

30 CYPRESS STREET, NEWSTEAD TASMANIA 7250



# NEWSTEAD RESIDENCE HANDBOOK 2025

Department for Education,  
Children and Young People

  
Tasmanian  
Government

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# Foreword from the Deputy Secretary



On behalf of the Department for Education, Children and Young People (DECYP), I welcome all families and students who are considering living in our student residences while completing Years 11 and 12 studies.

Whether you are a new or returning family, thank you for considering a DECYP student residence. For regional and remote students, living away from home is a big decision and we are serious about our responsibility to provide a safe and supportive living environment.

DECYP's culture is built on the values of Responsibility, Courage, Respect, Growth and Connection. We deliver these values by ensuring that all young people under our care and responsibility are:

- **Known**, heard and included
- **Safe** in all environments
- **Well** and thriving
- **Learning** more every day.

Our Safeguarding Framework '*Safe, Secure, Supported*' and DECYP's Strategic Plan 2024-2030 also outline our ongoing commitment to care for and protect children and young people from harm.

By working together, we aim for our young people to feel connected and an integral part of our student residence community, and to inspire and engage them to learn more every day.

The staff across our three student residences look forward to welcoming and supporting regional students to achieve bright lives and positive futures through their senior secondary studies.

A handwritten signature in black ink, which appears to read 'Trudy Pearce'.

**Trudy Pearce**

Deputy Secretary – Schools and Early Years  
Department for Education, Children and Young People

# Welcome to the Newstead Residence

This handbook is for young people who are moving into the Newstead Residence. We want you to know what to expect from us when you live here, as well as the rules and expectations we have for you. This handbook will also be very useful for your parents/carers.

The residence is a positive, friendly, and safe place. You will be able to meet new friends and learn new skills. Living away from home for the first time can be a big change, but we are here to support you.

While you're staying at the residence, DECYP will have responsibility for making sure you are safe and well. This is called 'duty of care'. We will work closely with you and your family, and other people if needed, to make sure that we know where you are, and that you are safe. If we are worried about you, we will let your parents know. We will also need your parents to give permission for you to leave the residence, other than when you are attending school.

Our duty of care doesn't stop when you turn 18 – DECYP has duty of care at all times that you are living in the residence.

It is important to us that you feel safe and comfortable while you're living in the residence. Please let us know at any time if there is anything that is bothering you, or if you have any ideas for how we can make the residence a better place to live in. We've included some information in this handbook about who else you can speak to if you have any complaints or feedback.

We look forward to having you here and being a part of the next step in your journey!





## Is the Newstead Residence the right fit for you and your family?

The Newstead Student Residence (“the residence”) is one of three DECYP-run student residences in Tasmania, for regional Year 11 and 12 students who need to attend a DECYP college. Before you decide whether to apply for a place in the residence, it’s important to be sure that it is the right option for you, your parent/carer, and your community.

### Your options when you are completing Year 11 and 12

Moving to the residence is not your only option for completing Year 11 and 12 if you live in regional Tasmania.

You may prefer to stay living in your local community and complete Year 11 and 12 there. If your local school does not offer all the courses you want, you may be able to access e-learning for some courses. DECYP’s e-learning courses are constantly expanding and improving – you may be surprised by what is on offer. Speak to your school if you want more information about your study options for Year 11 and 12.

If you do feel that it is important to move to attend college, you have several accommodation options to consider. You may:

- Find your own housing through the private housing market, or through Housing Connect. This would mean that you would not have any support or supervision from DECYP staff outside of school hours.
- Board with family/friends if this is an option.
- Apply for a place in the residence. If your application is successful, you will have supervision and support from DECYP staff while staying at the residence.



## Who is eligible for a place in the Newstead Residence

To be eligible for a place in the Newstead Residence, you must:

- ✓ Be in Year 11 or 12 and enrolled full-time at Newstead College or Launceston College. Part-time students or those completing Year 13 may apply but their applications will be a lower priority.
- ✓ Have a daily attendance rate of 70% or more (exceptions may apply), and maintain this rate whilst residing at the Newstead Residence.
- ✓ Reside in the northern region of Tasmania and have your regular residential address 56km or more from your nearest college.
- ✓ Still live at home with your parent/carer – as you will need to return home at weekends/school holidays. Your parent/carer will still be your legal guardian while you're living in the residence.
- ✓ Aged 16 to 19 (at the time of enrolment).
- ✓ Have independent living skills. This means you need to be able to cook, clean, attend to your personal hygiene, follow rules and routines, and interact appropriately with staff and other young people in the Residence.
- ✓ Be eligible for the Assistance for Isolated Children through Centrelink.

You are not eligible for a space in the Newstead Residence if:

- ✗ Your parents/carers are residing interstate or overseas.

**Places in all of DECYP's student residences are limited. Being eligible does not guarantee you a place.**

## Application process for the Residence

If you decide to put in an application for the Residence, you and your parent/carer will be asked to:

- Read this handbook and agree to meet all expectations.
- Sign and date the Application for Admission form.
- Provide photo ID of you and your parent/carer. Your ID could be your college ID card.
- Share information about your educational enrolment.
- Share information about any support needs you have (e.g. medications, mental health/crisis plans, disability or medical needs).
- Sign permission forms so that we know when you are allowed to be off site. Please be aware that if you breach these permissions, DECYP staff do not have duty of care.

## When and where to send your application

Completed Application for Admission (enclosed in this Handbook) must be returned to:

Newstead College  
30 Cypress St  
Newstead Tas 7250

*Or by email:*

[newstead.college@decyp.tas.gov.au](mailto:newstead.college@decyp.tas.gov.au)

You must submit your application forms by **15 November** the year before you are hoping for a place in the Newstead Student Residence. Any applications received after this date will be prioritised based on the date that they were received.

Readmission to the residence is not automatic. **You will need to reapply each year.**

## Finding out if you have a place

The Newstead Student Residence Management Committee is made up of DECYP staff members and the Manager – Student Residence (“residence manager”). This committee will review all applications and prioritise them according to educational need, and let you know whether your application was accepted or not by 22 November.

## Accepting your place

You will be given a date by which you need to accept your offer of a place in the residence.

When accepting your place, your parent/carer must pay a room guarantee of \$320 (includes \$20 key and fob deposit). If this is not paid within 14 days from the date of offer, the room may be allocated to someone else.

If you take up your place in the residence, the room guarantee will be refunded when you leave the residence, provided that the room is left clean, tidy, and undamaged, all keys are returned, and all rent payments are up to date.

The room guarantee will not be refunded if you do not take up your place in the residence or leave the residence during the year.



## Fees

Newstead College will invoice your fees in the first week of each term. We calculate term fees based on the number of school weeks per term. We don't take the number of days in the school week into account – shorter weeks due to public holidays and student free days are considered a normal week. Families may pay this invoice on a fortnightly basis; however, rent must always be paid two weeks in advance. There are a number of payment options available, and these are detailed on the invoice.

You will need to commit to renting out the room for the full school year. If you take leave from the residence (including illness) but want to keep your place, you will need to keep paying your weekly rent.

In 2025 the cost of living in the residence (in addition to the \$320 room guarantee fee) will be:

- Five-day rent \$145 per week invoiced at the start of each term. (As at June 2024 and is subject to change.)
- Seven-day rent \$195 per week invoiced at the start of each term.
- Lost keys – you will be charged \$20 for the issue of a replacement electronic key and fob.

You do not pay rent over the school holidays.

### Note for parents and carers



When accepting a place at the residence, you need to commit to your child renting out the room for the full school year (Years 11 and 12 end in mid November).

If your child or their visitors damage any equipment or property while staying at the residence, you will be invoiced for replacement or repair costs.

## Financial assistance and allowances

There is some financial assistance for regional and remote students who are moving to pursue their studies. The following is a list of the main support programs that are available. We recommend that you look into these options and your eligibility for financial assistance before applying for a place in the residence.

### Tasmanian Government

- **Student Accommodation Allowance (SAA)**

The Student Accommodation Allowance provides financial assistance to students in Years 11 and 12 who must live away from their usual Tasmanian home in order to attend a registered government or non-government school.

Further information can be found at [www.decyp.tas.gov.au/learning/enrolment/student-assistance-scheme-stas-and-financial-help](http://www.decyp.tas.gov.au/learning/enrolment/student-assistance-scheme-stas-and-financial-help)

For more information, please telephone 1800 827 055.

- **Concession bus travel**

Allows eligible students to travel free to and from college or at a reduced cost. Information on student fares and the Student Bus Pass is available from the Department of State Growth – Transport.

Further information can be found at [www.transport.tas.gov.au/public\\_transport/student\\_travel](http://www.transport.tas.gov.au/public_transport/student_travel)

For more information, please telephone 1300 135 513.

- **Conveyance Allowance**

An allowance to assist with the cost of transporting students to the nearest school or school bus service. Available to students living more than 5km from the nearest school or bus stop, with special needs or living on Bass Strait islands:

Further information can be found at [www.transport.tas.gov.au/public\\_transport/student\\_travel](http://www.transport.tas.gov.au/public_transport/student_travel)

For more information, please telephone 6166 3350.

### Australian Government

There are several student allowances available through the Australian Government, subject to certain eligibility criteria. These allowances include those listed below. For more information, please use the contact numbers or web links provided.

- **ABSTUDY**

A range of allowances to assist Indigenous students.

Further information can be found at:

[www.humanservices.gov.au/customer/services/centrelink/abstudy](http://www.humanservices.gov.au/customer/services/centrelink/abstudy)

For more information, please telephone 1800 132 317.

- **Assistance for Isolated Children – Parents apply online**

The Assistance for Isolated Children (AIC) scheme can help eligible parents and carers of school-aged students who cannot go to an appropriate state school due to living in an isolated area.

Payments are usually paid to the parent or carer, who can then choose to have the payments paid directly to the school or place of accommodation.

Further information can be found at:

[www.humanservices.gov.au/customer/services/centrelink/assistance-for-isolated-children](http://www.humanservices.gov.au/customer/services/centrelink/assistance-for-isolated-children)

For more information, please telephone 13 23 18.

- **Youth Allowance – Students Apply Online**

For full-time students or new apprentices aged 16-24, and for people aged 21 or younger, who are undertaking job search or a combination of approved activities.

Further information can be found at:

[www.humanservices.gov.au/individuals/services/centrelink/youth-allowance](http://www.humanservices.gov.au/individuals/services/centrelink/youth-allowance)

For more information, please telephone 13 24 90.

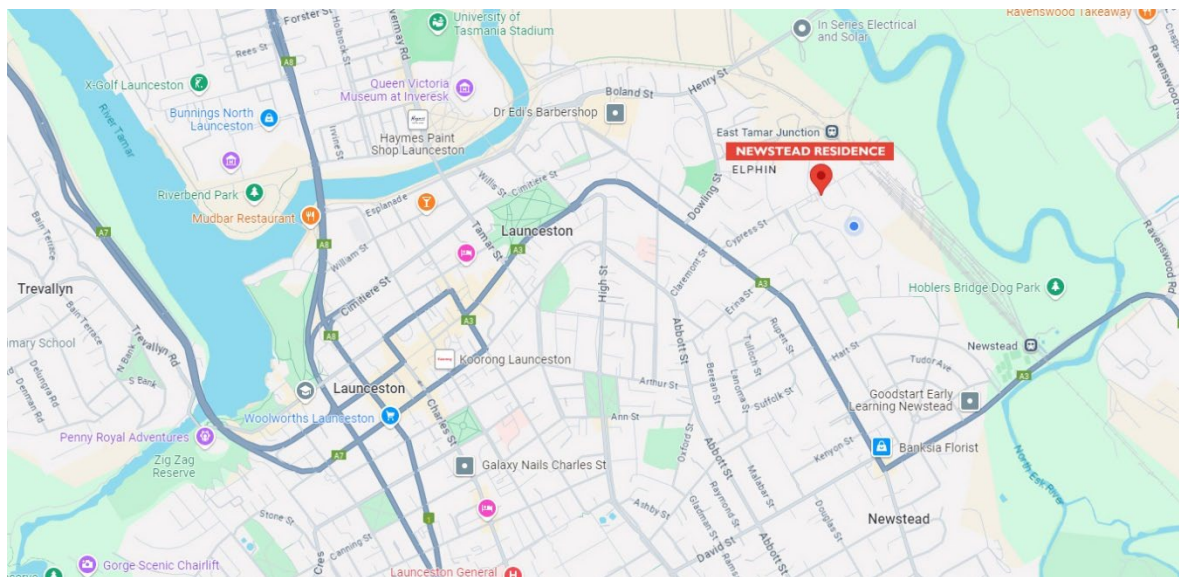
# Living in the Residence

## Location

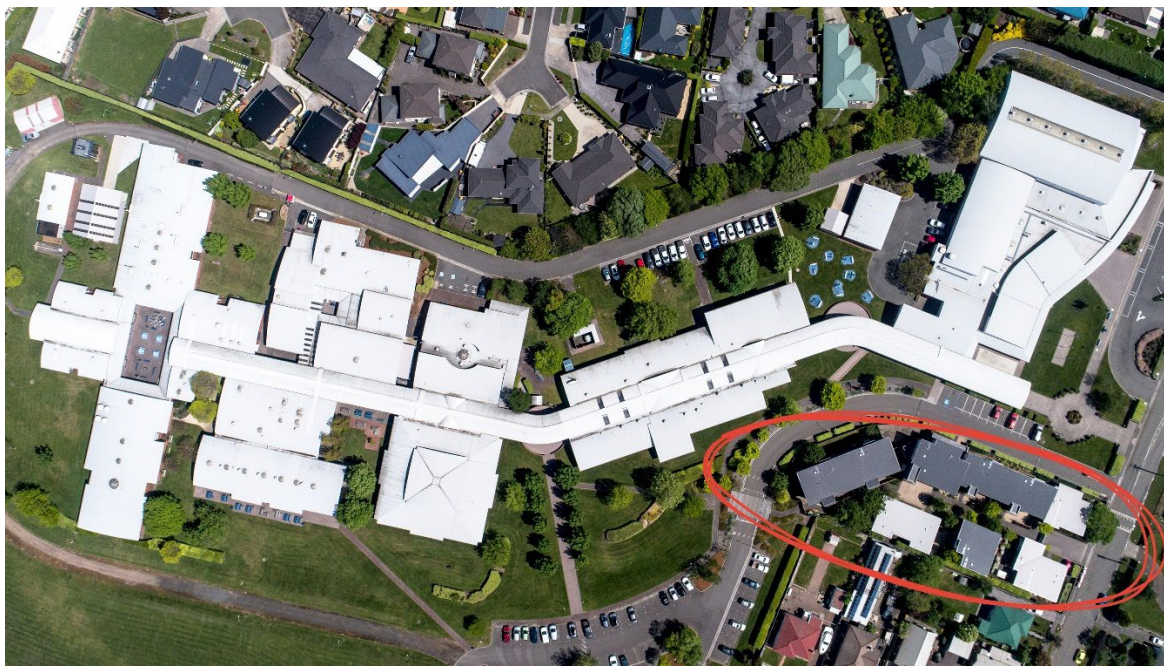
The address of the Newstead Student Residence is:  
30 Cypress St  
Newstead, Tasmania 7250

The Newstead Residence is located in the quiet suburb of Newstead, Launceston, next to Newstead College. The Newstead area offers easy access to transport services, including Metro Buses into the city, as well as shopping and health services. Close by is the Newstead Shopping Centre (which includes a supermarket) and the Kmart complex.

## LAUNCESTON CITY MAP



## NEWSTEAD RESIDENCE SITE





## What to bring

Please bring the following items with you when you move to the residence.

- ✓ Medicare card, health care card, first aid items including bandaids, medication with parent/carer permission, details of doctor, etc.
- ✓ Food and pantry basics.
- ✓ Laundry washing powder, laundry basket, clothes airer.
- ✓ Bedding such as a doona, including doona cover or blankets.
- ✓ Bed linen (bottom and top sheet, pillowcases). It will be your responsibility to wash these items or take them home to wash.
- ✓ Towels (body, hand, bath mat) and toiletries.
- ✓ Tea towels x 2, oven mitt, dishwashing liquid.
- ✓ Toilet paper.
- ✓ All requirements for study; books, stationery, etc.
- ✓ Small electronics, including chargers and cables.
- ✓ Anything you need to make your room your own and comfortable.

Please **do not** bring any of the following items with you to the residence:

- ✗ Candles, incense burners or cigarette lighters
- ✗ Any smoking or vaping products/alcohol/drugs/illicit substances
- ✗ Heaters
- ✗ Electric blankets
- ✗ Double adaptors (tagged power boards are permitted)

## Expectations when you live in the residence

When you live in the residence, you are expected to:

- Have a mature and responsible attitude.
- Actively participate in your studies.
- Have a minimum daily attendance rate of 70%.
- Behave in an appropriate way (more information about this is outlined on page 22).

If you are not meeting these expectations, we will speak with you and your parent/carer about whether we need to end your placement in the residence.

You will be responsible for doing your own cleaning, cooking and laundry when you are living in the residence.

## About the staff

The staff who work in the residence are employed by DECYP. They include:

- Residence manager.
- Weekend student residence supervisor – provide support to students who stay for the weekend.

They are there to supervise, support and assist you. They will also help you to get used to living in the residence.

Resident staff work closely with the colleges to make sure all students are getting the support they need and both Newstead College and Launceston College have teams including student wellbeing staff such as social workers, to assist students.

Residence staff are expected to follow DECYP policies and procedures. This includes the [Student Hostel Accommodation Policy – Duty of Care for Students](#) and [National Principles for Child Safe Organisations](#).

## Weekly routine

You will stay at the residence for a five-day period, from Sunday evening through to Friday morning. You will need to return home for the weekend and holidays.

On Sundays (or the day before a school week starts), the residence will be open from 5:00 pm. If you will not be returning to the residence on a Sunday night, your parent/carer must inform the residence manager.

On Friday you will need to be collected by your parent/carer between 3.00pm – 4.00pm or have alternative transport arrangements. Bags may be stored for later collection via the Newstead College Student Office.

## Supervision

The residence manager is on duty from:

5:00 pm – 11:30 pm Sunday.

7:30 am to 8:30 am Monday to Thursday.

3:00 pm to 11:30 pm Monday to Thursday.

Between 11:30 pm and 7:30 am, parents, carers and students can phone the on-call number: 6724 7100.

## Friday and Saturday supervision

Seven day a week accommodation is only permitted for students living on Flinders or Cape Barren Islands. A weekend supervisor is on duty between:

Friday 3:00 pm – 11.00 pm

Saturday 4:00 pm – 11.00 pm

If required parents, carers and students can phone the on-call number: 6724 7112

## Curfew

You will need written permission from your parent/carer to be away from the residence outside of college hours. Permissions can be ongoing or one-off occasions.

**The latest you are allowed to be out without permission is 9:00 pm.** This ensures minimal disruption to the residence community. Occasional school extracurricular activities or work commitments that go later than 9:00 pm may be approved on a case-by-case basis.

You may socialise or study with fellow students in the lounge / dining room but must all return to your own rooms by 10:00 pm.

## Holidays/student free days

The residence is closed each weekend and during the Easter break, school holidays, long weekends, and student free days. You're expected to be at home for those periods. You can stay at the residence on public holidays or student free days that fall mid-week, but not on public holidays that create long weekends.

## Weekend accommodation

If you have a weekend extracurricular college activity, such as a college production, please let us know as we can arrange for you to stay at the residence. We are unable to offer weekend accommodation for students who have employment or sporting commitments. You and your parent/carer will need to sort out alternative accommodation arrangements.



## Typical daily routine

6:30 am – 8:30 am	Students get up, shower, have breakfast.
8:00 am – 8:30 am	Depart for college.
3:00 pm – 4:00 pm	Return to accommodation.
3:30 pm – 6:00 pm	Free time to grocery shop (parent/carer permission required), socialise, recreation, study.
5:30 pm – 8:00 pm	Prepare and eat dinner.
10:00 pm	Curfew to return to your own unit.

On the last day of the week (normally Friday) the residence is open until 4:00 pm for students to collect items to take home.

You are welcome to (and we encourage all students to) participate in out-of-school activities that are provided by your college, as well as organised sports and the arts. With parental/carer permission, you are also welcome to connect with relatives for dinner and sleepovers. See “Duty of Care” page 17.

## Vacating the residence

### End of term

When vacating your room for the end-of-term break or agreed date of departure, you must do so by 3:30 pm. You'll need to make sure that:

- Refrigerated and short-lifespan foods are taken home (or disposed of).
- All food in bedrooms removed, and room vacuumed of crumbs, etc.
- Rubbish emptied.
- Heaters and lights turned off

Personal items such as lamps, clothes airer, kitchen equipment, etc., can be left if you are returning for the following term.

### End of year

When you are moving out of your room at the end of the year (or at an agreed date), please discuss move out time with the residence manager to allow time for a room inspection.

You are required to leave your bedroom in a clean and tidy condition and take all your food. You will need to make a time with the residence manager for her to inspect the room with you before you hand back any keys.

If you are wishing to vacate your room during the year, you must have written permission from your parent/carer and give at least two full weeks' notice in writing via email to the residence manager.

You must be up to date with your rent payments at the time of moving out. The room guarantee cannot be used to pay towards the final rent.

### Return of your room guarantee

Your \$320 room guarantee will be returned at the end of the year, provided that your room is returned undamaged, and all your rent payments are up to date. If you are returning the following year, you can carry over your room guarantee. If you are not successful in getting a place for the following year, the guarantee will be returned.

# Communicating with the Residence

Please save these contact details into your phone so that you know how to get in touch with our team.

**Parents and carers** – we encourage you to contact us if you have any concerns about your child's wellbeing.

## Staff contact details

### Residence Manager (duty phone)

Sandra Hudson

6724 7100

Use this number to communicate about you (or your child's) whereabouts, day-to-day permissions.

[sandra.hudson@decyp.tas.gov.au](mailto:sandra.hudson@decyp.tas.gov.au)

### Assistant Principal – Newstead College

Linda Goss

6332 3267

[linda.goss@decyp.tas.gov.au](mailto:linda.goss@decyp.tas.gov.au)

## Your contact details

We require up-to-date contact details for all students and parents/carers. It is your responsibility as students and parent/carers to make sure that these details are current. This includes names, email address, telephone numbers and home address.

We expect parents/carers to respond if we or the college contact them in an emergency. Any changes in contact details can be advised by email to [newstead.college@decyp.tas.gov.au](mailto:newstead.college@decyp.tas.gov.au). Please include the name of the student the details apply to.

## Complaints and feedback

We are always keen to hear feedback from students and parents/carers, or any complaints or concerns you may have.

We understand that it can be hard to share concerns, so there are a range of ways you can do this:

- You can phone, email or speak in person to the residence manager
- You can contact the Assistant Principal at Newstead College on 6332 3267
- You can contact the Newstead College Principal, Dianne Freeman, on 6332 3204 or 6332 3232
- If you want to speak to someone outside of the residence, you can speak to the Manager Operational Projects in DECYP (phone 03 6165 6466) or email [studentresidences@decyp.tas.gov.au](mailto:studentresidences@decyp.tas.gov.au)
- You can also look at DECYP's complaints process at [www.decyp.tas.gov.au/about-us/complaints](http://www.decyp.tas.gov.au/about-us/complaints) or contact Learning Services Northern Region on 03 6777 2440.

# Duty of Care

While you are staying at the residence, our staff have a duty of care to you and all other students living in the residence, as outlined in the [DECYP Student Hostel Accommodation Policy](#).

DECYP has duty of care while you are in the residence or attending college/school. If you are absent from the residence or college, your parent/carer has duty of care, including for the permissions they have provided. If you leave either the residence or the college without parent/carer permission to do so, your parent/carer has duty of care.

If you are found to be off site without permission, residence staff will follow up with you and with your parent/carer. We take such breaches very seriously and may review your placement at the residence.

## Permission to be absent from the residence

We expect you to return to the residence after college has finished for the day, unless you have permission to be somewhere else.

To be absent from the residence, you need permission from your parent/carer. This still applies if you are over 18 years of age. If you need to be away from the residence (other than at college), your parent/carer must give permission prior to 5:00 pm by phone to the residence managers' duty phone 6724 7100.

You will need to sign out of, and back into the residence after your absence – including if you are 18 years of age or older.

Parent/carer permission is required to:

- Be away from the residence at any time, outside of school hours.
- Travel with other students in their car or take students as passengers in your car. This link will assist you with provisional licencing (P plate) rules for passengers:  
[Peer Passenger online fact sheet Nov 22.pdf \(platesplus.tas.gov.au\)](#)

If you are absent from the residence and have not signed out, we will contact you via mobile phone. If it is not a 'planned absence', we will request that your parent/carer sends permission calling the duty phone. If we don't get permission, we will contact your parent/carer. At the residence manager's discretion consequences may apply.

### Note for parents and carers



Please regularly check in with your child to make sure their permissions are up-to-date. We need you to let us know if there are any public places or facilities that your child does not have permission to attend. Please inform the residence manager.

Please contact the residence manager if you want to set up an ongoing permission for your child e.g. to attend sports training or theatre rehearsals that take place routinely out of regular school hours. You must let us know when your child's activity ceases/is cancelled, so that we know where your child is at all times.



# Visitors

When you are at the residence, you can have the following visitors:

1. Your immediate family (including parent/carers), and
2. Friends from your college may visit. They must be currently enrolled students at your college, with a valid student ID.

You are not allowed to have other visitors on site. If you are unsure about whether your proposed visitor is allowed, please speak to the residence manager.

**Visiting hours:** Monday – Thursday, 3:00 pm to 7:00 pm.

We have several rules for visitors, which help to keep everybody safe:

- ✓ Your visitors will need to sign in – even if they are coming to drop off or pick you up.
- ✓ You can bring your visitors through to any of the common areas (general common room or common areas in units).
- ✓ Your visitors will need to be in your company at all times.
- ✓ You will be held responsible for the conduct of anyone visiting you – including if they damage any property.
- ✗ You are not allowed to have overnight visitors. This includes your family.
- ✗ You are not allowed to have visitors who are not your immediate family, or a college friend. Any visitor found on site without authorisation will be requested to vacate the site and may result in disciplinary action against the student.



## Access to units

Access to another resident's unit must be with the permission of the other residents. Males (including visitors) are not to enter female units, likewise females are not to enter male units. The common room is available for mixed gender socialisation.

Our management reserves the right to ask any visitors to leave.



# Student Support

We have a range of supports available while you are staying in the residence.

## General support

If you're needing information about the residence or the local area, or are wanting some support with independent living skills like cooking and cleaning, you can speak to the residence manager.

"Where's the nearest ATM?"

How do I use the washing machine?

## Wellbeing support

You can chat to our residence manager about any issues that are impacting on your wellbeing. This includes if you are needing help to develop your independent living skills or adjust to living in a shared environment away from your family.

You can also be supported by the Student Wellbeing and Support Team at your college. These teams are made up of trained professionals (nurses, social workers, psychologists, attendance counsellors, youth workers) who can help young people with a range of issues, such as:

- Financial assistance
- Counselling
- Health support
- Disability support
- Cultural support
- Career advice

To access any of these services, please refer to the college you attend.

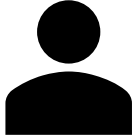


# Medical Support

## First aid

Staff in the residence are qualified in first aid. In the event of a serious accident, you must inform the residence manager immediately. Your parent/carer will be contacted, and emergency services will be contacted if needed.

### Note for parents and carers



If your child is transported by ambulance, the duty of care passes to the Tasmania Ambulance Service. You will need to attend hospital to resume care and support of your child.

## Illness

If you become unwell and as a result are unable to go to college, or are sent home from college, you must inform the residence manager immediately. If you require urgent medical care, residence staff may call an ambulance to take you to hospital. If you are discharged from hospital, you can return to the residence by taxi or be picked up by your parent/carer.

If you have a communicable disease, e.g. COVID-19, flu or gastro, we will contact your parent/carer so they can pick you up that day. This will help to stop the spread of the illness to other students and also make sure that you're well cared for in your home environment. We will communicate information about any public health risks under the guidance of the Tasmanian Health Department.

Residence staff will not give you any medications, e.g. paracetamol or ibuprofen.

### Note for parents and carers



We will notify you if your child becomes unwell while they are staying at the residence. You are required to collect your child and transport them home if they are unwell. If they are severely unwell or have a communicable disease, you will need to collect your child that day.

## COVID-safe plan

COVID-safe measures continue to be practised at all DECYP sites. These measures include encouraging COVID-safe behaviours, maintaining safe sites and communicating with families.

If you are unwell, do not come to the residence. This applies to staff, students and visitors.

When you are staying at the residence, we encourage you to:

- Be vaccinated against COVID-19 and influenza.
- Practise good hand hygiene.
- Ventilate your bedroom.
- Keep your bedroom tidy for regular surface cleaning.



### **Note for parents and carers**

Please talk to our residence staff if you have any particular concerns about your child's vulnerability to COVID-19 and other illnesses.



# Student Behaviour

We need to make sure the residence provides an environment that supports all students to achieve their learning goals. Many students living in the residence are enrolled in demanding subjects, with a lot of homework/study. When accepting your place in the residence, you must agree to behave respectfully, and in such a way that you are not disrupting the safety and learning of other students. This aligns with what is expected of students while studying at any DECYP college.

To reduce the likelihood of disrupting others, we ask that you:

- ✓ Keep music/noise to a minimum, so that you're not disturbing others.
- ✓ Keep visitors to a minimum and ensure any visitors you have are respectful of other students who may be studying.

The following behaviours are **strictly not permitted** while you are staying at the residence and may result in termination of your placement at the residence. In some cases, we may also refer the matter to Tasmania Police:

- ✗ Disorderly or unsafe behaviour that impacts on yourself or others.
- ✗ Any involvement in criminal activity.
- ✗ Intimidation/harassment – including groups or individuals making threats, sending nasty/offensive letters/emails/social media messages, obscene/nuisance phone calls and text messages, and menacing gestures.
- ✗ Discrimination towards other students on the grounds of race, sexual orientation, gender, religion, disability, or age.
- ✗ Criminal damage/vandalism – graffiti, damage to furniture, vehicles, phones, buildings, trees, and plants, tampering with fire equipment.
- ✗ Sexual misconduct or offensive and/or sexual material kept at the residence.
- ✗ Bringing firearms, knives, spear guns, explosives, combustible materials, ammunition, other weaponry, and fireworks onto the premises. This includes toy weapons and water pistols.
- ✗ Using candles, open flames, incense, cigarette lighters, fires or any liquid fuel lighting devices.
- ✗ Rowdy behaviour – fighting, shouting, swearing or hooliganism.
- ✗ Stealing – this includes using another person's food without their permission.
- ✗ Using indecent language.
- ✗ Nuisance behaviour – for example, out after curfew, not attending college without valid reason, leaving a messy room, leaving washing up, impeding access to communal areas, climbing on buildings, throwing stones at windows, wilfully damaging the residence or any equipment, etc.
- ✗ Littering.
- ✗ Inappropriate, inconsiderate or dangerous use of vehicles.
- ✗ Skateboards, scooters and all types of ball games are banned from inside the residence.

## Alcohol and illicit drugs

We have a **zero-tolerance** policy towards the possession, consumption and dealing of alcohol and illicit drugs for all students while in the residence. This includes taking drugs, sniffing volatile substances, discarding needles/drug paraphernalia and the presence of dealers or users. This also includes consuming alcohol/drugs prior to entering the residence and therefore being under the influence while in the residence. Noncompliance with this will be taken seriously and you will jeopardise your continued place at the residence.

## Smoking & vaping

The residence is a government building. To comply with the [Public Health Act 1997](#), no smoking or vaping is allowed within the residence building and grounds at any time.

If you are found smoking or vaping, or with associated paraphernalia, you may face disciplinary action.

## Dress

You must be appropriately dressed when in any communal area of the residence. For safety and hygiene reasons, you must also wear appropriate and clean footwear in all communal areas of the residence.

## Noise levels

As outlined, you will need to keep noise levels to a minimum so that you're not disturbing other students, staff and guests.

You are not permitted to have loud music/TV or noisy vehicles after 10:00 pm.

You must keep any music devices in your bedroom.

We will confiscate equipment if you do not respond to our requests to reduce your noise levels.

## Pets

Pets of any kind are prohibited in the residence for health and hygiene reasons unless they are a service animal.

## Consequences

We may take disciplinary action if you have breached any of the behaviour expectations outlined on pages 22-23 of this handbook. Disciplinary actions may include:

- A caution
- Probation
- A written agreement on your expected behaviours in future
- Request to leave the residence

If you are issued with a caution or probation but continue to behave in a way that is detrimental to other people's wellbeing, we may terminate your place in the residence. Serious breaches of these guidelines may result in immediate removal from the residence.

## About the Residence Facilities

The residence caters for a maximum of 52 students with individual units of 2, 3, 4 or 5 bedrooms. Each unit has a shared kitchen, lounge and bathroom. Also, there is a large shared common room for the use of all students and their visitors comprising of a lounge/dining area and kitchen, plus shared laundry facilities.



## Bedrooms

Your bedroom is your own private space. You may have your immediate family come into your bedroom, but no other visitors are allowed. This includes other students living in the residence. Instead, we ask that you socialise in the common areas.

Each bedroom is carpeted, and includes:

- Curtains
- Heater
- A single bed, mattress and mattress protector
- Bedside table and lamp
- Storage for clothing, shoes, bags etc.

When you move in, we recommend that you check the condition of items in the room and let the manager know if there are any issues.

If you have any damage or maintenance requests, please report them to the manager as soon as possible. Please don't try to fix items yourself. If you intentionally damage or lose any items, we may charge a repair or replacement fee.

## **Staff access**

You must allow authorised DECYP staff and contractors to come into your room for the purposes of cleaning and repairs. Except in the case of an emergency, you will be given warning about these visits and will have the opportunity to leave the room if you would prefer.

Residence staff also have the right to check on you in the case of serious concerns for your welfare. This will always be done in a respectful manner.

The residence manager reserves the right to inspect bedrooms as necessary for student wellbeing issues, including reasonable suspicion of alcohol or illicit drugs or repair and maintenance issues.

## **Keeping your unit and room clean**

You will need to keep your unit and room clean, tidy and hygienic at all times. This includes keeping the wall surfaces and paint in good condition.

You will need to:

- Empty your rubbish into the main wheelie bin. Recyclable items (glass and plastics) need to be separated from general rubbish.
- We ask that you store all food items in the cupboards or fridge in the kitchen rather than in your bedroom.
- Vacuum your unit and room each week. There is a vacuum cleaner supplied to each unit.
- Cleaners will clean the kitchen and bathroom once a week, generally this will be on a Friday. They will not enter your bedroom.

## **Unit inspections**

The residence manager will do a routine check for compliance with fire and electrical regulations, prohibited and illegal items, basic cleanliness and that your room is tidy.

## **Personal belongings**

You are responsible for your own belongings. Any personal items that you bring into the residence are brought at your own risk. DECYP does not accept any liability for any loss or damage to students' personal property.

We recommend that you have your own insurance for any valuable equipment that you keep in your room, for example, personal computers.

All personal belongings should be kept in your rooms when not in use, with the bedroom door locked.



## Kitchen facilities

The residence has kitchens in individual units.

You will need to supply your own food and do your own cooking. There is cupboard storage for food items and a fridge with small freezer in each unit.

The kitchen is fully equipped with a cooktop and electric oven, cutlery, crockery, pots, pans and utensils. Toasters, sandwich makers, microwaves, and kettles are provided. You may bring extra or other equipment to use but it is your responsibility to maintain these items.

It is the responsibility of students in the unit to maintain the cleanliness and hygiene of the kitchen area, including the fridge and oven.



## Laundry

Our laundry room includes washing machines, dryers and a laundry sink. You will need to bring your own laundry detergent. You must remove your laundry from the machine after the wash cycle is finished, so that other people can use the machines. Students are requested not to use the washing machines and dryers after 9pm.



# Residence and local facilities

## Internet

All bedrooms and the common areas in the residence have wireless internet access. This means that you can use your own computer/device. You must follow the [DECYP IT Usage Policy](#).

To connect your personal device, log into your DECYP account with your student username and password.

On some devices you may be directed to another log-on screen where you will need to go to:

[www.webauth.education.tas.gov.au](http://www.webauth.education.tas.gov.au) and re-enter your username and password.

## Mail

Mail needs to be directed to your home address, not the residence address.

## Car parking

Parking is available at the residence for students. The car parks are located within the Newstead College complex and are well lit at night and have CCTV coverage.

If you use the car park, you will need to have third party and property insurance.

DECYP does not accept any liability for the safe parking of your vehicle, nor for any damage and/or theft that may occur to either the vehicle or property within it at any time.

Visitor parking is available on the street.

## Transport

Metro bus stops are located on Elphin Road. Students can catch a bus to and from the city with many services passing by. For further information contact Metro by telephone on 13 22 01 or visit their website at: [www.metrotas.com.au/timetables/launceston-network-2020](http://www.metrotas.com.au/timetables/launceston-network-2020). The metro shop located in the Launceston CBD can replace lost or damaged green cards.

For regional services see: [Public Transport – Transport Services](#)

## Rubbish

The residence has recycling and general waste collection. We encourage you to recycle suitable cardboard, empty plastic, glass and tin containers.

## Television

Each unit has a TV. There is a large-screen TV in the communal area. This is for a shared viewing experience.

## Food shopping

Major supermarkets are close by at Newstead Shopping Centre (Coles supermarket) or the Kmart complex.

# Building Safety

## Damage and faults

Please report any damage or faults to any part of the buildings or fixtures to the residence manager. Any damage to the provided furnishings within your bedroom will be billed to you. Damage in the communal areas caused by either yourself or your visitors will be your responsibility and will be billed to you.

## Electrical devices

All electrical devices you bring to the residence must comply with Australian Safety Standards.

All electrical items that you have brought into the residence will be tested for their safety compliance and tagged as compliant by DECYP. Any electrical items that have not been tested or fail a test will not be permitted. If we find any items that are not permitted, the manager will hold them until you take them home. In some cases, where the item is unsafe, the item may be disposed of at the electrician's discretion.

Each bedroom has a heater. Double adapters, personal fans, electric blankets, personal heaters, and electric party/LED lights are **not** permitted.

## Emergency Management

The residence manager will make sure that you know the emergency procedures for the residence. This includes the evacuation procedures if there is an emergency.

If there is a fire or other emergency, the manager will take charge and make sure that everyone evacuates to a safe place. In the event of an emergency (or evacuation drill), they will make sure that all people on site are safe and accounted for. They will need to enter all rooms at short notice to ensure a full evacuation.

Each room has instructions on the door and a map showing the location of the emergency assembly points. The emergency assembly point is across the road from the main driveway.

What you will need to do:

- ✓ Familiarise yourself with the emergency map and instructions on the door in your room.
- ✓ In the event of an incident or emergency, report it to the supervisor or residence manager and follow their instructions. If the emergency occurs at a time when no staff are present, you must go immediately to, and stay at, the evacuation point and phone the residence manager.
- ✓ If you hear the fire alarm, evacuate the building or your room immediately. Evacuation is mandatory even if it is a fire drill or you suspect it is a false alarm. You will need to stay at the evacuation point until you are told it is safe to go back to your room. If you don't evacuate, you may be fined.
- ✓ Take part in evacuation drills and other safety procedures (and make sure any guests you have present also participate).
- ✓ Make sure that corridors, entry ways and doors are kept free of equipment, footwear, clothing, and personal belongings to allow for easy access in the event of a fire emergency.
- ✗ Do not interfere with or misuse fire safety equipment, e.g. extinguishers or alarms. This is not allowed, and breaches State Government Law. We will refer such breaches to the Tasmanian Fire Service, and you may be fined.
- ✗ Do not interfere or cover any fire detection devices, or evacuation notices. This includes the heat/smoke detector on the ceiling of your bedroom. These are fitted with tamper alarms; breaches may result in a fine.





## Security

There is a gated entrance that only staff and students can access.

All visitors must check in at reception. You are not allowed to admit strangers onto the property. If you see someone that you don't know trying to get into the student residence or otherwise acting suspiciously, **immediately notify the manager.**

**Security cameras:** The site has external CCTV security, and in the internal courtyard/car park. These are only accessed if there has been an incident and can only be viewed with the permission of the Principal Newstead College.

**Keys:** Each bedroom has its own key. We encourage you to keep your door locked at all times. We will give you an electronic key fob to access the pedestrian gates. Replacement key fobs are \$20 each.

**Privacy:** If you are taking photographs of other residents, you must have their consent. You must not take any photos without consent. You also must not take any indecent/explicit images – doing so may result in police being notified. You must get permission from other students before sharing any photographs, including uploading them online. Any parents/carers or students with concerns about photos or privacy should speak to the residence manager.

# Attachment 1 – Useful Contacts

## Emergency services

Police, fire, ambulance	Phone: 000
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## Newstead Residence contacts

Manager - Student Residence ("residence manager")	Phone: 6724 7100 Email: <a href="mailto:sandra.hudson@decyp.tas.gov.au">sandra.hudson@decyp.tas.gov.au</a>
Newstead College Assistant Principal	Phone: 6332 3267 or 6332 3232 Email: <a href="mailto:linda.goss@decyp.tas.gov.au">linda.goss@decyp.tas.gov.au</a>

## DECYP and college contacts

Department for Education Children and Young People Learning Services	Phone: 6777 2440 Email: <a href="mailto:Learning.Services@decyp.tas.gov.au">Learning.Services@decyp.tas.gov.au</a> Website: <a href="http://www.decyp.tas.gov.au">www.decyp.tas.gov.au</a>
Newstead College	Phone: 6332 3232 Email: <a href="mailto:newstead.college@decyp.tas.gov.au">newstead.college@decyp.tas.gov.au</a> Website: <a href="http://www.newsteadcollege.education.tas.edu.au">www.newsteadcollege.education.tas.edu.au</a>
Launceston College	Phone: 6332 7777 Email: <a href="mailto:launceston.college@decyp.tas.gov.au">launceston.college@decyp.tas.gov.au</a> Website: <a href="http://www.launcestoncollege.education.tas.edu.au">www.launcestoncollege.education.tas.edu.au</a>

## Child safety and non-emergency police

Strong Families Safe Kids – Advice and Referral Line	Phone: 1800 000 123 Website: <a href="http://www.strongfamiliesafekids.tas.gov.au">www.strongfamiliesafekids.tas.gov.au</a>
Police Assistance Line	Phone: 131 444 Website: <a href="http://www.police.tas.gov.au">www.police.tas.gov.au</a>

## Support services

1800 RESPECT	Phone: 1800 737 732 Website: <a href="http://www.1800respect.org.au">www.1800respect.org.au</a>
Beyond Blue	Phone: 1300 224 636 Website: <a href="http://www.beyondblue.org.au">www.beyondblue.org.au</a>
Headspace – Launceston	Phone: 6335 3100 Email: <a href="mailto:headspace@csys.com.au">headspace@csys.com.au</a> Website: <a href="https://headspace.org.au">https://headspace.org.au</a>
Health Direct	Phone: 1800 022 222 Website: <a href="http://www.healthdirect.gov.au">www.healthdirect.gov.au</a>
Kids Helpline	Phone: 1800 551 800 Website: <a href="http://www.kidshelpline.com.au">www.kidshelpline.com.au</a>
Lifeline	Phone: 13 11 14 Website: <a href="http://www.lifeline.org.au">www.lifeline.org.au</a>