they are usually every Monday. Formal Dinners are attended at various times by Council members, Fellows, staff and special guests. Any residents who come to Formal Dinners highly will be asked to leave. At Jane we take these dinners very seriously and consider it an important event for our community of scholars.

## Attendance at Formal Dinners

When signing your Residential Agreement, it is understood that you are agreeing to attend all Formal Dinners, as detailed on the annual calendar of events. Study, work and sporting commitments, no matter how passionate of a supporter you may be, should not interfere with these scheduled dates.

If you are unable to attend a formal dinner, please let the Front Office know by no later than 11am the day of the dinner. Attendance at formal dinners is periodically taken and those who repeatedly miss formal dinners without an apology will be fined.

## Invitations to High Table

Before Formal Dinners, residents will be invited as guests of the Principal to attend pre-dinner drinks in the Senior Common Room, and to dine at the High Table. Residents will receive email invitation notifications, so keep an eye out for one!

As with most invitations, you are expected to RSVP before the due date by letting Libby know at the front office, even if you have to decline the invitation. Being invited to sit at High Table allows you to meet various members of the wider Jane community, as well as the University.

Please note, when seated at High Table, cell phones are expressly prohibited, and cannot be placed on the table.

## Traditions of Formal Dinner

**Academic Gown** The Academic Gown is to be worn by all in attendance throughout the meal. If it a particularly hot night coincides with a Formal Dinner, you are allowed to take off your Academic Gown, once invited to do by the Principal. Graduates may wear their hood and their colours.

### Acknowledgement/Welcome to Country

At Jane we acknowledge the Mouheneenner people. A student or guest will be invited to deliver the welcome address (given by those of Aboriginal descent) or the acknowledgement (given by those not of Aboriginal descent). You don't have to know the acknowledgement by heart; the words will be given to you by the Registrar.

### After Dinner

After dinner, those who sat at the High Table return to the Senior Common Room for coffee or tea. Any student may come for a cup of tea or coffee after Formal Dinner, as it is a very good way for you to network and meet people.

### Announcements

As Formal Dinners are one of the main opportunities for the whole community to come together, announcements are sometimes made later on during the dinner. Announcements may be made by the Principal, Senior

Residents, Student Club Committee, or anyone who has sought permission from the Principal to make an announcement.

### High Table

As a centuries-old, academic tradition, the Principal, staff, invited students and special guests are seated at the High Table. For more information about High Table and invitations, please see over on the next page.

### Grace

As a reflection of the College's traditions, Opening and Closing Grace will be led by a selected student or a special guest. We understand that not everyone observes a Christian faith, but we still ask that you bow your head during Grace.

### Guest Speaker

From time to time, the College invites a Special Guest Speaker to talk for around ten minutes. Suggestions for potential future guest speakers can be given to the Principal at [principal@jane.edu.au](mailto:principal@jane.edu.au)

## Suitable Clothing

- Wearing your Academic Gown is compulsory at Formal Dinners.
- For men – trousers or dress jeans, and a collared shirt with a tie, dress shoes.
- For women – a smart dress or a skirt/dress pants with a smart blouse, dress shoes.
- Dress as if you are going to a nice restaurant or a business event - bare feet, thongs, t-shirts and shorts are not considered appropriate for formal dinners.

## Other

Pre Covid, the College also ran a number of special formal dinners. Pending the COVID situation in 2021, we hope to run some or all of the following:

### Fellows' Nights

These are formal professional dinners. There are usually three of these each semester. Residents sit and eat with their designated Fellows, following pre-dinner drinks in the Frances Parsons Building.

### Alumni Nights

These are similar to Fellow's nights but are held once during the Academic year with alumni of the College present. A range of Jane alumni from different eras and in different professions attend. Residents are allocated a table and every effort is made to match residents to the interest area of alumni. Pre-dinner drinks are served beforehand, allowing for current and former residents to mingle.

### Professional/Faculty Nights



These are similar to Alumni and Fellows Dinners, except that we invite members of the community who are professionals in different areas to come and sit with students. For example, in 2018 and 2019 we held very successful Medical dinners, with medical professionals from Hobart.

## First Year Formal Dinner

Sadly, we've cancelled this for 2021, but hope to reactivate it in 2022. The First Year Formal Dinner introduces our new residents to life at Jane, while allowing their parents to enjoy a our new residents to get to know the Senior Residents, Student Club Committee, Welcome Week Committee members, the Jane staff and other members of the Jane community.

## Commencement Dinner

The annual Commencement Dinner occurs at the beginning of residency. In non-Covid times the dinner usually follows the Commencement Ceremony. However, in 2021 we're running a shorter version of the ceremony during the first formal dinner of the year, to be held on the 15 March. During Commencement, you will sign the Commencement Book, documenting your place in Jane history.

## Valedictory Dinner

A farewell to our graduating Residents, the Valedictory Dinner celebrates the achievements and progress they have made throughout their time at Jane Franklin Hall. While we are sad to see our graduating or departing residents go, we are always proud to see how much they have grown and changed throughout the year. At the end of the year, residents are also awarded prizes for community citizenship.

## Your Obligations at Formal Dinners

- Please sit where you are allocated unless the College declares it a "Free seating" dinner.
- Please be mindful that guests are present during these dinners, and a core value of the Jane community is mutual respect.
- Unlike usual dinners throughout the year, late meals are only available on Formal Dinner evenings in very limited circumstances (as explained under "Late Meals").
- No alcohol is to be brought in, or removed from the Dining Hall during a Formal Dinner. This pertains to the College's special liquor license, under the Responsible Service of Alcohol guidelines.
- If you are invited to dine at the High Table during Formal Dinners, it is essential that you RSVP to the Registrar as promptly as possible.
- Your mobile phone should be switched to silent, or turned off during dinner.
- During Formal Dinners, please remain at the table that you've been assigned to. This helps the Catering staff know where people with dietary requirements are seated to ensure they receive their correct meal.
- It is strictly forbidden to arrive at Formal Dinners intoxicated. Anyone who is seen to be causing excessive noise or disturbing the dinner will be asked to leave.
- Formal dinners are not the place for drinking games

# OTHER IMPORTANT INFORMATION

## External Guests

Every now and then your parents, partner or friend may come down to Hobart for a visit and wish to stay at Jane for a night or two. If this happens, please let the Front Office know so that they may organise an extra mattress to be placed in your room. Mattress hire is \$20 per night. While your food costs are covered in your fees, friends will need to purchase a Lunch/Dinner ticket from the Front Office. Regular tickets cost \$15 for lunch and breakfast, and \$25 for dinner, while Formal Dinner tickets cost \$40. Please be aware that due to COVID restrictions all guests must be registered for contact tracing visit the website, the office or through the QR code.

## Libertas

*Libertas* is the Jane annual magazine that is emailed/sent out to our past and present residents, Fellows, Council Members, Donors, intrastate and interstate schools. *Libertas* acts as a way for past residents to connect to the Jane community after they've left, and allows them to see the future direction of the College, stories by and about residents and events that have been held throughout the year. The *Libertas* magazine is available at the Front Office or on our website.

## The Tasmanian Symphony Orchestra (TSO)

Through the kindness and generosity of our Donors, Dr Hilary Wallace and the late Dr Alan Wallace, residents of Jane Franklin Hall are invited to attend various Tasmanian Symphony Orchestra performances throughout the year, at heavily subsidised prices. You will receive information regarding upcoming TSO events through the Registrar, and you can put your name down to attend at the Front Office.

## Quiet Time

Quiet Time is a Jane tradition that occurs during SWOTVac (Study WithOut Teaching Vacation), the week if no classes prior to exams) and the exam period each semester. During Quiet Time all residents must keep noise levels at a minimum at all times except for study breaks and meal times. During this time noise fines will be issued with no warnings and the College has a no-alcohol policy. Vacuuming and general cleaning will only occur during these break times so that study is not disrupted. Reasonable levels of noise are permitted for the purposes of communal study in designated study areas: the Dining Hall, Horton Common Room, Asten Common Room and the Coffee Lounge.

During this period afternoon tea and supper are also served (at 3pm and 9pm respectively) to add extra times to relax and have some snacks. More information is sent out to residents closer to the exam period.

## Quiet Tuesdays

Every Tuesday night of semester will be designated Quiet Time from 7.00pm to 8.30am the next morning. The same rules as mentioned above will apply.

## Newsletter ('Plain Sheet')

*Plain Sheet* is the weekly email newsletter to keep you up to date on upcoming events, weekly dining hall menus and any other items of interest. It is highly recommended that you read *Plain Sheet* to keep updated on happenings in the College.

## Maintenance

While you are living at Jane, you are encouraged to help keep the College buildings and grounds in good condition. Any issues should be reported by completing a Maintenance Request form available on the College website. Any requests made of the Maintenance Team will be attended to as soon as possible.

## Internet Access

At the start of your residency, you will be given a WiFi username and password for your own personal use, with unlimited data provided.

Guidelines prohibit unethical use of the College's equipment to breach copyright legislation, engage in commercial activity or perform acts of harassment or nuisance to others. Please note that use of the network is subject to monitoring by College and University staff.

## IT, Printing and Photocopying Facilities

The IT and printing resources at Jane Franklin Hall are located in the Library. Provided, maintained and primarily managed by the University of Tasmania, any and all enquiries, problems and feedback are handled by the university help desk, NOT by Jane Franklin Hall. You can contact the University help desk through [service.desk@utas.edu.au](mailto:service.desk@utas.edu.au), or by calling 03 6226 1818.

## Furniture and Storage

While you're allowed to bring your own things for your rooms here at Jane, you should not move any furniture or equipment provided by the College from their allocated space without first seeking the direct permission from the Senior Maintenance Officer (SMO). Any furniture that is abandoned or left in the corridors will be identified, with a service fee charged against the occupant of the room.

Once you have permission to move any furniture from your room, you are obliged to move it yourself, or with the help of friends, in consultation with the SMO. At the end of your Residential Agreement, you are responsible for returning any and all furniture.

If you have brought your own furniture and equipment with you, they must be removed from the College at the end of your Residential Agreement, unless a prior arrangement has been organised with the SMO. However, if you have signed a further Residential Agreement with the College and are returning the following year, you may store smaller or boxed items in our Box Rooms over the summer period. Couches and armchairs left in rooms without permission from the SMO will find their way into the skip bins at the end of the year. Storage over the summer period will incur a fee. Contact the office during business hours to arrange storage in College Box rooms.

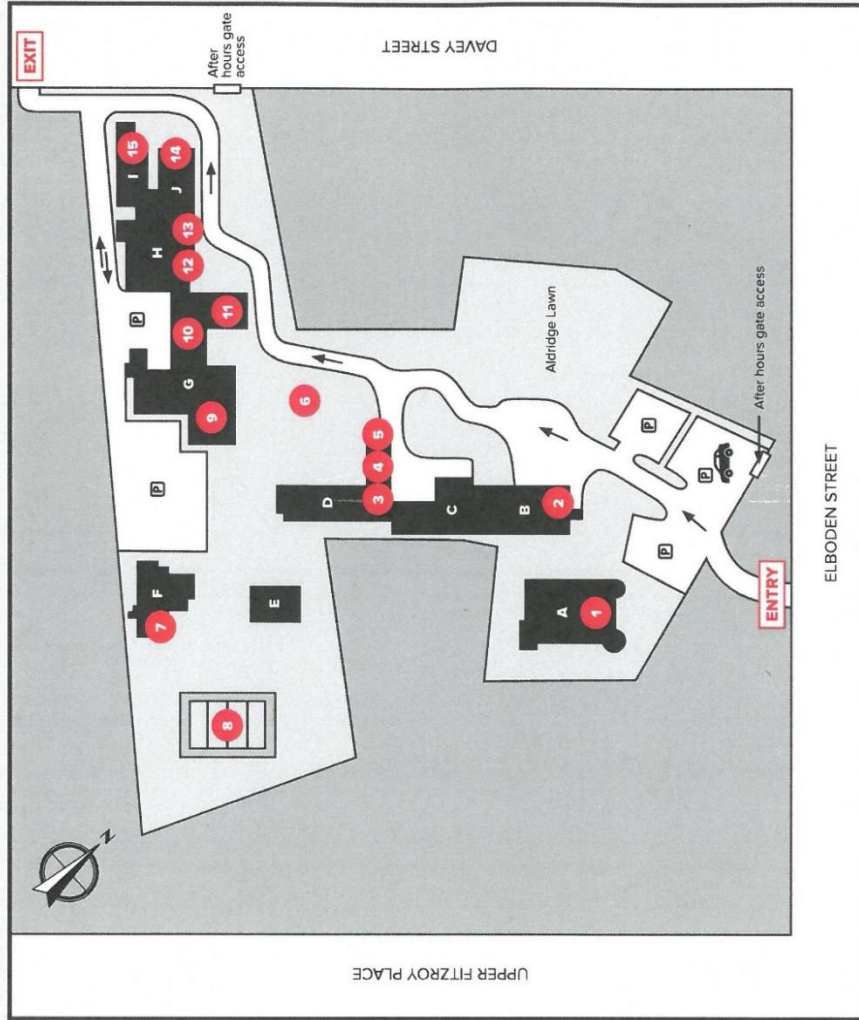
## **Bus Service**

The Jane Bus service runs every weekday throughout each semester and SWOTVac and exams (including public holidays). Use of the bus is included in your fees so you are free to use the bus whenever you need. The bus runs daily covering all the major campuses around Hobart (Sandy Bay, Menzies etc.). If you are studying at a campus not on the bus route, arrangements can be made by contacting the office. The bus timetable is available on the Jane website or down at the Jane office if you prefer paper copies.

# COLLEGE GROUNDS



## JANE FRANKLIN HALL 6 Elboden Street SOUTH HOBART TAS 7004



Elboden Street: turn left at the first street after the lights on the Southern Outlet

### Rooms & facilities

- 1 Edwin Pitman Room
- 2 Office
- 3 Laundry (downstairs)
- 4 Gym (downstairs)
- 5 Horton Common Room & Jane Shop
- 6 Barbeque
- 7 The Underlodge
- 8 Tennis court
- 9 Dining Hall
- 10 Asten Common Room
- 11 Student Club Committee Room
- 12 Senior Common Room (downstairs)
- 13 Reflection Room (upstairs)
- 14 Library
- 15 Coffee Lounge (upstairs)

### Buildings

- A Michael Webber House
- B Aldridge
- C Horton Link
- D Horton
- E Frances Parsons Building
- F The Lodge
- G Asten
- H Barrett
- I Fleming
- J Vines

# AREA SUMMARIES

## 1 – Edward Pitman Room (“Eddie P”)

This is a communal relaxation space within Michael Webber House. This space is only to be used by residents, or guests or residents, who reside in Webber.

## 3 – Laundry

At Jane, you are able to use the washing machines, dryers and washing lines 24/7, at no cost. There are instructional signs placed in the laundry that must be followed at all times. You are responsible for supplying and keeping your own washing powder. Any washing products are left in the laundry at your own risk.

If any of the laundry equipment malfunctions, you are obliged to contact the Senior Maintenance Officer (SMO) to report the issue. Do not try and handle the problem yourself.

## 5 – Horton Common Room (“The H”)

The Horton Common Room (The H) is accessible for all residents, in the middle of the College. The H contains a large flat-screen television, a DVD player, Play Station, and Foxtel. Residents are allowed in the Horton Common Room 24/7, but the noise level should be controlled as to not annoy or irritate others in the HCR or in adjacent rooms. Residents are also responsible for keeping the common rooms clean and tidy by complying with The H Behaviour Code, as endorsed by the Student Club. The Code can be found displayed in The H.

The H also has a fully functioning oven for baking the odd sweet treat or two. It is not to be used for self catering purposes. The kitchenette must be kept cleaned.

## 8 – Tennis Court

The tennis court (located in front of the Frances Parsons Building) can be used for tennis, netball, basketball and volleyball between 7am and 10pm every day. If you wish to take the net down at any point, we ask that you please put it back up before you leave. If the lights have been turned on, please turn them back off when leaving and lock the gate behind you. Consumption of alcohol is prohibited on the tennis court.

## 10 – Asten Common Room (“ACR”)

Located off the Dining Hall is the Asten Common Room (ACR). While smaller in size than The H, Asten has a piano, a table tennis table, as well as a multitude of board games to keep you entertained during the day. During the cold winter months the fire is often lit.

## 12 – The Senior Common Room

The Senior Common Room in Barrett is for senior members of the College, such as Staff, Fellows, Post-Graduates, Chaplains, Senior Residents and Council members. It is used to host pre and post-formal dinner drinks, so you can chat, politicians and a range of other influential people who have

come to attend formal dinners as guests of the College. Our Post-Graduate occupants can also book the room for their own use during the year.

## 14 – Library

The Library (located underneath Vines) is a silent study space available for use by all residents. Please be considerate of others using this space. Failure to keep noise levels down while using this space will result in fines. The library is home to many old books and slightly newer computers which are connected to the UTAS servers. There is also a printer that can be accessed through the computers via the UTAS printing service.

## 15 – The Coffee Lounge

The Coffee Lounge is another communal area that can be found in the Fleming Building. As it is also located close to resident's rooms, noise levels should be kept down when using the Coffee Lounge, especially during the night. A large flat-screen television is available to use, as well as a kitchenette and comfy seating.

## A – Michael Webber House (“Webber”)

An old house acquired by Jane in the 1980s to house residents which is a mostly self-catered living area, housing its own kitchen, communal area and patio area. Webber. Residence in Webber is a privilege and is offered to students on the basis of seniority and behaviour at College. For this reason, Webber is largely self-managed and non-Webber students may only enter Webber at the invitation of a Webber resident.

## B – Aldridge (“Ridge”)

Aldridge is a large residential block at the bottom of the college. The front office is located at one end of the bottom floor while the rest of the building is dedicated solely to resident's rooms.

## C – Dr Karla Fenton OAM Wing

The Horton Link is home to 3 post-graduate apartments. As the name suggests, it forms a link between the previously separate Horton and Aldridge buildings.

## D – Horton

Horton is located in roughly the middle of the college. On the bottom floor is laundry and the gym. Directly above these rooms is the Horton Common Room. The rest of Horton houses three storeys of resident's rooms.

## E – The Frances Parsons Building (“Franny P”)

The Frances Parsons Building is a large multi-purpose space located on the southeast side of the College, down the hill from the Dining Hall. Throughout the year, the Franny P is used for the Commencement ceremony, Student Club events, university tutorials, presentations and much more. When not in use for these events, the Franny P can be used by residents at anytime for study

and/or relaxation. As with all other areas, residents are asked to be mindful of others using the space and clean up after themselves. There is also a piano for music student's use. The Franny P is also sometimes used for external bookings and council meetings. During these times parts or all of the Franny P may be restricted for use. Prior warning of such events will be communicated through Plain Sheet or the Student Club page.

## **F – The Lodge**

The Lodge is another self-catered building located on the southern edge of the grounds. The Lodge has its own kitchen along with a handful of rooms mostly reserved for returning students.

## **G – Asten**

Asten is the building which houses the Dining Hall, the Asten Common Room and the Student Club Committee Room. It also contains two storeys of residential rooms.

## **H – Barrett**

Barrett is the original area from which the college started in 1950. It now forms the centre of a large complex joining Asten, Fleming, Vines and itself together. It houses the Senior Common Room and the grand piano along with a small number of residential rooms located on the second floor.

## **I – Fleming**

Fleming is the wing located on the north-western edge of the grounds. It is home to small amount of ensuite rooms, a post-graduate flat and the Coffee Lounge.

## **J – Vines**

The Vines wing contains the Library and a female only residential section on the ground and first floor, and a male only second floor.



## Bathrooms

Shared bathrooms are found on each floor of each building and include toilet cubicles, sinks and showers. Most bathrooms in the college are unisex unless otherwise stated, such as the Male and Female bathrooms in Horton Middle and the segregated floors in Vines. Misuse of these segregated bathrooms is taken seriously and will result in fines.

It is the responsibility of each resident to clean up after themselves in these areas and hygiene products are to be left in shared bathrooms at your own risk. Fines will also apply if you leave a mess in these shared areas.

Residents who have ensuite or private bathrooms will be responsible for cleaning these themselves.

## Box Rooms

Throughout the college there are storage rooms known as 'Box Rooms' (usually one per building). These rooms are mainly used for storing the belongings of returning residents over the summer holidays if they are unable to take everything back home.

Only storage of Jane boxes and student fridges is generally allowed. Boxes must be purchased from the Jane Office. Stickers for Fridges must be purchased at the Jane Office.

If you plan to leave the College once your Residential Agreement has ended, you must take all your belongings from the Box Rooms. Unless you sign another Residential Agreement for the following year, you will be charged a \$100 retrieval fee per item, which will need to be paid before the items are returned to you. This is to make sure that there is space in the Box Rooms for incoming Residents and reduce overflow from the Box Rooms.

If you need to access a box room during reasonable hours contact your local Senior Resident.

## Kitchenettes

Each floor of every building comes equipped with a kitchenette for use by residents at anytime. The kitchenettes all have microwaves, small communal fridges and boiled water urns. They are also regularly supplied with tea, coffee and sugar. You must supply your own cutlery and crockery if you wish to use them in the kitchenette.

Milk for the fridges can be collected from the Dining Hall after you sign your name in the milk collection book, see the friendly kitchen staff if you have any questions regarding this.

As kitchenettes are communal areas it is very important that they are kept clean and free of clutter. Residents are expected to clean up after themselves and failing to do so may result in closure of kitchenettes, confiscation of any items left in kitchenettes and/or fines.

All kitchenettes have rubbish bins and recycling bins for small items. Any large items and rubbish from personal room bins should be placed in the large wheelie bins around the college or dumpsters behind the Dining Hall.

# EXPECTATIONS

## ALCOHOL AT JANE

Some residential Colleges are dry: Jane is not. At Jane, we allow residents who are over 18 to drink alcohol. As a rule of thumb our guiding principle for alcohol consumption is providing you don't damage yourself, others, property or reputation in any shape or form, then you can have a drink.

The reason for our approach is because, in a society that allows adults to consume alcohol, we believe it is important for our students to learn how to drink responsibly. This means, amongst other things:

- knowing your limits
- saying no
- being able to enjoy yourself without drinking alcohol
- never forcing anyone to drink alcohol, either by subtle coercion or by overt pressure
- allowing those who don't drink to not drink - and respecting their decision
- understanding the consequences of drinking too much
- understanding that many people are confronted by a culture of too much alcohol
- understanding that excessive alcohol consumption can bring out aggression, damage relationships, cause people to do things they would not otherwise so, and sometimes commit dangerous - or sadly even criminal - acts.
- accepting that drinking alcohol can negatively affect long-term health.

Many students at Jane choose not to drink either because they don't like the taste, they can't afford it, they're on medication, they don't like what it does to people or it is not part of their family or cultural habits. That is totally OK.

While we have no hesitation in strictly disciplining anyone who abuses the College's stance on alcohol consumption, we hope we never need to. Part of being in our community is respecting all: we hope that the same level of trust we give in not being a dry college is reciprocated in the behaviour and actions of our students. That is the Jane way.

Help is at hand

We also know some people may need some support to manage their alcohol habits. That is OK, too.

You are encouraged to approach a Senior Resident, a member of the Student Club Committee or the Dean of Students if you think some extra help may be needed.



# JANE FRANKLIN HALL

## RESIDENTIAL CODE OF CONDUCT

### OVERVIEW

Jane Franklin Hall is a diverse society of student residents, staff, and community members. This code aims to provide a simple and clear statement of expectations for residents towards all members of the Jane community.

This Code does not attempt to provide a detailed and exhaustive list. Instead, it sets out standards of expected behaviour providing a broad framework tied to the values of Jane Franklin Hall.

It applies to all residents when attending the college or participating in activities off college premises as part of a representation of the college.

### CODE OF CONDUCT

It is expected that as a resident you will:

- a. Familiarise yourself with college policies and procedures pertaining to your rights and responsibilities as a resident.
- b. Familiarise yourself with the University of Tasmania's policies and procedures and your rights and responsibilities as a student at the university.
- c. Treat others with fairness, respect and courtesy and act in a manner that is not threatening, harassing or intimidating or likely to jeopardise the safety of others.
- d. Demonstrate commitment to a zero-tolerance stance on harassment, sexual harassment, violent behaviour, and sexually offensive actions and criminal activities.
- e. Respect the staff of Jane Franklin Hall and behave with courtesy and understanding in all forms of communication with staff members.
- f. Display respect for the Council Members, Fellows, Chaplains and Alumni and behave with appropriate and courteous manners towards them at all times.
- g. Appropriately use and respect the college grounds and property and act with honesty and integrity if damage to college property occurs.
- h. Act at all times with honesty and be willing to learn and to take ownership of mistakes and to have the courage to request help when you need it.
- i. Be open and accepting of others opinions, beliefs and background and to seek understanding without judgment of others.

- j. Behave courteously and accepting of others in and outside the Jane community regardless of race, age, abilities, gender alignment or sexual orientation.
- k. To act as a positive member of the Jane community and where possible endeavour to contribute to the strengthening of the Jane community and its values.
- l. Challenge yourself to seek new and beneficial opportunities and to encourage and support others to learn about themselves, others and the world.
- m. Have the courage to act with integrity at all times, to model good behaviour to others and to challenge inappropriate behaviour.
- n. Embrace leadership opportunities positively as a chance to have a lasting positive influence, to inspire and to empower others in the community.
- o. Participate in college events to your level of comfort and play an active role in supporting the participation and hard work of others in the Jane community.
- p. Respect the privacy and personal boundaries of others in the Jane community and share the communal and common areas with courtesy and fairness.
- q. Take responsibility for your own learning in the context that learning is the outcome of a collaborative partnership between the University of Tasmania and students.
- r. Embrace ideas and new knowledge and encourage a culture of learning and academic discovery.
- s. Know the requirements of your course and progression rules and seek timely advice and assistance from College or University services, as required, to maximise successful progress.
- t. Act honestly and ethically in the production of all academic work and assessment tasks. Acknowledge shared ownership of ideas in group projects.

# COLLEGE OBLIGATIONS AND TERMS OF RESIDENCE (COTR)

## Your Residential Agreement

Your Residential Agreement is a legally enforceable contract made between the College and you.

In signing the Residential Agreement, you agree to abide by the obligations and terms of residence contained in this document and such other rules and regulations that are prescribed by the College during your residency.

- a) You agree to provide your University of Tasmania (UTAS) Student Identification number to the College and consent to the release of your academic results and UTAS email address by UTAS to the College upon request.
- b) You agree to pay all fees applicable to the terms of your Residential Agreement, subject to the terms of any guarantee or indemnity entered into by a guarantor with the College.
- c) Regardless of whether you remain in residence, leave early, or take a holiday, you remain responsible for the full amount of your fees for the duration of your Residential Agreement.
- d) All correspondence and accounts relating to your residency will be directed to your nominated billing address.
- e) You are bound to pay your fees for the length of time specified in your Residential Agreement. This is the case even if you are paying through instalments. Unpaid accounts will be forwarded to a debt collection agency for recovery.
- f) The College will only consider your request to withdraw from your Residential Agreement should you also withdraw from UTAS. If the College agrees to release you from your Residential Agreement for this reason a withdrawal penalty of \$2,400 will be charged.
- g) Any request for withdrawal based on the circumstances as outlined in clause (f) above must be made in writing and forwarded to the Dean of Students. All requests must set out the facts and circumstances of the withdrawal from university. A notice of withdrawal from UTAS must also be provided to substantiate the request.
- h) The College may revoke your Residential Agreement under the following conditions:
  - i. upon a determination of the Disciplinary Panel and/or the Principal that you should be expelled with immediate effect. In such circumstances you will be charged six (6) weeks' fees and the balance of any fees already paid to the College will be refunded to you from the actual day of departure; or
  - ii. by the giving of four weeks' notice, in writing, by the College to you. In such cases 50% of the balance of any fees already paid to the College will be refunded to you from the actual day of departure.

- i) The College reserves the right to refuse re-admission to the College at the end of your Residential Agreement and the opportunity to re-apply is not to be taken as consent or acceptance by either the College or you.
- j) The College reserves the right to deal with every case on an individual basis.

## Obligations A-Z

### Absence from College

- a) If you are away from the College on a study trip, work placement or internship that is required as a mandatory component of your degree course and you are required to be away for seven days or more, you may for a rebate on your fees. You will need to provide proof of your course requirement to be considered eligible for a rebate.
- b) A maximum of 25% for one month's fees will be considered if your keys are surrendered.
- c) Rebates will only be considered for absences that are compulsory for successful completion of your course requirements. Rebates will not be provided in any other circumstance including, but not limited to, volunteering, paid work or optional study trips that are not course requirements.

### Behaviour

- a) As a member of the Jane community you are subject to the conditions of the Code of Conduct.
- b) It is expected that you and your guests will display reasonable and respectful behaviour to others at all times.
- c) Compliance with all Australian legislation including, but not limited to, Workplace Health and Safety, Harassment and Discrimination and the Responsible Consumption of Alcohol is mandatory.
- d) Acts of vandalism, excessive noise or disruptive or offensive behaviour, including alcohol abuse, and any further breaches of the Code of Conduct may incur forfeiture of your place at College.
- e) A number of behaviours are considered abhorrent at the College, are not tolerated and are grounds for dismissal from College. These include, but are not limited to:
  - I. abusive behaviour including physical, psychological and racial harassment or bullying of any kind;
  - II. sexual assault or harassment;
  - III. any activity that can reasonably be construed as hazing or is of a similarly coercive practice;
  - IV. the act of singing songs or chants which denigrate, are abusive, use obscene language or are sexist, racist or demeaning;

- V. the usage of illicit drugs;
  - VI. conviction for a crime occurred while a resident of Jane Franklin Hall.
- f) Tradition or past practice is not an acceptable excuse or ameliorating factor for any poor behaviour at College.
- g) All correspondence regarding behaviour remains on your file and is considered with applications for re-admission.
- h) Any attempt to deliberately provide misleading or false information to staff will be considered a breach of reasonable behaviour.
- i) The College reserves the right to involve external agencies, including the University or the police, as necessary to protect the interests of individuals and the College or where the matter is clearly one with a criminal element.

## Bicycles

- a) Locked sheds are available for the parking of bicycles. Under no circumstances are bicycles to be taken into the buildings. Any bicycles found inside will be removed.
- b) All bicycles are on the premises entirely at the risk of the owner and no responsibility is taken for their security.

## Box Rooms

- a) During semester:
  - I. only suitcases and Jane purchased boxes can be stored in box rooms. Other items can only be stored with the written permission of the Senior Maintenance Officer;
  - II. boxes can be purchased for a fee of \$10, with \$5 refunded if the box is returned in usable condition;
  - III. under no circumstances are valuables, large items or personal furniture to be stored in a box room;
  - IV. everything is stored at your own risk and goods must be properly covered and labelled with your own name;
  - V. the office can provide access to box rooms upon request and only between 9.00am and 5.00pm.
- b) Once your Residential Agreement has expired you are only permitted to leave goods in box rooms if you have signed a Residential Agreement for the following semester. In such cases the following items only may be stored:
  - I. suitcases clearly labelled with a Jane identification sticker purchased from the office;
  - II. all stickers are available for purchase from the office for \$5 per sticker.
  - III. office-purchased boxes only, clearly labelled with an identification sticker;
  - IV. boxes can be purchased for a fee of \$10, with \$5 refunded if the box is returned in usable condition;
  - V. fridges may be left, providing they are clearly labelled with an identification sticker, purchasable from the office for \$50, and providing they are empty and clean;
  - VI. any item that does not have an identification sticker on it, will be discarded;

- VII. any item that is not collected within a four-month period from the date on the identification label will be discarded.

## Bus

- a) Eating, drinking and smoking are prohibited on the bus.
- b) You are expected at all times to demonstrate good behaviour on the bus and can be asked to remove yourself from the bus for inappropriate, discourteous or dangerous behaviour.
- c) The College makes every effort to ensure the bus arrives and leaves on schedule. Please be aware that some circumstances such as traffic delays are beyond the College's control.
- d) Follow the Passenger Code of Conduct at all times (to be provided at the start of semester).

## College Reputation

- a) You may not use the College name nor enter into any agreement which may bring the College into disrepute. Any agreement where the College name is used or inferred, permission from the College must be sought before any business arrangement is finalised.
- b) Any action by a resident or a group of residents that has either damaged or has the potential to damage the College's reputation will result in disciplinary actions against the student(s) concerned.

## Common Rooms

- a) When using common rooms, the conditions for room usage (as displayed on the wall in each room) are to be adhered to.
- b) As a general rule, providing the noise level and behaviour does not impinge on the well-being of others, either inside the room or adjacent to it, common rooms may be used at any time.
- c) You are responsible for keeping common rooms clean and tidy.
- d) No alcohol may be consumed in the Coffee Lounge, Library, Reflection Room or Asten Common Room. The Frances Parsons is an alcohol-free area, with the exception of events that have been approved in writing by the Dean of Students or the Principal.
- e) Common rooms in Michael Webber House and The Lodge are only for residents of those two buildings or for their invited guests.
- f) The Senior Common Room is only available to senior members of the College, including Jane Council members, Fellows, Chaplains, staff and postgraduate students.
- g) From time to time we may have external bookings of the common room spaces, particularly of the Frances Parsons Building. Every effort is made to balance the needs of students with the needs of our guests, and we ask you to be understanding, patient and welcoming to any guests. Guests are also asked to be understanding and patient of student needs.

## Contact details



- a) You are required to inform the College as soon as possible should your mailing address, email address or mobile telephone number change.
- b) As it is the main form of communication between the College and yourself, you are expected to check your nominated email every day including during holiday periods.
- c) At the end of your Residential Agreement, you must arrange for your postal address to be changed. Mail will be forwarded for a maximum of one month; after this time it will be returned to the sender.

## Cleaning and Rubbish Removal

- a) You are responsible for cleaning your own room (including ensuite bathrooms).
- b) Vacuum cleaners are available in every building and you are encouraged to use them regularly. Vacuum cleaners should be emptied after each usage as a courtesy to the next user of the vacuum cleaner.
- c) You are also responsible for your personal rubbish and recyclable materials. On site recycling and refuse bins are available. Please help the College to reduce its environmental footprint by recycling rubbish.
- d) Kitchenette and bathroom bins are not to be used for personal rubbish. Personal rubbish should be disposed of in the external wheelie bins adjacent to every building.

## Dangerous Goods

- a) You may not bring into the College any explosives or combustible materials, firearms, fireworks, spear guns, ammunition or other weapons. These will be confiscated and a fee will be charged for their storage.
- b) Candles, open flames, incense, cigarette lighters, fires or any liquid fuel lighting devices are strictly prohibited.

## Dining

- a) Whenever in the dining hall, it is expected you will dress appropriately, wear shoes, are sober, and behave considerately towards other residents, guests and staff.
- b) Wearing nightclothes to the dining hall or in common areas is not permitted.
- c) During holiday periods, mealtimes may be shortened at the discretion of the College.

## Ending your Residency

- a) Your Residential Agreement stipulates what date your residency ends. Unless otherwise organized with the College you are expected to move out of College on or before that date.
- b) When moving out you are expected to return your keys to the office and leave your room in the condition in which you found it.
- c) When vacating your room, you are expected to turn off all heaters and lights as well as lock the door behind you.

- d) Your room will be inspected at the end of your residency. Should there be any damage above ordinary wear and tear, a fee will be charged and/or your room deposit forfeited

## Emergency and Evacuation Procedures

- a) You must read carefully the emergency and evacuation procedures displayed in your room. Take them seriously and learn what you should do in the event of a fire.
- b) If you hear the fire alarm ring, evacuate the building immediately, using the fire escapes. Evacuation is mandatory, even if you suspect it is a false alarm or a fire drill. A failure to evacuate may incur a fine.
- c) You are required to follow all guidelines relating to the College's fire safety equipment. No fire safety equipment is to be used except in the case of an emergency; such activity is a breach of State Government regulations and the matter will be referred to the Tasmanian Fire Service.
- d) You must not interfere or cover any fire detection equipment or evacuation notices. This includes the smoke detector on the ceiling of your room. Breaches will result in a fine.
- e) If you do not follow the safety regulations – including by setting off fire alarms through irresponsible behaviour – you will be liable for any costs associated with the alarm. Additionally, irresponsible behaviour which sets off the fire alarms or endangers the community will face disciplinary action and/or penalties under the Tasmanian Fire Code.

## Fines

- a) The College reserves the right to fine residents collectively or individually for any behaviour, action or damage which occurs at the College or at any event with which the College or the Jane Franklin Hall Student Club is associated.
- b) A fine may be given in addition to any costs for repairs or replacement incurred as a result of resident's behaviour.
- c) Fines must be paid within the stipulated time unless otherwise negotiated with the College.
- d) All fines become contributions to the Jane Alumni Scholarships.
- e) You are responsible for any fines or damage incurred by your guests. These charges will be added to your account unless rectified by your guest in a timely manner.

## Food and Meals

- a) The College provides twenty-one (21) meals per week during the term of your Residential Agreement.
- b) Meals that are not consumed cannot be accumulated as a credit or for taking on another occasion.
- a) Self-catering can only occur in the Lodge, Michael Webber House and some flats and through the offering of a self-catering Residential Agreement or lease.

- b) Cooking in your room is forbidden.
- c) Cooking in microwaves in kitchenettes must be followed according to the instructions in each kitchenette.
- d) Cooking in the Lodge, Michael Webber House or flats must be done with due care for fire alarms. Should the fire alarm be set off accidentally through your cooking activities, the Tasmanian Fire Service may charge you a call-out fee.
- e) Only fresh fruit and cut lunches for your own consumption can be taken out of the Dining Hall.
- f) It is forbidden to remove the College's crockery and cutlery from the Dining Hall.
- g) When a late meal has been arranged, it is to be eaten in the Dining Hall.
- h) Over the summer break, there may be some variation in the catering arrangements. However, this is already factored into summer Accommodation Fees and no further rebate will be given.

## Fire Escapes

It is a serious offence to breach College security by using fire escapes (other than in an evacuation emergency), or to wedge open any doors.

## Formal dinners

- a) It is understood by the community and agreed to by you in signing your Residential Agreement that you will attend all formal dinners as detailed on the annual calendar of events. Study, work and sporting commitments are not to interfere with these dates.
- b) Any student unable to attend formal dinner must advise the Office of their intended absence and reasons for their absence no later than lunchtime on the day of the dinner.
- c) At formal dinners, academic gowns are to be worn by all students at all times throughout the meal. The only times a gown may be removed is at the express invitation of the Principal.
- d) We expect that students will dress for formal dinner as if they were attending a smart business occasion.
- e) When you receive an invitation to sit at High Table at formal dinner, you are expected to R.S.V.P. promptly remembering that R.S.V.P means to tell the office if you are accepting or declining the invitation.
- f) When dining at High Table mobile phones are not permitted and should not be placed on the table.
- g) Late meals are available in a very limited number of circumstances on formal dinner nights and permission must be gained in email from the Principal.
- h) Under the Responsible Service of Alcohol guidelines pertaining to the College's special liquor licence, no alcohol may be brought into the Dining Hall during a formal dining occasion, nor removed from it.
- i) Mobile phones should be turned to silent during dinner.
- j) For the whole evening, please stay sitting at the table at which you commenced the meal.
  - a. It is strictly forbidden to arrive at formal dinners drunk.
  - b. Drinking games are forbidden at formal dinners.

- c. Anyone causing excessive noise or disturbance will be asked to leave formal dinner.

## Guests

- a) You are responsible for your guests.
- b) All guests must register through the website. Guests are expected to adhere to the required behaviour and regulations of the College. If they do not, you, as the host, are liable for payment of fines, damage or cleaning fees that result from the poor behaviour of your guest(s).
- c) Guests must be accompanied by their host at all times.
- d) Guests are not permitted before or during Welcome Weeks.
- e) Room-sharing on anything other than a strictly temporary basis is not permitted. Having a guest stay more than four nights in a month is unacceptable, unless you have received the prior permission of the Dean of Students and only in very limited circumstances, and the College reserves the right to charge Accommodation Fees for guests.
- f) Mattresses are available for hire from the Office only, between 8.30 am and 5.30 pm for a maximum of four nights. Mattresses are charged at the rate of \$20 per night. Senior Residents will not provide mattresses after hours.
- g) Guests who attend the Dining Hall during mealtimes are considered to be dining and, therefore, must pay in advance for their meal or have the cost of the meal added to their host student's semester invoice. Meal vouchers for guests may be purchased from the Office. A resident whose guest is found not to have paid for a meal will face disciplinary action.
- h) Parents (including stepparents), siblings and grandparents are offered 6 meals per family group each semester at no cost. Other family members or those that exceed 6 meals per semester are invited to purchase meal vouchers at the office at a cost of \$20 per person per meal or \$40 per person for formal dinners.

## Heaters and Electrical Appliances

- a) It is your responsibility to ensure the safety of any electrical appliance brought into the College.
- b) Electrical appliances and power boards brought from overseas must conform to official Australian standards.
- c) The College takes no responsibility for damage incurred to any electrical item which is connected to the College's electrical supply.
- d) Before being plugged in to the College's electrical supply, all electrical appliances you bring to College must be inspected by the College's maintenance staff. Submit a Maintenance Request on the Jane website.
- e) Because of the age of the buildings, there are restrictions on the amount of available electricity. Please limit the number of electrical items you use simultaneously. The College reserves the right to impose further restrictions on the number and type of appliances if necessary.
- f) In the interests of efficiency, it is essential that when the heater provided in your room remains on for an extended period of time, it remains on a low setting.
- g) Nothing should be draped over heaters as this is a fire hazard.

- h) Kettles, microwaves, sandwich makers, toasters, rice cookers and similar cooking appliances are prohibited in your room. After inspection and with the permission of the Senior Maintenance Officer, some appliances may be used in the kitchenettes.
- i) Personal heaters or any unauthorised electrical appliances found on the premises will be confiscated immediately. Such appliances will only be available at the end of your Residential Agreement.

## Illness, Injury and Disability

- a) You must inform the College of any illness, disability or infectious disease that might seriously threaten your health or your capacity to live in College, including any issue which may affect the health of others.
- b) It is recommended that prior to entering College you take advice from your family doctor regarding vaccinations, especially for strains of meningococcal and influenza.
- c) The College reserves the right to ask you to temporarily return home or seek hospitalization should you have an illness that may affect the health or wellbeing of others.
- d) Failure to disclose any pre-existing medical condition may jeopardize any special consideration that a resident may request later.
- e) Neither the Jane Franklin Hall Student Club nor Jane Franklin Hall will be responsible for any injury sustained whilst a resident is participating in a sporting activity or any subsequent compensation that may arise from that injury.

## Insurance and Public Liability

- a) The College does not accept any legal responsibility with regard to your physical welfare and academic progress.
- b) The College will provide normal maintenance and security of the College property and facilities but does not accept responsibility for the supervision or security of your personal effects.
- c) The College does not provide insurance for your own items including cars. You are encouraged to secure insurance which meets your own needs.
- d) The College strongly recommends that you do not leave large amounts of cash or significant valuables in your room and that, whenever absent from your room, you lock it.

## Internet Access

- a) The College accepts no responsibility for any electric or electronic misadventure from the connection and supply of power and internet services.
- b) Before the network facility can be used, your computer must be properly configured and have adequate virus protection software installed. Any machines suspected of causing any service difficulty to the network will be disconnected and further investigation pursued before re-enablement can occur.
- c) Access to the network is restricted to staff and residents.

- d) The College reserves the right to further restrict access to any individual who is in breach of the University of Tasmania's computer usage guidelines and agreements. Further information is available at [www.UTAS.edu.au/it/communication\\_technologies](http://www.UTAS.edu.au/it/communication_technologies).
- e) These guidelines prohibit unethical use of the College's equipment to breach copyright legislation, engage in commercial activity or perform acts of harassment or nuisance to others. Please note that use of the network is subject to monitoring by College and University staff.

## Keys and Security

- a) Your room and its possessions are your responsibility.
- b) All external doors to College buildings are to be kept locked and are accessible with your external door key.
- c) All keys and access devices issued to you are to remain in your possession at all times and must not be lent to any other person nor copied by any person whilst on issue. If you lose any or all of the keys so issued, you are to report the matter to the office immediately.
- d) To encourage care and enhanced security, there is a non-refundable replacement charge of \$100 per key and \$20 per fob (payable by cash, cheque, EFTPOS or credit card).
- e) Due to the damage done to the College's security, further losses could result in the termination of your Residential Agreement.
- f) Keys issued by the College remain the property of the College at all times.
- g) If you have lost, forgotten or mislaid your keys you will be given access to your room by the Office staff or Senior Resident on Duty.
- h) Staff that have been provided with the appropriate keys are permitted to enter your room for any authorised purpose including maintenance or to check on your welfare.
- i) You are strongly encouraged to lock your room when it is unattended and at night when you are sleeping.

## Kitchenettes

- a) You are expected to tidy up after yourself and it is important that hygiene standards are maintained.
- b) You will need to provide your own mugs, drinking glasses, crockery and cutlery for use outside the dining hall as you are not permitted to remove these items from the dining hall.
- c) The use of cosmetics, hair dye, brushing of teeth and the storage of perishable foodstuffs are not appropriate in kitchenettes.
- d) Items of clothing should neither be cleaned nor stored in the kitchenettes.
- e) Personal rubbish and discarded cardboard should be taken to the external rubbish bins adjacent to each building and not disposed of in the kitchenette waste bins.
- f) Equipment in the Horton Common Room is for the use of all residents and should not be removed.

## Laundry

- a) Please follow the instructions for using the washing machines and dryers that are in the laundry.
- b) You must supply your own washing powder.
- c) You use the laundry facilities entirely at your own risk.
- d) If you leave washing or other items in the laundry it is at your own risk.
- e) You should contact the Senior Maintenance Officer or Senior Resident on Call in the event of non-residents using the laundry or if there is any malfunction.
- f) Periodically, the laundry is thoroughly cleaned, and unclaimed clothing is confiscated. Items which remain uncollected will be consigned for disposal.

## Maintenance

- a) You are expected to help maintain College buildings and grounds in good order by cleaning up after yourself, picking up any litter and reporting all maintenance issues to the Senior Maintenance Officer.
- b) You are obliged to allow staff of the College to enter your room at all reasonable times (accompanied by you where this is practical) for the purpose of inspection, cleaning and repair. For these purposes, authorised staff of the College hold the necessary keys.

## Noise

- a) Unreasonable noise will not be tolerated at any time.
  - I. This is defined as sound, music, loud conversation or singing which interferes with the ability of others to study, sleep or quietly enjoy their living environment.
  - II. It also includes gathering in corridors or residents' rooms, shouting or running down corridors, ball games in corridors, slamming doors or any other activity likely to disturb a resident.
  - III. Being 'unreasonably noisy' may involve grossly excessive noise on a single occasion or continual disturbances.
- b) The volume of any entertainment, with the door and windows closed, should be contained so that it does not intrude upon the activities of others.
- c) The appropriate and safe use of headphones is strongly recommended.
- d) Unduly loud sound systems such as are equipped with sub-woofers or similar are strictly prohibited.
- e) If you are unreasonably noisy, individually or as a group, and fail to (1) disperse immediately from any room or part of the College premises, (2) turn down or off any device, upon being requested to do so by a Senior Resident, you can expect a fine and/or a formal warning from the College.
- f) You will be liable for a similar penalty for any unreasonable noise generated by your guests.
- g) Electronic or audio equipment causing unreasonable noise (including alarms, music or continually ringing phones), may be switched off, appropriately unplugged or confiscated by staff.

- h) It is expected that residents who wish to sleep should be able to do so after 10:00 pm. This does not mean that noise prior to 10:00 pm will be tolerated. On the contrary, you should be considerate of others at all times.
- i) There is a period each semester during swot-vac and examinations known as 'Quiet Time'. It is expected that during this time you are quiet during prescribed hours or face an on-the-spot-fine with no warnings.

## Occupancy

- a) The College grants to you for the term of your Residential Agreement a license to occupy and/or use:
  - I. the furnished room or such other furnished room as may be allocated to you by the College from time to time;
  - II. in common with other occupants, the bathrooms, toilets, kitchenettes, dining hall, laundry facilities, study rooms, library, common rooms, passageways and stairs in the College in which such facilities are contained, and the grounds relating to the College;
  - III. items as detailed in your Room Inventory with the right to use hot and cold water, electricity and/or gas laid on to the College;
  - IV. internet & WiFi facilities, abiding by College & UTAS policies of usage.
- b) You may occupy and use the College on license as a lodger only and shall acquire no estate, right, title or interest in the College other than as a licensee.
- c) You will not have exclusive occupation of your room as the College reserves the right for members of its staff, from time to time, to gain entry to your room without your consent (e.g. if you are being unreasonably noisy, and for reasons of maintenance and safety).
- d) You must at all times take reasonable care of the College and its fittings, fixtures and furniture.
- e) You are not authorised to use the College or any of its facilities for financial gain or business activity, nor permit the College to be used for any purpose which would cause unreasonable annoyance to any other resident, nor practice any behaviour which, in the opinion of the College, is prejudicial to the well-being of residents.
- f) You must observe socially acceptable hygiene practices in all areas of the College, refrain from discarding rubbish indiscriminately and refrain from storing food in the kitchenettes. You must maintain acceptable standards of hygiene in the kitchenettes, bathrooms and other common areas of the College.



## Out of Bounds

- a) You are not permitted on rooves, in ceilings, in the maintenance department or in the main kitchen.
- b) You are also not permitted to enter another resident's room without their express permission. An unlocked door does not constitute permission.
- c) Accessing unauthorised areas of the College is grounds for disciplinary action.

## Payment and Repair of Damaged Property

- a) You are required to pay for all loss or damage caused by you to the fittings, fixtures and furnishings in your room (as specified in your Room Inventory) and in any other part of College property. This includes any accidental damage.
- b) You are also responsible for any loss or damage caused to any part of the College and its property by someone you invite to the College.
- c) Where it cannot be determined who exactly is responsible for damage or loss but where you are found to have been involved in any capacity with that damage or loss, you will be required to pay any portion that in the opinion of the College should be charged to you.
- d) Replacement charges on the Room Inventory are only a guide. The College reserves the right to vary charges according to specific repairs and the amount of such charges is determined by the College.
- e) For any accidental damage or loss you cause to College property and that you admit to the College within 3 days of the damage occurring, you will be charged 20% less of the total replacement/repair costs.
- f) If you do not admit the damage or loss but you are later found to have caused it you will be charged for the entire amount of the replacement or repairs and you may be subject to disciplinary procedures. This only applies to damage caused to property outside your own room: damage to your room will be charged at full replacement cost when you vacate the room.
- g) If you willfully damage any College property you will be subject to disciplinary procedures. Damage caused by you while under the influence of alcohol will not necessarily be determined as accidental, although the circumstances will be judged on a case by case basis.

## Parking

- a) Car parking spaces are allocated on a first-come-first-served basis following receipt of a completed Residential Agreement, payment of the Acceptance Fees and payment of the car parking fee.
- b) Permits must be displayed at all times, are not transferable and may not be swapped between residents.
- c) If you have a permit to park in the College grounds and are to be absent from College for any extended length of time, you are required to leave your car keys with the College so that in the event of an emergency your car can be moved.
- d) You may park only in your allotted space. You may not park in another resident's space or anywhere else on the grounds.

- e) The speed limit within College grounds is 10 km/h. Penalties apply for dangerous driving on campus.
- f) The flow of traffic through College grounds is one way from Elboden Street, exiting via left hand turn only into Davey Street.
- g) Guests in the College are asked to park only in designated visitor parking (in front of the office) or on the streets surrounding the College. The exception is family members picking up or dropping students off at College at the end or beginning of semester. In such a case, safety and consideration must be paramount.

## Pets

- a) You may not keep pets of any kind or feed stray animals on College property without the express permission of the College.
- b) From time to time, we may have pets visit the College. You are asked to be respectful of other's rights to enjoy the company of pets.
- c) If you are hosting a pet, you are asked to manage the animal so as to respect other's rights not to enjoy the company of pets. You are also required to clean up after the pet.

## Photography

Your image may be used in promotional material for Jane Franklin Hall including the College's website, social media and on printed collateral unless you specifically advise in writing that you do not wish for your image to be used.

## Policies

The College is currently updating its range of policies and you will be informed when they have been approved.

As a student of UTAS, you are also subject to the policies and procedures of the University. These are available at <http://www.UTAS.edu.au/policy/by-category>

## Student Rooms

- a) Room allocation:
  - i. An offer of residency is for a place in the College, not for a specific room. The allocation of your room is at the absolute and unfettered discretion of the College;
  - ii. Room allocations occur prior to the start of semester once all documents related to your residency have been returned and processed;
  - iii. Your room is for the duration of your Residential Agreement. Changes to room allocations during the term of the Residential Agreement will not be considered except under exceptional circumstances. An application for such a change should be made in writing to the Dean of Students, whose decision is final. There will be a cost of \$50 for room changes.

b) Your Room:

- i. The College strongly recommends you lock your room. Except with the express permission of the relevant resident, no resident may enter another resident's room. Unauthorised entry constitutes trespass and is grounds for disciplinary action;
- ii. Staff members of the College may open your room without your permission if they reasonably believe an emergency situation exists, to check on your welfare, where they believe a criminal act may have taken place or for wider College safety or security reasons. In such cases the entry will be authorized by the Principal or her delegate;
- iii. You are not permitted to sub-let any part of the College, including your room. No one is permitted to stay in your room without you, and no payment in goods or kind can be exchanged for any guest you may invite;
- iv. You are solely responsible for the condition of your room and its contents. Apart from fair wear and tear, the cost of any material damage done to the walls, door, carpet, paintwork, fittings or furniture is your responsibility;
- v. Most residents bring their own pillows, pillowslips, sheets and doonas to the College. Linen packs are available for purchase from the Office. The cost of the linen pack if opened is not refundable;
- vi. Most rooms are designed for single occupancy and there is no capacity to store oversized personal recreation, fitness or musical items;
- vii. Standard single or long single beds are provided by the College and no room automatically comes with a double or longer bed. Because of specific room lay-outs, no long beds are available in Asten or Vines buildings;
- viii. Except with the express permission of the Senior Maintenance Officer, you are not permitted to remove furniture from your room;
- ix. Posters are permitted but you will be charged for any damage above normal wear and tear done to the walls. It is recommended that you use UHT yellowtac only. However, you do so at your own risk as any damage done to the walls may require a repaint, with the costs invoiced to you;
- x. If you have an ensuite, you are required to supply your own cleaning products and be responsible for maintaining appropriate standards of cleanliness and hygiene.

c) Room Inventory:

- i. On arrival, complete a Room Occupancy Checklist. If anything listed is not in your room, submit a maintenance form within 48 hours of arrival. It is important to note any damage/omissions at this stage as you will be held liable for any damage to your room at the end of your Residential Agreement;
- ii. Your room will be checked as soon as possible after your departure. Any missing or damaged items, including the walls and fixtures, will be charged against your Room Deposit. If your room is left in an unsatisfactory state, you will be charged a MINIMUM cleaning fee of \$50;
- iii. Any keys in your possession must be left at the Office on departure to avoid an additional charge;

- iv. It is your responsibility to return any furniture items, including furniture left in storage, to your room. Any furniture not in your room will be considered missing. You will be charged for items missing from your room in accordance with the estimated fees below, unless you are in a non-standard room in which case charges for some materials may be greater;
- v. Any items left in your room that are NOT part of the room inventory will be disposed of if they are left in your room at the end of your Residential Agreement, regardless of whether you intend for that item of furniture to be passed on to another student;
- vi. Leaving non-College owned furniture in other rooms, corridors or in common rooms is not permitted and the furniture will be disposed of;
- vii. Your liability is not limited to the value of the room deposit, and the full value of any missing or damaged items will be charged to your account and the payment due within 14 days;
- viii. If you are in any doubt whatsoever about your room, its contents and their condition, it is your responsibility to notify the Senior Maintenance Officer before your departure.

d) Minimum replacement costs for room and furnishings damage:

Item	Minimum replacement cost (depending on damage, costs to the College and market price)	Item	Minimum replacement cost (depending on damage, costs to the College and market price)
Bed base	\$ 360	Light fittings	\$ 240
Bookcase	\$ 150	Mattress	\$ 350
Carpet	\$ 600	Mattress protector	\$ 50
Curtains/rail/blinds	\$ 400	Mirror	\$ 80
Desk	\$ 350	Notice board	\$ 140
Door	\$ 500	Fob	\$ 20
Door closer	\$ 420	Rubbish bin	\$ 20
Ergonomic chair	\$ 350	Set of drawers	\$ 400
Evacuation/ Inventory notice	\$ 10	Wardrobe	\$ 400
Heater	\$ 600	Window	\$ 380
Keys (each)	\$ 100		

- e) Room allocation for second years and above:
- i. If reapplying to continue your residency, you may request building preferences. The College employs the following criteria (in no particular order) in allocating rooms:
    1. Academic achievement
    2. The length of time you have lived at the College
    3. Election to a position on the Student Club Committee or appointment as a Senior Resident
    4. Incumbency i.e. residents who choose the room they occupied the year before
    5. Prior records of behaviour
    6. Active contribution to the College community
    7. Particular concerns regarding health or disability
    8. Preference for a particular building
    9. a desirable balance of genders, ages, ethnic and regional or scholastic backgrounds for each floor or building
  - ii. In re-applying for residency, please be aware the room configuration may have changed to accommodate conference requirements and refurbishments;
  - iii. Offers of residency are processed once all outstanding debts have been paid;
  - iv. Incumbency is not an absolute guarantee that you will retain that room in the following years.
  - v. After two years' continuous residence in the same room on successive Residential Agreements, you must vacate your room over summer to allow for maintenance procedures.

## Study Spaces

- a) The Library and the Reflection Room are silent study spaces.
- b) The Frances Parsons Building may be used as a study space when not used for functions.
- c) The Dining Hall may be used for study, but you are asked to clear away all books and study items before meals. You must also accept that the Dining Hall is first and foremost a place for eating. The work of kitchen staff is not to be impacted by students using the Dining Hall for study.
- d) Other communal spaces (the Asten Common Room, the Coffee Lounge, The Horton Common Room) may also be used for study but priority in those spaces is given to recreational activities.

## Serving of Notices

- a) If it is necessary to serve any notice on you, the notice will be emailed to the email address you nominate, handed directly to you or forwarded by post to your last known address.
- b) If it is necessary for you to give any notice to the College, this must either be delivered personally to the Principal or posted to the Principal at the Jane Franklin Hall postal address.

## Social Events and the Serving of Alcohol

- a) There is an expectation that when you consume alcohol, you do so sensibly and with consideration for others.
- b) The following actions are illegal:
  - i. For those under 18 years of age to consume alcohol anywhere in the College.
  - ii. To supply alcohol to a person who appears to be drunk.
- c) Residential staff are authorised to direct residents who appear to be drunk to leave any public area. Failure to comply may result in disciplinary action by the College.
- d) Sponsorship of College events by companies selling alcohol is not permitted.
- e) Alcohol may only be sold or supplied at the College to a resident or guest who is 18 years of age or over. A person under 18 years of age must not purchase, be served, or consume alcohol anywhere in the College.
- f) Alcohol may not be consumed in any public area between midnight and noon or during weeks designated as 'Quiet Time' and those designated times during Orientation Week.
- g) Designated Common Rooms are alcohol free either on all or some days each week with the policy displayed in each room.
- h) Except with the permission of the licensee, alcohol not supplied by the College may only be consumed in residents' rooms, in designated Common Rooms and outside until midnight. Alcohol may not be consumed in the corridors and other shared spaces.
- i) No resident or guest may compel or otherwise influence another resident or guest to drink alcohol against his or her will.
- j) The use of beer bongs and similar devices are expressly forbidden at the College and at College sports functions.
- k) On Formal Dinner occasions, no alcohol is to be brought into the Dining Hall, except with the permission of the licensee.
- l) No alcohol is to be removed from the Dining Hall.
- m) The brewing or distilling of alcohol is strictly prohibited unless it is part of a College-sanctioned Brew Club activity that has been authorised by the Principal.
- n) The sculling of drinks, binge drinking and drinking games are expressly forbidden at any events where alcohol is served or sold. This includes formal dinner.
- o) Should any bottles, cans, carafes or similar items containing alcohol be left in common areas of the College, they will be confiscated. Any opened containers of alcohol found around the College will be disposed of.
- p) Obligations of function organisers:
  - I. Alcohol may only be supplied by the College between noon and midnight.
  - II. Alcohol may only be sold under the condition that it is consumed as part of the relevant function or event and providing has been approved by the licensee (the Principal). No takeaway bottle sales are permitted at any time.
  - III. Except with the express exemption of the licensee, everyone who serves alcohol will, at the beginning of each year, attend a course for the responsible service of alcohol.
  - IV. Only residents who have attended a responsible service of alcohol course may serve alcohol anywhere in College.

- V. If there are reasonable grounds for believing that a resident or guest is intoxicated, alcohol must not be sold or served to that resident or guest. There are taken to be reasonable grounds for believing that a resident or guest is intoxicated if the person's speech, balance or behaviour is seriously affected by the consumption of liquor.
- VI. On Formal Dinner occasions, the College may serve alcohol in the Dining Hall for residents to consume if they wish. Under the Tasmanian *Liquor Licensing Act 1990*, the College must withdraw this privilege from some or all residents at any time should any breaches of its license occur.
- VII. Liquor sold or served in the Frances Parsons Building or Dining Hall may not be removed from that building.
- VIII. A clear notice providing details of the approximate alcoholic strength of all spirits available will be displayed wherever alcohol is served.
- IX. The Principal has authority to approve or disallow all functions and events in the College, including those where alcohol is consumed.
- X. Alcohol supplied at any function or event in the College may only be purchased by the College and served by the staff agreed to by the licensee.
- XI. The retail price of all alcoholic and non-alcoholic beverages is determined by the College.
- XII. No ticket may be sold which includes alcoholic beverages, except with the permission of the licensee.
- XIII. Applications for all functions and events in the College (including those where alcohol will be served) must be made on the correct form and received by the Office at least seven days prior to the function or event.
- XIV. Any function or event at which eight or more people are expected, whether it is organised as a private function or otherwise, and at which alcohol may be consumed, must be applied for on the correct form and received by the Office at least seven days prior to the function or event.
- XV. In promoting functions and events, no advertising of alcohol or the availability of alcohol is allowed.
- XVI. Straight spirits will not be supplied at any function, except with the permission of the licensee.
- XVII. Quality non-alcoholic drinks must be available at all functions and events where alcohol is served.

# **CORONAVIRUS (COVID-19) ALERT LEVELS**

## **Alert Levels at Jane Franklin Hall**

The College will follow a 3 level alert status. Green being the New Normal, Amber being Caution and Red being High Alert.

Upon the notification of a status change in Tasmania, the Principal and Dean of Students will consult on the current Alert Level and make a decision as to whether restrictions need to be implemented and Alert Levels raised.

Alert Levels can be raised immediately at any time by the Principal and the Dean of Students but can only be lowered by the Emergency Management Committee (EMC).

The following are examples of events that may be cause to raise an Alert Level:

- New Active COVID-19 cases in Tasmania
- Introduction of new State Restrictions
- Opening of State Borders
- Opening of International Borders
- Tasmanian Outbreaks of COVID-19
- Suspected Active Case identified at the College
- Any new Risk elements identified

The following are examples of restrictions that Jane may bring into place at the College in response to emerging situations:

- Closing the College Gates and restricting access
- The banning of guests and non-essential visitors
- Physical distancing rules for the dining hall and common areas
- Student and Staff access restrictions



# GREEN

Green is the new normal. College is to remain alert and follow all government rules and guidelines. Maintain all basic hygiene requirements and physical distancing as required.

# Amber

Amber is alerting everyone to be cautious due to recent events. It is an alert status that means some restrictions are in place above what is required by the State Government. This is likely to be minor restrictions such as closing the gates and restricting access to the College. It may also involve some extra physical distancing requirements in the College.

# Red

Red is to inform the College to be at high alert. This alert will likely be in response to a severe local event such as a Hobart outbreak of COVID-19 or a student or staff member testing positive to COVID-19. This means the College is likely to go into a hard lockdown with limited access to non-Jane students and staff.

We are slowly moving into fewer restrictions at College. We would like to move to a Phase Green. This is a status where the College has no restrictions other than those imposed by the State Government. The Gates would open and life at Jane would enter into a New Normal.

To allow this to happen we must have students adhere strongly to the basics.

The following will remain indefinitely:

## Sign In/Out and Guest Register

We simply must know where everyone is and who is at the College. It is extremely important that moving forward all students at Jane notify the College whenever they are leaving to stay anywhere overnight.

Additionally all guests must be registered with their name and contact details.

If this can be done then students can move about the state freely and guests may visit.

### **Maintain 1.5m physical distancing**

This can be difficult at College but try not to congregate in large groups and remain as physically distant from strangers as possible when around Hobart. Follow any business guidelines for distancing and store maximum numbers.

### **Maintain hand hygiene at all times**

You MUST wash and/or sanitise your hands. It is essential that everyone cleans their hands as much as possible and especially when entering the dining hall. There is simply no possible way that we can look at any dining hall changes unless we are confident on basic hygiene. The college has shared common rooms, common exit and entry points with door handle constantly being touch and common bathrooms and toilet facilities. YOU MUST practice basic hygiene principles or we may be forced into harder lock downs and limited offering of services and activities.

### **Carry a small amount of sanitiser with you when going out**

Purchase a small bottle of sanitiser and carry it around with you. If you have a car, keep some permanently in the car. Keep your hands clean and sanitise regularly and try not to touch your face when out and about.

### **Cough into a tissue or your elbow**

This is a no brainer, cover your mouth when you sneeze or cough. Use your elbow or a tissue to avoid contaminating your hands. If you must use your hands wash them straight after. Use sanitizer.

### **Heightened cleaning**

The College will continue with heightened cleaning and so should you. Keep common areas clean and tidy and maintain hygiene everywhere.

Stay in your room when you're sick, contact the office and organise a test for COVID19

We have to remain ready to isolate ourselves whenever we are sick and get tested for COVID-19. If you have any cold or flu like symptoms, please stay in your room and contact the office or an SR. The Public Health Hotline will be notified and testing can be arranged. While you wait for your test results be prepared to move to Horton top floor. Meals will be provided to your door. Do NOT socialise with other students during this time.

## **Be prepared for further lock downs**

There may be further outbreaks in Tasmania. Depending on conditions and events the College may go into lock down or further restrictions at any time. Be Prepared.

**Stay COVID safe and do the right thing by the  
community**

# CONTACTS

## Senior Resident On-Call

Telephone: 0412905034

## Office

Email: [office@jane.edu.au](mailto:office@jane.edu.au)

Telephone: 62 100 100

## Dean of Students – Rob MacDonald

Email: [dos@jane.edu.au](mailto:dos@jane.edu.au)

## Senior Maintenance Officer – Chris Warn

Email: [maintenance@jane.edu.au](mailto:maintenance@jane.edu.au)

## Catering Manager – Phil White

Email: [cateringmanager@jane.edu.au](mailto:cateringmanager@jane.edu.au)

## Dining Hall Supervisor – June Smith

Email: [cateringmanager@jane.edu.au](mailto:cateringmanager@jane.edu.au)

## Registrar – Libby Hopkins

Email: [registrar@jane.edu.au](mailto:registrar@jane.edu.au)

## Principal – Joanna Rosewell

Email: [principal@jane.edu.au](mailto:principal@jane.edu.au)

## OTHER IMPORTANT SERVICES

### Banks

#### Commonwealth Bank

2/109 Liverpool Street

#### Bendigo Bank

109/113 Murray Street

The Cat and Fiddle Arcade

#### NAB

76 Liverpool Street

#### MyState

144 Collins Street

#### Westpac

15/60 Liverpool Street

Wellington Centre

#### Suncorp Bank

99 Liverpool Street

#### Bank of Queensland

46 Murray Street

#### ANZ Hobart

61/63 Liverpool Street

### Service Tasmania and Centrelink

#### Service Tas Hobart Branch

134 Macquarie Street

1300 13 55 13

Open Mon-Fri until 5:00PM

#### Centrelink

30-38 Barrack Street

13 24 68

Open Mon-Fri until 4:30pm

### Hospitals (for Emergencies only)

#### Royal Hobart Hospital

48 Liverpool Street

(03) 6166 8308

Open 24 hours

#### Hobart Private Hospital

Argyle Street & Collins Street

(03) 6214 3000

Open 24 hours

## Chemists

### Chemist Warehouse

205 Sandy Bay Road

### South Hobart Capital Chemist

360 Macquarie Street

## Supermarkets

### Woolworths Sandy Bay

Bay Village Shopping Centre

Open until 12:00AM

### Coles Supermarket

246 Sandy Bay Road

Open until 12:00AM

## Fast Food Outlets

### Dominos

147 Macquarie Street

(03) 6212 7920

Open 11:00AM – 12:00AM

### McDonald's

268 Sandy Bay Road

(03) 6224 8124

Open 24 hours

### Hungry Jacks

158 Davey & Antill Street

(03) 6224 4023

Open 7:00AM – 10:00PM

### Liv-Eat

118 Liverpool Street

(03) 6236 9087

Open until 8:30PM

### Subway

77 Elizabeth Street

(03) 6234 5448

Open until 11:00PM

### Zambrero

80 Liverpool Street

(03) 6234 4561

Open until 9:30PM

### Annapurna Salamanca

93 Salamanca Place

(03) 6224 0400

Open from 5:00PM – 10:00PM

### Me Wah Restaurant

16 Magnet Court

(03) 6223 3688

Open 12-2:30PM, 5-9:30PM

### Burger Got Soul

160 Sandy Bay Road

(03) 6223 5559

Open until 9:00PM

## Gyms

### Unigym Hobart

Grace Street

Sandy Bay

### F45 Training Hobart

69 Liverpool Street

Hobart

### ZAP Fitness 24/7

205 Sandy Bay Road

Sandy Bay

## Cinemas

### Village Cinema Hobart

181 Collins Street

Hobart

1300 555 400

### Village Cinema Eastlands

Bligh Street

Rosny Park

1300 555 400

### State Cinema

375 Elizabeth Street

North Hobart

(03) 6234 6318

## Local Churches

### Holy Spirit Catholic

275 Sandy Bay Road

Sandy Bay

(03) 6224 3797

### Baptist Sandy Bay

239 Sandy Bay Road

Sandy Bay

(03) 6231 1027

### C3 Church

64 Anglesea Street

Hobart

(03) 6223 1393

### Greek Orthodox

5 Antill Street

South Hobart

(03) 6223 6019

### Hillsong Connect

209 Davey Street

South Hobart

1300 535 353

### St David's Cathedral

23 Murray Street

Hobart

(03) 6234 4900

### Hobart Mosque

166 Warwick Street

West Hobart

(03) 6234 6998

### Hobart Jewish Synagogue

93 Lord Street

South Hobart

(03) 6223 7116

## Hairdressers

### Lustre

359B Macquarie Street

South Hobart

(03) 6223 7618

### Sfumato Hair

160 Collins Street

Hobart

(03) 6224 0094

### Zero Designs

87 Newdegate Street

West Hobart

(03) 6234 7700

### Some Hallucination Hair

83 Salamanca Place

Hobart

(03) 6224 1555

### Head Rush Hairdressing

20 Magnet Court

Sandy Bay

(03) 6223 6664