



Curtin University

Agricola

2022 Handbook

WA School of Mines
Curtin University

Welcome to Curtin University

Conditions of Entry

No smoking. This is a smoke-free campus.

No dogs and personal items such as strollers.

While on campus, you must wear your seat belt and follow all traffic rules. Do not drink and drive. Do not use mobile phones while driving. Do not use mobile phones while driving. Do not use mobile phones while driving.

For more information, please contact the WA School of Mines at 9786 4444.

9786 4444

EXIT ONLY
DO NOT OBSTRUCT

RESIDENTS ONLY



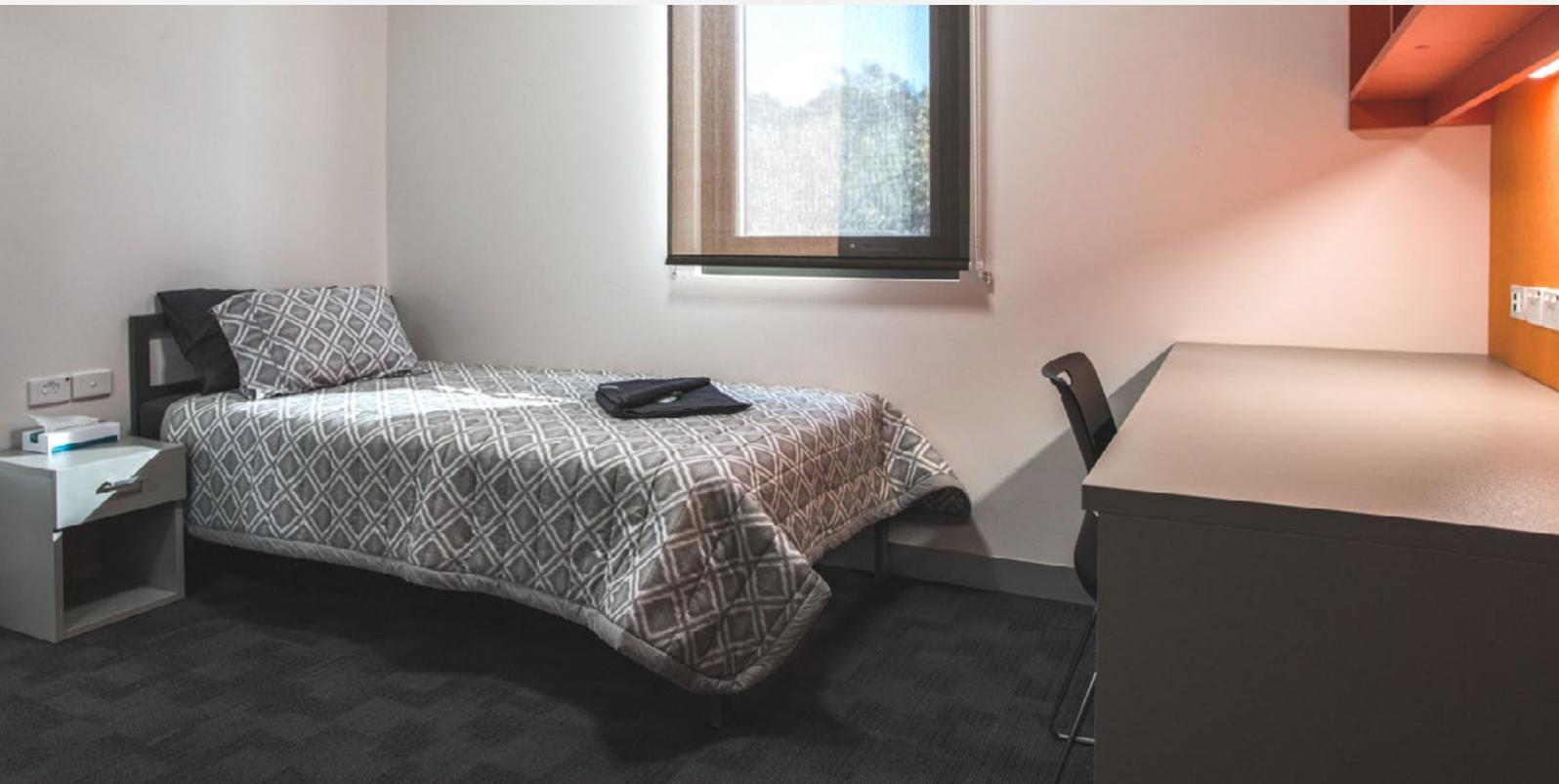
Make tomorrow better.

curtin.edu/live-kalgoorlie

WELCOME TO AGRICOLA STUDENT ACCOMMODATION

We're proud to welcome you to the Agricola Student Accommodation community. When you choose to stay at Agricola you benefit from a vibrant and culturally rich environment where you can live and study on campus at Curtin Kalgoorlie.

This handbook outlines all the information you need to know when you live on campus at Curtin University. It is your responsibility to read this document thoroughly, to ensure that you are familiar with important residence information.



CONTENTS

LIVING AT AGRICOLA	2	Kitchens	14
THE AGRICOLA MANAGEMENT TEAM	3	Land and Traffic By-Laws 2008	14
RESIDENTIAL LICENCE AGREEMENT	4	Laundry	14
Access	5	Mail	14
Alcohol consumption	5	Medical assistance	15
Ally Network	5	Maintenance	15
Appropriate use of Curtin information and communication technology facilities	5	Network Curtin wireless & Eduroam	15
Barbeques	5	Noise control	17
Bathrooms	6	Offensive material	17
Bedrooms	6	Outdoor equipment	17
Bicycles	6	Parties	17
Campus assistance call point	6	Party/unauthorised gathering-special unit cleaning	18
Car parking	6	Pets	18
Checking-in after hours	7	Photography	18
Cleaning, hygiene and safety	7	Posters or stick-ons	18
Cleaning inspections	7	Property condition report	18
Cleaning - charges for deficient cleaning	7	Reapplying for on-campus student accommodation	19
Common room	7	ResPortal	19
Communication and issues	8	Room changes	19
Copyright at Curtin	8	Safety	19
Damages	8	Sanctions for unpaid fees	20
Discrimination, harassment and threatening behaviour	8	Shopping trolleys	20
Driver's licence	10	Smoke-free clean air campus	22
Electrical safety and power outages	10	Student experience	22
Electricity, gas and water (utilities)	10	Student wellbeing at Curtin	22
Email accounts	10	Surveys	22
Emergencies	10	Trespassers	23
Faith at Curtin	10	Visitors	23
Fire safety	11	Visitors requested to leave	23
Fire Suppression system at Wilson Street	11	Wombats	24
Furniture	11	Work boots	24
Gym and recreation facilities	13	UNACCEPTABLE BEHAVIOURS	25
Health services	13	IMPORTANT DATES FOR 2022	26
Heaters or coolers	13	CHECKOUT/DEPARTURE PROCEDURE	28
Illegal substances/implements.....	13	KEY CONTACTS	Back cover
Induction	13		
Infringements of the Residential Licence Agreement.....	13		
Insurance for personal property.....	13		

LIVING AT AGRICOLA

Welcome to the Agricola student community.

On-campus student accommodation offers a communal environment where consideration, respect and support of others are very important values. Residents are encouraged to contribute to their community and to participate in the many social, cultural and sporting activities offered by both the residence and Curtin University.

Living on campus is a lifestyle choice. Agricola is proud to provide a multicultural living environment which accommodates both undergraduate and postgraduate students from a variety of countries and backgrounds, including those from regional Western Australia and interstate. This diversity offers a wealth of opportunity for students to understand different cultures and make many friends from all around the world. It also fosters growth, learning, tolerance, independence and understanding.

Curtin's Housing Services provide quality accommodation to all students. We want you to feel safe, comfortable and supported to ensure that you are able to make the most of your university experience. We're also really proud of our highly supportive Residential Assistants program.

André T Lee

Business Manager, Student Experience Business Operations

Tel: +61 8 9266 4430

Email: housing@curtin.edu.au

Web: curtin.edu/live-kalgoorlie



THE AGRICOLA MANAGEMENT TEAM

The Agricola Management team are responsible for the administration and maintenance of the residence. They provide a safe and caring environment for everyone so that you can live and study in an atmosphere of trust and self-reliance.

The team includes the following staff members:

- Housing Manager
- Housing Supervisor
- Administration Assistant.

All residents should feel free to approach a member of the Agricola Management team should you require assistance.

OFFICE HOURS

Monday to Friday 8.30am to 4.30pm.

RESIDENTIAL ASSISTANTS (RAS)

Residential Assistants (RAs) are casual staff who fulfill a roster throughout the week. They provide extra support to residents after standard office hours.

The RA program promotes community spirit throughout the residence by providing ongoing activities, events and wellbeing support.

RA DUTY HOURS

Monday to Friday 5.00pm to 10.00pm

Saturday and Sunday 2.30pm to 10.00pm.



RESIDENTIAL LICENCE AGREEMENT

Agricola residents (both new and returning) are required to sign a Residential Licence Agreement. By signing the agreement you commit to paying for your accommodation during the contracted period, regardless of voluntary absence.

The Residential Licence Agreement must be signed before you move into Agricola. Once you accept your offer you will need to pay the applicable fees outlined in your agreement from the beginning of the licence agreement. You will also be liable for the cost of any damage caused to Curtin property and/or facilities incurred during your stay.

Breaches of the Residential Licence Agreement and/or Agricola Handbook have consequence. These range from verbal and written warnings to immediate termination. Any resident found in breach of their Agreement or Handbook may be refused entry to the residence when applying for subsequent years.

You may depart from Agricola, and break your agreement, in the following circumstances:

- **Voluntary departure**

A penalty equivalent to six (6) weeks rent is payable prior to departure. Written intent to depart must be received by the Agricola Management team, no later than six (6) weeks prior to the expiry date of your agreement. Otherwise the conditions of the existing Residential Licence Agreement (RLA) will remain in place. All outstanding rents and fees must be paid in full prior to departure. Any remaining rent will be refunded to the resident after departure.

- **Termination**

All outstanding rents and fees must be paid in full prior to departure or by arrangement with the Agricola Management team. No refund will be issued.

- **Full withdrawal from Curtin University**

Written notification must be provided to the Agricola Management team prior to departure, including documentation to support the full withdrawal from Curtin. A pro-rata refund will be made to the resident after departure.

- **Special circumstances**

Any proposed departure due to special circumstances must be made in writing to the Agricola Management team and will be subject to acceptance and approval by the Business Manager, Student Experience Business Operations.

- **Appeals**

All appeals must be submitted in writing to the Agricola Management team and addressed to the Business Manager, Student Experience Business Operations.



A-B

ACCESS

Lost access wristbands or fobs must be reported to the Residence Staff immediately. If lost after hours, please contact the duty RA on **+61 418 146 928**. If an RA is unavailable Curtin's Safer Community Team can be contacted on **+61 8 9266 4444**.

If you are locked out from the residence after hours and require assistance from the Curtin Safer Community Team, you will incur a fee of **\$75**.

Temporary access cards may be issued, but they must be returned as requested. Lost access cards may incur a replacement charge of **\$55** including, but not limited to, the cost of the any recoding required for security purposes.

Do not give your access to anyone else, it is for your use only.

ALCOHOL CONSUMPTION

The consumption of alcohol is permitted for residents of legal age but must be kept to a sensible level. The following rules apply:

- alcohol must not be supplied to any person under the age of eighteen (18) – nor must it be shared in a manner which makes it accessible to any underage person
- alcohol must not be supplied to any person who is intoxicated
- drunkenness is unacceptable and agreements may be terminated on these grounds
- residents **are not** permitted to allow any non resident who is under the influence of alcohol entry to the residence or their unit, to visit or sleep.
- drinking games and the use of implements (such as funnels) that encourage binge drinking and the excessive consumption of alcohol are prohibited. If found, these items will be confiscated.

If someone you know is being affected by the consumption of alcohol, you may like to seek assistance or advice from one or all of the following: the Agricola Management team, the Curtin Safer Community Team, Counselling and Wellbeing Services, and/or a Doctor.

ALLY NETWORK

A Curtin Ally is a student or staff member who is informed about, sensitive towards, and understanding of, lesbian, gay, transsexual, transgender, intersex and other sexuality and gender diverse (LGBTIQ+) people. This network affirms the experience and human rights of LGBTIQ+ people. A Curtin Ally provides support directly/indirectly by:

- offering a confidential and safe environment for LGBTIQ+ people to talk about issues and obtain information
- addressing homophobic behaviour in the university and workplace
- staying informed about issues affecting LGBTIQ+ people.

For more information, visit students.curtin.edu.au/personal-support/lgbtiq/.

APPROPRIATE USE OF CURTIN INFORMATION AND COMMUNICATION TECHNOLOGY FACILITIES

As a Curtin student you are given access to Curtin's ICT services and facilities to help you study, research and work more effectively. However Curtin will impose severe disciplinary penalties on you, which may include restricting access, suspension or termination of enrolment, dismissal and/or criminal prosecution, if you use these privileges inappropriately or do not abide by Curtin policies and procedures.

All students at the University must comply with the ICT Policies and Guidelines. For more information, visit policies.curtin.edu.au/findapolicy/#i.

BARBEQUES

Barbeques are provided and must be booked through the Agricola Management team. Gatherings of more than eight (8) people will need to seek approval two (2) business days prior to the event. All equipment needs to be thoroughly cleaned after use. No other form of outdoor cooking using a gas, wood or electric portable cooker is permitted.

B-C

BATHROOMS

Please ensure you remember the following when using the bathrooms:

- do not store personal belongings and items in the bathroom. Please ensure you keep all surfaces clean, neat and tidy and this includes not storing items on window sills, benches, shelving, sinks, cupboards and racking after using the bathrooms
- always turn the bathroom fan on and open the window before using the shower. Please also remember to dry bench tops around basins thoroughly after use
- no washing, hanging and drying clothes in bathrooms, please use external clotheslines, washers and dryers provided in the laundry rooms
- do not leave personal electrical items unattended while in use, (for example, hair dryers, straightener, curling wands or shavers). Please also remove after use
- use appropriate cleaning products and tools for that specific surface. Water is not sufficient to clean dirt, mould and soap scum. If you are unsure of what products and tools to use please speak to the on-site cleaner or the Agricola Management team
- ensure you clean up any mess you have made while using the bathroom facilities before exiting
- bathrooms, shower recesses, basins and mirrors should be cleaned in accordance with the flat/unit cleaning roster
- please report any maintenance as soon as possible to the Agricola Management team using the appropriate process

BEDROOMS

The following are not permitted to take place in bedrooms:

- drying clothes beside or near the heater or leaving heaters on unattended
- wedging open doors or prevent them from closing securely
- storing personal possessions of friends (this is prohibited in all parts of the residence)
- the subletting of the room to any other person
- allowing guests to live/sleep in the room
- using any utensils for the purposes of cooking or refrigerating food/beverage (kettles, microwaves, fridges)
- using electrical items like irons, hair dryers and curling wands, or lighting and heating/cooling appliances not provided by the residence
- consuming food or storing it other than in sealed containers

- placing mattresses on the floor or removing them from the bedroom
- string clothes lines
- hanging access cards/wristbands on the outside of doors.

Mattress protectors are provided and must be used appropriately as mattresses are not to be directly slept on. Please inspect your mattress carefully on both sides and report any damage or stains/marks on your completed Property Condition Report. If on arrival you find that your mattress has stains/marks or damage that are not acceptable, please advise the Agricola Management team immediately.

Please ensure that all personal items are stored inside your bedroom.

You are not permitted to supply your own bed or furniture.

BICYCLES

Bicycles should be stored in storage sheds provided. Bicycles must not be kept in your bedroom, in or near emergency exits, passageways, common areas, or stairwells as they cause a safety hazard. Residents are restricted to storing one (1) bicycle per person.

CAMPUS ASSISTANCE CALL POINT

Several call points are located around the Residence for after hour's lockouts. Push to talk to the Curtin Safer Community Team. Each point has a surveillance camera.

CAR PARKING

Car parking is available free of charge for residents who display the correct parking permit. These are available by contacting the Agricola Management team and providing proof of vehicle ownership. **Please note: parking is limited and is on a first come first served basis.**

Residents with Agricola parking permits cannot park in other student car parks at the University. Misuse of parking permits and breaches of the residence parking policy may result in loss of parking privileges. Residents who park in the reserved/service bays may incur a Curtin fine. Always lock your car and do not leave valuables inside. Driving on grassed areas or parking beside units is not permitted.



CHECKING-IN AFTER HOURS

If you request a check-in after office or Residential Assistant (RA) hours you will be required to pay an after-hours check-in fee of **\$125**. This fee is applicable per resident.

CLEANING, HYGIENE AND SAFETY

Each resident is given kitchen cupboard space and must share the pantry cupboard and fridge space. Immediately after use, food preparation areas and stoves must be cleaned, food items stored and crockery, cutlery and utensils washed and put away. Dirty dishes must not be left in the sink or on bench tops. For health reasons, all food should be stored correctly if not currently being consumed. All rubbish and food scraps should be removed and placed in the green bins outside each building. Do not allow rubbish to build up in the kitchen. It is a health hazard not to keep the kitchen clean at all times and may result in penalties being issued to unit residents.

Dining/lounge areas are to be kept clean and tidy at all times. All residents are responsible for meeting the cleaning roster that is provided to all units. This roster must be met on a daily basis. Vacuum cleaners are provided, please ensure that the suction pipe is clear at all times and that the internal dust bag is emptied after each use. Do not vacuum wet areas as this could result in electrocution.

For the safety of all concerned ensure that all common areas of the unit are kept clean and clear at all times. The following are not permitted to be stored in the common areas: shoes, clothing, clothing racks, luggage, recreational/sporting equipment, boxes and musical instruments.

Bedrooms and bathrooms are to be kept clean and tidy at all times for safety reasons, as Agricola Management staff may require access at any time.

CLEANING INSPECTIONS

All units and rooms are checked for cleanliness at regular intervals. Communal areas will be inspected fortnightly and rooms will be inspected once per semester. Residents will be given prior notice of the dates for these inspections. The Agricola Management team reserves the right under the Residential Licence Agreement to authorise

immediate entry to a resident's room by administrative/maintenance personnel without prior notice if the circumstances so require.

Residents are required to keep their own room and unit clean and tidy at all times. Vacuums are provided in each unit. You will receive cleaning products and equipment at the start of each semester, however you are required to purchase your own once these require replacement. Unclean premises are health hazards and residents are expected to maintain a high standard of cleanliness at all times. Residents with unclean premises may be placed on more frequent inspections and/or receive a non compliance cleaning service charge.

CLEANING - CHARGES FOR DEFICIENT CLEANING

Deficient cleaning is determined by an inspection (whether scheduled or immediate) of the unit by an authorised member of the Agricola Management team. Failure to perform cleaning duties or undertake these duties adequately will result in the use of a professional cleaner. A noncompliance service cleaning charge of **\$65 per area** will be incurred by the resident/s responsible if professional cleaning is required.

COMMON ROOM

Facilities include table tennis, a pool table, TV lounge, kitchen and barbeques. Common Room facilities can be booked by residents for special occasions such as parties/gatherings. Party bookings should be made in accordance with the section on 'parties' (see page 17-18).

The Common Room should be used in preference to the common areas of your unit if you have friends who are visiting. Prior approval must be obtained for any gathering/function held within the boundaries of your residence from the Agricola Management team.

To book the Common Room or Barbeque, please contact a member of the Agricola Management team for booking information and assistance. Bookings must be submitted for approval at least five (5) business days prior to the event.

C-D

COMMUNICATION AND ISSUES

During your stay issues or problems could arise that you may have difficulty dealing with. These types of situations are usually directly related to living in a communal environment. Other issues are simply related to maintenance of the residence, which are a little easier to handle.

Your Residential Licence Agreement and the Agricola Handbook (inclusive of the Land and Traffic By-Laws) are designed to establish and reinforce standards of courtesy and acceptable behaviour. They include clear rules that cover a variety of possible infringements.

Minor disagreements

Minor issues, such as excessive noise, cleaning duties or large groups of visitors, should be handled in the following way:

- 1) Speak to your house mate(s) directly about the problem/ infringement and try to resolve the smaller issues in a mature way. You can do this personally or ask your Residential Assistant team to assist you with a general meeting. It is important this meeting is open, friendly and attended by all house mates. Don't speak about anyone in their absence as this can cause problems if they hear the grievance or comments second hand. Talk about the issue out in the open and try to discuss the matter using inclusive language. Remember to arrange a time for a second meeting to see if the situation has improved and be sure to acknowledge if it has.
- 2) If, however, your meeting is not successful and the problem/ infringement persists, please seek the support of the Agricola Management team. Staff members will facilitate another meeting if they feel it appropriate and will discuss with you some options to consider in order to help resolve the issue.
- 3) If the problem becomes persistent, your next step is to speak with the Agricola Management team for a second time.

The information you receive through gossip may be wrong and may only worsen the situation. Seek clarification from the Agricola Management team on a situation that you feel is either unfair or not being dealt with in the correct manner.

COPYRIGHT AT CURTIN

Curtin students are subject to the provisions of the Copyright Act 1968, so it's essential to be aware of what you can and can't copy.

For further information on copyright restrictions and entitlements that apply to your university work, visit copyright.curtin.edu.au/home/what-is-copyright/.

DAMAGES

Damage, deliberate or malicious, to any part of the interior or exterior, including walls, floors, equipment, furnishings, fittings, fixtures, carpet or furnishings in the common areas as well as the grounds or gardens, will be charged to the person(s) responsible. In the case of damages to common areas, where the person responsible is unknown and does not come forward, the cost will be equally divided between all members of the unit (refer to page 20, 'sanction for unpaid fees).

DISCRIMINATION, HARASSMENT AND THREATENING BEHAVIOUR

Any person who discriminates in any manner, or threatens the safety or well-being of any resident(s) verbally, physically, sexually or in writing, may be subject to the immediate termination of their Residential Licence Agreement. Additional information may be found on the Ethics, Equity and Social Justice website <https://about.curtin.edu.au/values-vision-strategy/diversity-equity/>.



D-F

DRIVER'S LICENCE

If you intend to drive a vehicle, you should check if your current driver's licence is valid for use in Western Australia.

You can contact the Department of Transport on **13 11 56** or visit transport.wa.gov.au/licensing/licensing.asp.

ELECTRICAL SAFETY AND POWER OUTAGES

Your unit is fitted with a Residual Current Device (RCD) for safety when using electrical equipment. Your RCD will switch off automatically if any item of equipment is malfunctioning or unsafe for use.

Power outages should be reported to Residence Staff immediately so that all electrical equipment in use can be checked for malfunction. Power can then be safely restored. Double adaptors are not permitted for use with electrical equipment in any residence.

Power boards are an acceptable option, but must be fitted with on/off switches to each power outlet on the board. Electrical power cords should be tucked safely away to avoid any tripping hazard.

Cables of any kind are not permitted to be run/laid outside of bedrooms or throughout the unit at any time. Vacuum cleaners are for dry areas only and should not be used to clean wet areas due to risk of electrocution.

Do not leave any heaters on, if you are not in the room or use the heaters to dry clothing as this is extremely unsafe and a possible fire hazard. The use of heaters other than those provided by Curtin is not permitted.

ELECTRICITY, GAS AND WATER (UTILITIES)

An allowance of **\$30** per person per week is provided in your licence fee for utilities. Any charges in excess of this allowance will be divided equally amongst the residents of your unit. Be economical in your usage. Turn off lights and heaters when not in use.

EMAIL ACCOUNTS

Student email accounts must be checked regularly as they are the official method of communication between Curtin and its students.

If you are a Curtin student please ensure that you update your information in both OASIS and ResPortal. If you are having issues changing over to your student email please contact the Agricola Management team.

If you are not enrolled at Curtin please ensure that your email account is valid, up-to-date in ResPortal and that you check it on a regular basis.

EMERGENCIES

For life-threatening emergencies (Fire, Police or Ambulance)

- Call **"000"** from an external or mobile phone.

Only call **"000"** if you are seeking an emergency response from Police, Fire or Ambulance Services. For more information, visit police.wa.gov.au/Contact-Us.

If you have a speech or hearing disability the triple zero service **"000"** can be accessed via the National Relay Service, call **TTY 106**. <https://nrschat.nrscall.gov.au/nrs/internetrelay>.

In all other situations contact the Curtin Safer Community Team.

For 24/7 security and links to wellbeing services and support

- Call **+61 8 9266 4444** from an external or mobile phone.

Or email securitycommsoffice@curtin.edu.au
properties.curtin.edu.au/safetyatcurtin/.

For general police assistance Call **131 444** when it is not an emergency:

- Press **'1'** if you require immediate police attendance
 - Press **'2'** to report an incident that does not require immediate police attendance or for general information
- police.wa.gov.au/Contact-Us.

FAITH AT CURTIN

Information regarding places of worship, faith communities and religious equity can be accessed at Curtin's multi faith services website students.curtin.edu.au/personal-support/faith/.

FIRE SAFETY

Instructions to be followed in case of fire are on the inside of your bedroom door. Please read them carefully. Should the alarm indicate evacuation, please do so in an orderly manner. Congregate at the emergency assembly area until the all-clear is given. Fire drills will take place at random times. Treat evacuation drills seriously. Failure to evacuate the unit if the alarm is activated will result in disciplinary action and could result in the termination of your Residential Licence Agreement. Any resident who activates the fire alarm for any non-essential reason – including tampering and/or misuse of the equipment or break glass alarms – will be held liable.

Please note: the burning of candles or incense, the use of diffusers or humidifiers, or any other object that has either a naked or contained flame is prohibited within the units as this is deemed a fire hazard.

Any resident who activates the fire alarm for any reason may be charged for the fire panel to be reset. This amount could exceed **\$1,330**.

Interfering with the closing mechanism on any door or obstructing the emergency exits are also considered breaches of the Residential Licence Agreement. Objects that are found to be obstructing emergency exits or doorways will be confiscated. Any costs associated with inspecting, re-setting or re-calibrating any part of the system will be charged to the resident(s) responsible. In the case of this charge being incurred and the person responsible is unknown and does not come forward, the cost will be equally divided between all members of the unit.

FIRE SUPPRESSION SYSTEM AT WILSON STREET

Fire system

Wilson St buildings have fire suppression sprinklers as well as multi-sensors fitted throughout. Any damage caused by activating the sprinkler system for non-essential reasons including negligence or interference will be charged to person(s) responsible.

FURNITURE

Residents are provided with adequate furniture and are not permitted to bring any additional furniture or bulky items (including surfboards) as they may not fit into the unit/bedroom and no storage is available. Residents and visitors are not permitted to sleep on living room furniture. Living and bedroom furniture must not be removed from the common areas/bedroom or be placed on patios or external areas.

Please report any faulty equipment to the office immediately. Televisions are supplied in the common living area. **Please note:** you must supply your own cooking and eating utensils and bed linen.







GYM AND RECREATION FACILITIES

Agricola has a diverse range of fitness and recreational facilities available to residents, these include:

- a well equipped gym
- squash, tennis, basketball and volleyball courts
- outdoor barbeque areas
- TV Room
- study rooms
- Common Area with table tennis and pool table.

HEALTH SERVICES

If you require assistance please call Healthdirect on **1800 022 222** for 24/7 health advice by phone, or check their website for opening hours for nearby medical centres healthdirect.gov.au.

HEATERS OR COOLERS

All bedrooms are supplied with reverse cycle air-conditioning. No additional heating or cooling equipment is permitted as it poses a safety hazard and increased utility charges. For this reason, they are not permitted and will be confiscated. Excess usage may result in charges. Please dry your clothes in the laundry area either on the clotheslines or by using the dryers provided.

ILLEGAL SUBSTANCES/IMPLEMENTS

Anyone found using, or in possession of, illegal substances or implements associated with their use will be dealt with by the Agricola Management team and the relevant authorities. This applies to any related items found during inspections. Immediate termination of the Residential Licence Agreement may result from the use or possession of illegal drugs. If someone you know is being affected by the use of illegal substances, you may like to seek assistance or advice from one or all of the following: the Management of your residence, Counsellors, the University Counselling Service, the Safer Community Team and/or a doctor.

INDUCTION

You must attend the next available induction after you've arrived at Agricola, your attendance is compulsory. The information provided at an induction is for your own safety and will include critical resident information, such as what to do in the event of an emergency.

INFRINGEMENTS OF THE RESIDENTIAL LICENCE AGREEMENT

You must not permit yourself to be forced or coerced by anyone into supporting, or not reporting, situations which are clearly a serious infringement of the Residential Licence Agreement (like alcohol or substance abuse, shared rooms or overnight visitors). It may be difficult if you find yourself under pressure from your peers not to report the matter, but this type of stand over tactic is clearly harassment and should not be tolerated. You have a right to speak out.

We encourage you to come forward and talk confidentially about the situation. If the issue is of a very sensitive nature, you may wish to go straight to the Agricola Management team personally or write a letter of complaint. Letters should be dated and signed by the complainant. The Agricola Management team will then endeavour to assist with a resolution while respecting your confidentiality.

INSURANCE FOR PERSONAL PROPERTY

Residents should arrange their own insurance on personal property. Insurance is highly recommended. Curtin is not responsible/liable for any residents' electrical equipment malfunctioning, property loss or damage.

K-M

KITCHENS

Always turn on the exhaust fan prior to cooking and never leave cooking food unattended. Never attempt to extinguish an oil or fat fire with water and **do not** move burning pots or pans. Instead extinguish them with fire blanket affixed to the kitchen wall if possible.

Only use approved plastic or glass containers in the microwave ovens. **Never place anything metallic in the microwave ovens.** Cover all containers being heated in the microwave to prevent food splatters. Food splatters cause rapid deterioration of the microwave so clean immediately after each use.

Always cover food when stored in the fridge. Do not leave food in opened packaging or cans and place any remaining contents in a sealed container and refrigerate if required. Do not refreeze food that has been defrosted as this is considered a health risk. Regularly clear food that has expired or gone bad from the fridge and the kitchen cupboards.

As you are required to keep your unit and bedroom clean on a daily basis, we recommend that you share the cost when purchasing good quality cleaning products that are appropriate for the various cleaning tasks required. Using dish washing liquid to make soapy water for cleaning will not remove the build-up of grease around the stove, nor will it clean mould and soap scum from shower recesses.

Please note: the kitchen sink is not to be use for personal bathing or for washing clothes, as this is unhygienic.

The kitchen rubbish/waste bin must be emptied on a daily basis or when required. Do not allow internal rubbish bin to overflow and become a health risk or hazard. Do not accumulate bottles, cans, boxes, plastic bags, papers and magazines as it attracts vermin which is also a hazard.

LAND AND TRAFFIC BY-LAWS 2008

By signing your Residential Licence Agreement you agreed to all the terms and conditions set out in the Licence and acknowledged receipt of a copy of all documents. The link below will direct you to a current copy of the University Land and Traffic By-Laws. Please read the document to ensure that you are aware of all the condition of your Licence.

Garden beds

Garden beds are to be kept clear of rubbish at all times and will be checked for cleanliness. Vandalism of reticulation or plants is a breach of both your Residential Licence Agreement and the Land and Traffic By-Laws and will result in disciplinary action.

For more information, visit policies.curtin.edu.au/legislation/bylaws.cfm.

LAUNDRY

The washing and drying machines located in the laundry are free for resident use only. Residents are required to purchase your own laundry detergents and softeners as these are not supplied.

To guard against theft of clothing and misuse of the laundry, do not provide access or allow non-residents to enter the laundry or leave washing unattended on the clotheslines. Clothes should be pegged, not draped, to the clotheslines. Clothes found lying around will be removed and treated as lost property. Do not string lines for drying clothes in your bedroom, the common areas, or patios in your unit. An iron and ironing board is provided in each unit. Unit heaters are not to be used to dry clothing.

MAIL

Mail is delivered weekdays to the office. Parcels, express post, registered and certified mail is delivered to the Agricola Management team and held for collection. You will receive an email via your Curtin student email account. Student email accounts must be checked regularly as they are the official method of communication between Curtin and its students.



If you are studying at another institution please advise the Agricola Management team of your preferred email address. Mail will not be held or redirected after your departure. Once you depart, please change your address at Curtin and with all relevant parties. You may wish to explore mail re-direct or hold options with Australia post. For more information, visit auspost.com.au/receiving/manage-your-mail/redirect-hold-mail.

MEDICAL ASSISTANCE

If you are feeling unwell you may wish to contact the Agricola Management team to assist you in making a doctors appointment or to arrange transport. If an ambulance is required for emergency medical attention, dial “000” and request an ambulance. You should provide all requested information to the operator.

In the case of illness that needs hospital attention but is not an emergency, transport to the hospital is a private matter. We recommend the use of a taxi where this is appropriate. If you choose to go in a private vehicle, we recommend that a friend in addition to the driver accompany you. The only transport in an emergency is an ambulance and staff may call an ambulance if they deem it necessary.

Ambulance costs are the responsibility of the person seeking, requiring or having been deemed to require urgent medical care. It is recommended that you have health cover that includes ambulance travel.

MAINTENANCE

Please report all maintenance as soon as possible either by emailing agricola@curtin.edu.au or through the ResPortal. Please include a detailed description of the issue, the location and any other information relevant to the issue, including photos.

All maintenance issues and faulty equipment must be reported immediately. Maintenance and faulty equipment **not** reported immediately that causes excessive damage may incur a charge. Replacement light globes for desk lamp and ceiling lights are available from the office. Maintenance required due to fair wear and tear will be repaired free of charge. Don't rely on claims from others that the report has already been made as this may not be the case. The Residence Office may not be aware that your problem exists. In case of an **emergency** maintenance issue after office hours, contact the Curtin Safer Community Team on **+61 8 9266 4444** and request immediate attention.

NETWORK CURTIN WIRELESS & EDUROAM

The Curtin wireless network provides students and staff with enhanced teaching and learning opportunities through more flexible access to online materials. Wireless network connections are available across the Curtin Kalgoorlie campus.

Please note only residents enrolled at Curtin and Eduroam affiliated institutions will have Eduroam wireless network access in and around the residence and campus. For more information, visit dts.curtin.edu.au/visitors.cfm.

External internet access is currently provided by a contracted external Internet Service Provider (ISP) and will incur charges that are in addition to your Residential Licence Fees. Please contact the Agricola Management team for information.



NOISE CONTROL

Noise control is essential in a communal environment. Residents should remember that we all have different levels of concentration. Some can study with noise, others cannot. Please practice consideration for others when listening to music or watching television. Unreasonable noise will not be tolerated. If a resident near you is making too much noise, approach them politely. If you do not receive a cooperative response then you should speak with the Agricola Management team.

The following noise rules should be observed:

- musical instruments such as guitars, drums or amplifiers should not be played in units, but can be used in Common Rooms
- the playing of music from sound equipment should not be heard in adjoining rooms or units
- room doors and windows should not be left open to allow noise into the house
- after 10pm Sunday to Thursday, and midnight Friday and Saturday, there should be no noise around the complex
- please use the Common Room to entertain your visitors instead of your unit to allow residents who want to work quietly in their room to do so.

A total noise ban will take effect during examination periods. Noise will not be tolerated in any form during this period. Any resident found creating noise during a total noise ban period will face disciplinary action, which may result in their Residential Licence Agreement being terminated.

Residents should report any noise complaints as and when they occur. You should direct your complaints to the Agricola Management team during office hours and to Residential Assistants when they are on duty. For all after hours complaints, please contact the Curtin Safer Community Team to have your complaint recorded and addressed at the time of the incident.

OFFENSIVE MATERIAL

Displaying or distributing printed, electronic or audio-visual material considered to be offensive will result in the offending material being removed and further action taken.

OUTDOOR EQUIPMENT

To ensure the safety of residents, staff, visitors and the community the following items are prohibited in or around the residence: pools of any kind (wading, paddle or swimming), tents, portable shade structures, slippery slides of any kind, outdoor furniture or objects that are not provided or approved by the Agricola Management team. If these are found within the residence they will be confiscated and may be disposed of.

PARTIES

Residents intending to host a function/party/gathering must obtain prior approval from the Agricola Management team for any function held within your residence. Common Room and BBQ Bookings should be made at the office and must be submitted for approval at least five (5) working days prior to the event. Approval will not be provided to host parties within units.

Please note: at least 50% of your invited guests must be current residents. Total attendees are assessed on a case by case basis and cannot exceed twenty (20) people. Your Booking must contain the following information:

- list the names of all invited guests
- state the maximum quantity and type of alcohol to be consumed at the function.

P

Bookings will require the signature of two residents who will be held responsible for the cost of damages. You are required to clean the area after you have used it, a cleaning inspection will also take place. A risk management plan may be required to support your permit application. Please be advised that a gathering of two (2) or more people within the residence can be considered an unauthorised gathering/party and may result in a breach of the Residential Licence Agreement.

PARTY/UNAUTHORISED GATHERING-SPECIAL UNIT CLEANING

Residents found to have breached the Residential Licence Agreement referring to 'parties' (see page 17-18), by hosting or organising an unauthorised party/gathering outside of the residence Common Room, within units or the residence grounds, will incur a full unit inspection inclusive of all bedrooms.

If any part of the unit is deemed to be in an unacceptable condition then a special full unit clean will be conducted without prior warning or notification being given. The full cost of the special full unit clean is payable by the residents of the unit.

The minimum charge incurred will be no less than the Deficient Cleaning Charge of **\$65** per resident.

If a situation arises where proof can be submitted that not all residents of the unit are involved in making the mess then, after negotiation with the Agricola Management team, those not involved may be excluded from the party cleaning charge, with their share of the charge to be passed on to, and divided equally amongst, the remaining residents involved.

PETS

Curtin By-Laws prohibits the keeping of animals. Please do not encourage or feed stray animals as they may kill Australian native birdlife and suffer badly when deserted at the end of semester.

PHOTOGRAPHY

You may be asked to feature in photography during your stay at Agricola. You will be asked for consent and you have the right to refuse. All photos are handled in accordance with Curtin University's privacy policy. For more information, visit <https://informationmanagement.curtin.edu.au/privacy/index.cfm>.

POSTERS OR STICK-ONS

Please do not affix posters, pictures, stick-on hooks or brackets to walls, doors, ceilings or furniture of bedrooms or common areas. Any damage caused by these items, or the use of screws, Blu-Tac or other adhesive materials, will be charged on departure.

PROPERTY CONDITION REPORT

All residents are required to complete a Property Condition Report in accordance with their signed Residential Licence Agreement (see 'terms and conditions' clause 11, page 4). This is required to be completed within seven (7) days of arrival. Please inspect all areas of the unit and your bedroom as per the list of items provided in the Property Condition Report, and note any items of concern.

We recommend that you pay particular attention to the following items: all work surfaces (including kitchen benches, tables and your study desk), your mattress (on both sides), floor coverings and painted surfaces. Please note any damage or stains/marks in your completed Property Condition Report.

On departure, your room will be checked against the Property Condition Report for discrepancies. If your Property Condition Report is not completed then it will be deemed by management that your unit and room are in perfect condition and there is no damage to be reported.

R-S

REAPPLYING FOR ON-CAMPUS STUDENT ACCOMMODATION

Accommodation is not guaranteed for the duration of your studies. Re-admission to residence is not automatic, you must re-apply. Applications will open in September and offers will be sent from October onwards. Applicants will be assessed in terms of their contribution to the residence, need for continuing accommodation, access to personal transportation and length of previous stay. Priority may also be given to new incoming residents.

RESPORTAL

Your Residence Portal is the key to contacting the Agricola Management team, reporting maintenance, checking your account, signing up for activities, re-applying for the following year and much more.

It is your responsibility to keep your contact details up to date in ResPortal. Please contact the Agricola Management team if you are unsure how to do this.

Keep checking, updating and logging on to get the most out of your time at Agricola via your ResPortal, visit accommodation.curtin.edu.au/.

ROOM CHANGES

An opportunity to change rooms will be provided at the end of each semester. However, if you wish to change rooms during the mid year-break, you must apply in writing to the Agricola Management team. A **\$65** fee will be charged and departure clean and inspection must take place if you request is approved.

Room changes are only possible if:

- places are available
- all residents of the proposed unit agree with the proposed arrangement
- Agricola Management have the ability to place and organise the change.



SAFETY

Agricola Student Accommodation is patrolled by the Curtin Safer Community Team during semester between 8am and 2am Monday to Friday. For after hours assistance, please call **+61 8 9266 4444** or use the SafeZone app, visit properties.curtin.edu.au/safety-at-curtin/safezoneapp.cfm.

There are call points on site at entry gates which will connect you to the Curtin Safer Community Team in the event of an emergency, visit properties.curtin.edu.au/safety-at-curtin/.

S

General Safety Tips

You can contribute significantly to your own personal safety by following a few important tips:

- always be alert to your surroundings and the people around you
- if you feel uncomfortable in a situation or with a person, leave and where possible contact the Curtin Safer Community Team
- please ensure that doors are kept locked at all times, even if you leave for a minute or two
- immediately notify the Curtin Safer Community Team if you see any suspicious activity, or anything else that appears to be unusual or looks out of place around the residence
- do not open your unit door for anyone
- avoid carrying large sums of money
- security screens are installed for your safety and security. Valuables and portable items left unattended or in view are susceptible to theft.

After hours lock out fee

If you are locked out from the residence after hours and require assistance from the Curtin Safer Community Team, you will incur a fee of **\$75**.

Respectful relationships

Curtin is committed to providing a safe working and learning environment, and have zero tolerance for sexual assault and sexual harassment. If you need assistance, please remember you are not alone. There are a range of services and support available for students and staff. For more information, visit students.curtin.edu.au/personal-support/respectful-relationships/.

In a life threatening situation contact the police on **“000”**. If you, or someone you know is sexually assaulted or sexually harassed, or you see something that shouldn't be happening, contact the Curtin Safer Community Team on **+61 8 9266 4444**. They will help you get the right support, even if the incident occurred in the past and/or did not occur on a Curtin campus.



Download the SafeZone app FREE at safezoneapp.com or from the iTunes App Store or Google play.

SafeZone is a free app for all Curtin students and staff that connects you directly to the Curtin Safer Community Team when you need help while you are on the campus.



SANCTION FOR UNPAID FEES

Any resident who has not paid all of the relevant fees or charges by the due date will have a sanction applied to their student record. A sanction may prevent you from accessing results, re-enrolling or graduating. The sanction applied for non-payment of fees or outstanding charges will be removed when full payment is received.

SHOPPING TROLLEYS

Shops are located within walking distance of the residence. Shopping trolleys must not be brought back to Agricola. Removing a shopping trolley from the shopping complex is a criminal offence. Bringing and leaving shopping trolleys into the residence will be treated as theft and littering and offenders will be fined in accordance with the Land and Traffic By-Laws. (This carries a **\$500** maximum penalty).



S

SMOKE-FREE CLEAN AIR CAMPUS

Curtin is a smoke-free environment. As such Agricola is smoke-free. Residents who smoke must leave the residence to do so. Cigarette butts are litter, so please dispose of them correctly.

STUDENT EXPERIENCE

Being a student is a unique time in your life, and presents many opportunities and challenges.

Curtin offers a range of services and activities designed to help you cope with the transition to university and the expected requirements of you as a student. The services will not only support your transition to university but will also help you get the most out of life on campus, both now and in the future.

For more information, visit students.curtin.edu.au/experience/.

Disability Services at Curtin

Disability Advisors can help you to overcome difficulties with your studies that are related to a short or long term disability or medical condition.

For up to date information on the services provided, please go to the Disability Services website students.curtin.edu.au/personal-support/disability/.

Please call **+61 8 9266 7850** or email disabilityservices@curtin.edu.au to schedule an appointment with a Disability Advisor.

Curtin Volunteers! (CV!) at Curtin

Curtin has a student-driven volunteering hub doing exciting things right across WA. Get involved. This includes the John Curtin Weekends (JCW). For more information, visit <https://students.curtin.edu.au/experience/volunteering/>.

STUDENT WELLBEING AT CURTIN

You're not alone at Curtin. If you're struggling with a study or personal issue, or just don't know where to go or who to ask, our Student Wellbeing Advisor can help. Our service is free and confidential for all Curtin students.

Sometimes it's easier to talk with someone independent of family or friends. Our Student Wellbeing Advisor will listen to your query or concerns and work with you to either resolve the issue or source other relevant information or assistance to get you back on track.

Tel: **+61 8 9088 6029**

Email: kalgoorliwellbeing@curtin.edu.au

Visit: Building 701, Room 114

Web: students.curtin.edu.au/personal-support/counselling-guidance/

Hours: Monday to Thursday 8.30am-2.00pm. If you need help during business hours outside of these times you can contact our hotline on **1800 244 043** which is free to call.

SURVEYS

Surveys are not permitted to be conducted within or around Agricola. If you are a resident found to be conducting a survey, your survey forms will be confiscated and destroyed, along with any results collected. The Unit Coordinator for your course will be notified that you conducted a survey without permission, which may result in you and/or your group failing the assessment of the unit.

If you are asked to complete a survey of any kind that is not being conducted or approved by the Agricola Management team, please advise management as soon as possible and provide us with as much information relating to the survey.

TRESPASSERS

The Residence grounds and facilities are private property and anyone who is not authorised to enter or has not been invited by a current resident will be deemed a trespasser and required to leave immediately. Failure to do so will result in the Curtin Safer Community Team and/or the police being called to remove any trespasser.

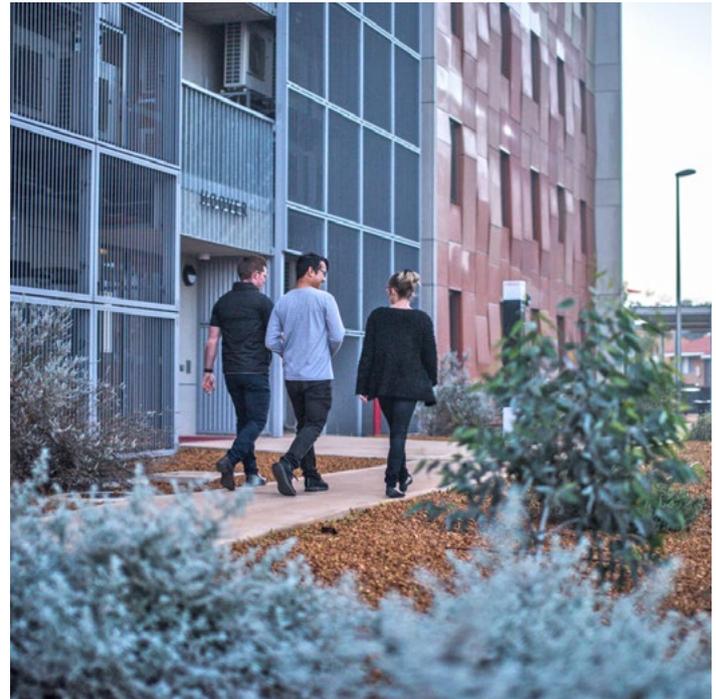
VISITORS

Visitors are welcome and are only permitted between 8.30am and 10pm. However, they must abide by the following conditions:

- remain in the company of the resident they are visiting at all times
- show consideration to the other occupants of the unit and residence
- abide by the visiting hours permitted (between 8.30am and 10pm)
- must not stay overnight (unauthorised stays will incur the fee of **\$65** per night). The resident permitting the stay will incur the overnight charges
- depart from the residence if they become intoxicated.

Remember that visitors are not residents and, as such, must act accordingly.

Residents are reminded that visitors are their personal responsibility at all times and that any breaches of the above conditions, and those set out in the Residential Licence Agreement and this Residence Handbook, will result in disciplinary action.



VISITORS REQUESTED TO LEAVE

The Agricola Management team reserve the right to request any visitor to leave the residence facilities and/or grounds. Failure to do so will result in the Curtin Safer Community Team and/or the police being called to remove the visitor. Residents are reminded that they are responsible for the behaviour of their visitor at all times.

W

WOMBATS

The WASM Wombats are a non-profit student run organisation co-ordinated by in-house elected committee members.

The WASM Wombats actively involve themselves with such events/programs as:

- Australian Institute of Mining and Metallurgy (AusIMM) National Mining Competition and New Leaders Conferences
- student meets industry (SMI) nights
- international collegiate mining competitions
- engineering outreach programs
- Curtin Engineering orientation weeks.

The WASM Wombats are open to all current students enrolled in mineral resource oriented courses who are interested in extracurricular team based activities that foster industry connections.

For more information, visit

facebook.com/WASMWombatsMiningTeam/.

WORK BOOTS

Please be considerate to other residents and remove your work boots before you enter an Agricola building or unit. Work boots, particularly when returning from a mine site, are often dirty and can be covered in wet mud which is difficult to clean.



Photo credit: WASM Wombats 2020

UNACCEPTABLE BEHAVIOURS

The following behaviours are unacceptable at Agricola. These behaviours are not tolerated and will result in disciplinary action.

This may include:

- a written warning
 - a written apology from the resident/s involved
 - immediate termination of the Residential Licence Agreement.
1. Actions which are threatening, humiliating or degrading to resident(s), visitors or staff.
 2. Harassment or discrimination in any form (be it sexual, racial, verbal or physical).
 3. Invasion of privacy (such as the inappropriate use of an image capturing device or the uninvited entry into a room of another resident).
 4. Indecent behaviour, suggestions or exposure, including the displaying of sexually explicit or offensive material.
 5. Consuming, manufacturing, distributing/selling or possessing an illegal substance within the residential area.
 6. Possession of any offensive weapon within the residential area (including knives, pellet or air pistols).
 7. Activities that endanger or potentially endanger residents, visitors or staff which are dangerous by their very nature (such as climbing on building structures, security fences and roofs).
 8. Interference with residential safety equipment, fire, telephone, security or locking systems (such as giving access cards to other persons or leaving entry doors open).
 9. Unacceptable noise such as slamming doors, disruptive visitors, loud music or after hour noise as advised in 'noise control' (see page 17).
 10. Drunk and/or disorderly behaviour that negatively affects other residents, visitors or staff (through excessive noise, abuse, threats, intimidating behaviour or damage to property).
 11. Deliberate damage to property within the residence, including defacing any residential property or signs with graffiti.
 12. Refusal to follow a reasonable instruction from the Agricola Management team, Residential Assistants or the Curtin Safer Community Team.
 13. Refusal to participate in maintaining the cleaning standards.
 14. Behaviour which in the opinion of the Agricola Management team is considered uncondusive to maintaining a living environment in which the rights of fellow residents are fully respected.
 15. Using social media networks (such as Facebook, WhatsApp, Instagram, TikTok, Weibo and Twitter) to promote unauthorised gatherings or activities within the residence, such as parties or drinking games as defined in the Information and Communication Technology (ICT) Appropriate Use Guidelines, which can be found at policies.curtin.edu.au/findapolicy/#i.
 16. Dishonesty and misrepresentation, particularly when it comes to knowingly furnishing false written or oral information, including false identification, to staff.
 17. Failure to evacuate and/or follow instructions from fire wardens, staff or the Department of Fire or Emergency Services, in the course of a building evacuation.

IMPORTANT DATES FOR 2022

FIRST SEMESTER

- **7 February 2022** - Start of Residential Licence Agreement period.
- **25 March 2022** - First Semester University Census Date.
- **14 May 2022** - Payment due for second period Residential Licence Agreement fees.
- **4 July 2022** - End of first semester Residential License Agreement period.
- **4 July 2022** - Residents concluding one period arrangements must depart by 10am.

SECOND SEMESTER

- **4 July 2022** - Start of second Residential Licence Agreement period.
- **19 August 2022** - Second Semester University Census Date.
- **12 September 2022** - Applications open for returning to residence in 2023.
- **23 September 2022** - Applications close for returning to residence in 2023.
- **30 September 2022** - Offers for returning to residence sent (including unsuccessful applications).
- **17 October 2022** - Close of appeal for unsuccessful applicants for returning in following year.
- **23 November 2022** - Payment of deposit for residents offered a place in residence for 2023.
- **28 November 2022** - Residents concluding agreements must depart by 10am (unless approved for summer accommodation 2022/23).

Note: Residential Licence Agreement periods

- Two period Residential Licence Agreement (42 weeks in total = 21 weeks first period + 21 weeks second period).
- One Period Residential Licence Agreement (21 week period).



CHECK OUT/DEPARTURE PROCEDURE

ADVICE OF DEPARTURE TO THE OFFICE

Residents must depart no later than 10am on the final day of your Residential Licence Agreement. All residents are required to contact the Agricola Management team (via email, phone or the ResPortal) and collect your departure checklist. You are also required to make an appointment for your final inspection at least two weeks prior to departure. Failure to notify us of your departure date and book an inspection time may be deemed as continued occupancy and an additional fee will be incurred at the rate of **\$65** per night.

INSPECTIONS ON DEPARTURE

You will need to ensure that your flat/unit and room are thoroughly cleaned and ready for inspection prior to your departure. This hopefully will be done with the cooperation of your housemates. If this cooperation is not forthcoming, it remains the responsibility of each person leaving to ensure the flat is clean. If you fail to clean the entire flat/unit, and/or your bedroom, a deficient cleaning charge will be incurred and a sanction will be placed on your student record until the charge is paid. The flat/unit and bedroom will also be inspected for damage not reported in your Property Condition Report at the commencement of your agreement. Any unreported damage in excess of fair wear and tear will be charged accordingly.

DEPARTURES OUTSIDE OF OFFICE HOURS

If you will be leaving outside of office hours, you are still required to notify the Agricola Management team of your intended departure date and time. Upon your departure, you should leave your residence key, fobs or wristbands in the top drawer of your desk and ensure that the door is locked behind you. Rooms will automatically lock on departure and your access will be disabled. Please ensure that you return any keys or temporary access fobs or wristbands prior to your departure as a charge of **\$55** will be incurred if they are not returned. We will inspect your room and flat/unit the following working day.

EXAM RESULTS (SANCTIONS)

Students with outstanding debts will have an academic sanction placed on their account. Refer to 'sanction for unpaid fees' (see page 20).

STANDARD FOR CLEANING

Please ensure that all areas, including the bedrooms, bathroom, toilet, kitchen and lounge/dining area, are cleaned thoroughly as outlined in your departure checklist. The stove, refrigerator, freezer, sink and floors should be thoroughly cleaned as well as your own bedroom. Remove all luggage/bags or boxes from the flat/unit and bedroom so floors and carpets can be inspected.

DEFICIENT CLEANING CHARGES

Deficient cleaning is determined by an inspection of the flat/unit and bedroom by an authorised member of the Agricola Management team. The resident/s responsible will be provided with an opportunity to rectify the deficient cleaning (if present during the scheduled inspection) to the required cleaning standards. Failing to clean adequately or to rectify deficient cleaning will result in a non-compliance cleaning charge being incurred by the resident/s responsible. Rooms will be charged at **\$65 per resident**. Flat/unit common areas will be charged at **\$110 per resident**.

DISPOSING OF UNWANTED ITEMS, LOST AND DISCARDED PROPERTY

Any unwanted items (like bedding, cooking equipment or clothing) can be donated to a charitable organisation, please contact the Residential Assistants for more information. Lost property or property left after departure is held at the Agricola Management office for a period of one (1) week. Property that is not claimed within one (1) week will be deemed as abandoned and will be disposed of or donated to charity. Large or an excessive amounts of items that are treated as abandoned may incur a charge for removal/disposal. This includes storage cupboards, bicycles and cars. All residents are reminded that they are not permitted to store or provide storage in the flat/unit or bedroom for returning or non-residents.

CHANGE OF ADDRESS

If you are not returning to Agricola the following semester, please ensure that you notify your change of address to anyone who may be sending you mail. We will not redirect mail after you have departed. All unclaimed mail will be returned to sender. You may wish to explore mail re-direct or hold options with Australia Post. For more information, visit auspost.com.au/receiving/manage-your-mail/redirect-hold-mail.





Key contacts

Agricola Office

Monday to Friday, 8.30am-4.30pm
Tel: +61 8 9088 6600
During office hours

Residential Assistant

Tel: +61 418 146 928
During duty hours

Curtin's Housing Advisory Service

Tel: +61 8 9266 4430

Curtin Safer Community Team

Tel: +61 8 9266 4444

Student Wellbeing

Monday to Thursday, 8.30am-2.00pm
Tel: +61 8 9088 6029

OR call the free hotline
during business hours
Tel: 1800 244 043

In the case of an emergency
please call **000**

For more information

61 Wilson Street
Kalgoorlie WA 6430
Tel: +61 8 9088 6600
Email: agricola@curtin.edu.au
Web: curtin.edu/live-kalgoorlie

Information is correct as at October 2021. This publication is available in alternative formats on request.

Disclaimer

Information in this publication is correct at the time of printing but may be subject to change. This material does not purport to constitute legal or professional advice. Curtin accepts no responsibility for and makes no representations, whether express or implied, as to the accuracy or reliability in any respect of any material in this publication. Except to the extent mandated otherwise by legislation, Curtin University does not accept responsibility for the consequences of any reliance which may be placed on this material by any person. Curtin will not be liable to you or to any other person for any loss or damage (including direct, consequential or economic loss or damage) however caused and whether by negligence or otherwise which may result directly or indirectly from the use of this publication.

Copyright information

© Curtin University 2021.

Except as permitted by the Copyright Act 1968, this material may not be reproduced, stored or transmitted without the permission of the copyright owner. All enquiries must be directed to Curtin University.

Published by Housing Services, Curtin University.
CRICOS Provider Code 00301J

Make tomorrow better.

curtin.edu/live-kalgoorlie