

# Arana College

# Handbook

2021



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## MESSAGE FROM THE WARDEN

Congratulations...

You have been selected to live in our College, and we believe we have chosen well, so that we will have a wide selection of residents from all over New Zealand and the world. My job is to build a community populated by residents who will benefit both academically and socially from living together. The focus of Arana, therefore, is upon each one of you as individuals, as well as with the whole community.



For us to live as a group we must be able to show each other respect and develop a sense of belonging. We want you to enjoy your time with us and we are fortunate here at Arana that we have a range of residential options that allow you to continue living here from your first year until your postgraduate years. Our top priority is to assist you in every way possible to achieve success in your academic course and we want to build an environment which will make this possible, while at the same time having lots of good clean fun in a traditional College way.

Arana has a powerful tutorial system and we have a recreational programme involving outdoor adventure trips, sports events and in-house competitions. As well as our grand Arana Gala Ball with its many surprises included, there is an assortment of other social activities to keep you amused and entertained.

So, when you arrive, take time to meet with our other new residents, form lasting friendships and have a wonderful year learning and growing together. Most of all I hope you will make worthwhile choices that will add to your intellectual, emotional and spiritual well-being, allowing you to build a bright future for yourself.

So as the motto suggests, Arana is about education and community and it is my expectation that we will indeed "wield the paddles together".

Jamie Gilbertson

Warden of Arana College

## HISTORY OF THE COLLEGE

Arana College opened in 1943 and is one of the original student Residential Colleges at the University of Otago. As such it has a rich and interesting history. The Administration Office building, on the present Clyde Street site was the former home of Sir James Allen, the University of Otago Vice Chancellor 1903 -1909 and Chancellor 1909 -1912. Sir James was also an important New Zealand statesman, being a Member of Parliament, Minister of the Crown and Acting Prime Minister.



Arana perpetuates Sir James' last name, translated into Maori. The founder and first Warden was the Rev. Dr. Harold W. Turner. The Turner Wing of the modern Arana complex is named after him and was opened at the beginning of 1994. For many years the residents of Arana were accommodated in the converted World War II nissen huts and it wasn't until 1962 that the major construction work that resulted in the current 'Main Block' began. Much of this work was paid for by the Colombo Plan, a scheme that was designed to increase intra-commonwealth cooperation through education.

The opening of the Bates and Colombo wings for accommodation in 1968 completed the main design for Arana College. By 1968, the number of residents was around 140, but this continues to grow through the acquisition of property on the streets that surround the main grounds. Today we have some 400 residents as a result of the building works undertaken in 2002 of Rawiri and Leithview. Our residents live in a mixture of houses and multistory buildings. Facilities are steadily refurbished, most recently with the Colombo and Bates Wings completed in the summer of 2013/2014 as well as the dining room/ kitchen facilities in 2005 and Boiler house in 2004.

Arana College has produced many notable high achievers in most of the different fields of human endeavor.

## OUR ORIGINAL COAT OF ARMS

Arana and Carrington, the two Colleges at Otago that were created and originally administered by the Stuart Residence Halls Council, are now fully administered by the University of Otago. The original Arms of Arana come from the arms of the Stuart Residence Halls Council, whose motto is *Non tantum aedificatio sed sodalitas* (not only education but community), with the addition of a three-pointed label (as for an eldest son). The Arana's motto is: *Takina te hoe kia rite* (wield the paddles together). Our College colours are maroon and blue. Our current arms can be viewed on the first page of this document.



## COLLEGE LIFE

Arana College stands overlooking the Otago Campus only 200 metres from the Registry Clock Tower, a notable feature of the University campus. The University of Otago, Otago Polytechnic and the Dunedin Botanical Garden are all within easy walking distance. We are proud of our Arana College Facilities for accommodating students close to campus where they can be surrounded by an excellent number of opportunities for academic, cultural and social growth. We focus on maintaining top-notch facilities, up-to-date student programmes, and quality food services.

Arana College provides you with opportunities for academic and career exploration. Students are encouraged to participate in all we have to offer. We realise that moving into a Residential College and knowing what to expect from us, what is expected of you, and what to bring can be somewhat puzzling. The following information will alleviate much of the confusion and help you prepare for your arrival at the University of Otago and life at Arana College.



## GENERAL STANDARDS OF BEHAVIOUR

Arana College has carefully considered the regulations that are listed below. These regulations are put in place to create a community that highlights diversity, inclusion, safety and rights of all residents who reside in our buildings.

The college takes these requirements for communal living seriously and will fully investigate any alleged breaches in a fair and prompt manner and, where necessary, take appropriate action.

1. At Arana, we expect all of our residents to act in a mature manner that fosters a safe and healthy living environment for all students.
2. We commit ourselves to fostering diversity. Discrimination, of any form, against another human being on the basis of age, disability, national origin, sexual orientation, race, gender or religious affiliation are not tolerated within our multicultural community.
3. As a College community, we are part of a large whanau that supports, cares for, and assists each other. Aranians are kind, academically focus, open-minded and motivated. It is an expectation that these characteristics are part of our culture.
4. As a member of the community, you must focus on both high academic achievement and inter-collegiate competition participation to maximise a balanced lifestyle.
5. As a member of Arana, you are expected to conform to the [University of Otago's Code of Conduct](#).
6. Verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community will not be accepted. The [Otago University Ethical Behaviour Policy](#) is strictly adhered to at Arana College.

## OUR MISSION

1. We commit ourselves to fostering diversity.
2. To strengthen family spirit to achieve our College's motto: 'wield the paddles together'.
3. To focus on developing academic achievement, personal development, positive recreational experiences and sporting and cultural excellence through a strategic balance of study, games and fun.
4. To maintain a safe and healthy living environment.
5. We strictly adhere to the smoke-free and drug-free policy of the University of Otago within all College buildings and in our grounds.
6. To conform to the University of Otago's standards of conduct and policies emphasising respect and consideration for the rights of others and their needs.

### **Pastoral Care Act and Code**

Under the [Education \(Pastoral Care\) Amendment Act 2019](#), the Government has set minimum standards to support the safety, wellbeing and care of students in residential colleges. The University and all its Colleges have processes in place to ensure that we meet and exceed the Government requirements.



## GUIDELINES AND REGULATIONS

### Abandonment of Property

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Any personal property left behind in a resident's room (or storage area, laundry etc) following the end of the Residents Accommodation Contract will be disposed of according to University Policies.

### Alcohol

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Drinking within the college must be done in a mature and civilised manner so that the rights of other residents are not compromised. We have set the following guidelines to follow that we feel are acceptable for a young person to adhere to.

- New Zealand laws relating to underage drinking pertain to all aspects of college life
- Alcohol is not permitted in any public area except when express permission is given. The dining room and formal room are alcohol free.
- Each year Arana has designated (alcohol free quiet floors and/or houses). If you would like to live in an (alcohol free quiet area), then please indicate on your Accommodation Contract. This does not mean you won't be able to socialise along with others at College functions.
- Self-regulation behavior is expected around consumption and quantities purchased. Spirits, liqueurs, fortified wines, kegs, yard glasses, drinking bongs, other drinking implements, drinking games and home brewing are not permitted.
- We expect that when there is a social gathering, that residents are civilised in their behaviour
- No alcohol is to be brought into the College by any visitor.
- Arana College is in "quiet time" after 9:00PM. This is to allow those who want to sleep/study or relax an opportunity to do so.
- The Warden, Operations Manager and senior members of pastoral care team reserve the right to require immediate departure of anyone not abiding by the Conditions of Residence.
- Gross intoxication is regarded as a fundamental breach of the conditions of residence.
- Deliveries of alcohol to residents are not permitted in any area of the College or attached houses.





- There is a limit of 12 small bottles/cans of beer or RTD's or 2 bottles of wine per resident at any one time.
- Large bottles of beer are not permitted at Arana College
- Wine is to be in bottles only.
- Open vessels of alcohol are not permitted when walking around the College.

## Appeals and Reviews

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Please see your Accommodation Contract.

## Consent and Sexual Safety

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At Arana College, enthusiastic consent is mandatory. In regard to sexual activity, all residents should be very clear on the meaning of consent before arriving at Arana. No person should feel pressured to enter into any sexual activity or be subject to unwanted sexual advances.

**Consent must always be clear, coherent, willing and ongoing. Consent can be withdrawn at any time.**

In situations where a Resident feels like they have been involved in non-consensual sexual activity the Resident can approach any Arana College staff member for support. Any staff member that is made aware of sexual misconduct is required to report this to the Warden, Senior Tutor or Assistant Residential Tutors. Your privacy will be respected at all times and support will be offered with respect and care. What happens next is up to the Resident.



Support agencies can include Te Whare Tawharau, Student Health, OUSA, Proctors Office, Healthline, Ōtepoti Collective Against Sexual Abuse, The Next Step, NZ Police and Youthline. You can contact these agencies directly or a staff member can assist you.

If any resident has a complaint of alleged sexual misconduct made against them they may be subject to a serious disciplinary process, most likely involving the Proctor and the NZ Police. The Resident will be supported whilst the allegation is investigated.

As community citizens of Arana College, each person should look out for others and be pro-active in supporting anyone who is in potential danger or harm. There will be discussions and reminders about consent at the beginning and throughout the year. It is a good idea to talk about this with a parent, guardian and/or counsellor before arriving at Arana College.

All those engaging in sexual activity should practice safe sex at all times. If you have questions or concerns you can contact with Student Health who can provide sexual health services which are confidential and non-judgmental for all students of all ages, cultures, genders and sexual orientation.

You can find more information on consent here: <https://thewalrus.ca/what-consent-means-in-the-age-of-metoo/>

## Cyber Safety

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Residents are expected to comply with University of Otago guidelines regarding internet and communications usage as outlined in the [Information and Communications Technology Regulations](#) available on the University of Otago website.

Residents are also required to comply with the University's Student Code of Conduct which states that students have the right to be safe and free from harm or intimidation in their interactions with others, including interactions via electronic media.

## Discipline

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If your behaviour does not meet our expectations or in violation of the policies outlined in your Accommodation Contract or this handbook, you can expect some disciplinary action. A meeting is likely to be held between you and someone from the Pastoral Care team.

Outcomes can include:

- A community contribution
- Alcohol free period
- Guest Free period
- Community service
- Require immediate monetary restitution
- Require counselling due to incident
- Phone parent/guardian for advice
- Assign you to another college room
- Assign you to another residency
- Suspension or expulsion the College



In all cases, due process is used in dealing with students, and an appeal process is available. The University of Otago expects you, as an adult, to maintain a standard of discipline that is in harmony with the educational goals of the institution. You will be expected to observe University regulations and local laws and to respect the rights, privileges, and property of other people. It should be noted that, notwithstanding statements made in this Handbook, any matter will be dealt with according to the individual circumstances. Hence, no resident may quote precedent associated with similar incidents dealt with at another time.

## Drugs

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The University has adopted a zero tolerance policy in respect of the possession, use or distribution of illegal drugs by members of Residential Colleges while on University property or while attending a College/University event. Where disciplinary process establishes that the Resident has committed a breach of this policy their resident contract will automatically be terminated by the Head of College. This sanction may be reviewed through the appeals process.

As we do not condone the use of illegal drugs, or legal substances, the presence of drug utensils and/or drug related paraphernalia within our community or grounds is not tolerated. Anyone found to be in possession of, or using such items will face disciplinary action, which may involve being suspended or excluded (termination of residence) from the University College community. Suspension or termination of residence due to possession, use or distribution of drug utensils and/or drug related paraphernalia does not affect the resident's ongoing liability for their remaining annual residential fees.

The process to be followed in relation to any specific incident shall be appropriate to the nature of the allegation with a range of penalties available for consideration. The Resident is entitled to be informed of all matters of concern, and shall have the opportunity to provide a response or explanation before any penalty is imposed. Where a Resident faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the Resident to remain in the College while the matter is considered, the Head of College may suspend the Resident from the College until the process is complete.

In some circumstances the Resident may be offered accommodation at another College. Where any sanction is imposed by a person other than the Head of the College, the Resident shall be entitled to have that sanction reviewed by the Head of College.

Where a sanction has been imposed by the Head of the College, or where the Resident is not satisfied with the outcome of a review performed by that person, the Resident may, within seven calendar days of being notified of the relevant decision, submit an appeal against the sanction to the University's Director of Campus & Collegiate Life Services ("the Director") on the grounds that it (a) may cause significant hardship to the student; (b) may be manifestly unfair; or (c) may have been imposed without due process having been followed.

Any appeal should be in writing and set out the grounds the Resident relies on for the appeal. The Director may determine any appeal as he or she thinks fit, or, in his or her absolute discretion, refer the matter to an Appeals Panel for determination. Each Appeals Panel shall comprise not less than three persons appointed by the Director. An Appeals Panel will regulate its own procedure and its decision on any matter will be final.

## Harmful Digital Communications

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Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, where the recording shows them naked or partially naked or involved in any activity (eg showering or toileting) that involves dressing

or undressing. These are known as *intimate visual recordings* and are illegal even if they are not shown to other people or shared on social media.

Any allegation that a resident has made an intimate visual recording of another resident (or any other person) is likely to be treated as serious misconduct and if proven is likely to result in termination of the resident's contract with no offer being made to rehouse the resident in another College.

## Overnight Guests

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Arana College welcomes guests within the college within a few reasonable boundaries that are for the safety of the whole community.

- We do not allow guests for the first 2 weeks or for the first week of semester two. We may also be guest free at other times of the year as seen as appropriate by the Warden and Pastoral Care Team.
- Each semester, in the lead up to exams, we enter a quiet time period. During this period, any guest must be pre-approved by the Pastoral Care Team.
- Your guest may stay for FREE if they are staying for three nights or less – any longer, you must talk to the Pastoral Care Team and there is an associated cost
- Arana residents are responsible for their guests and guest's actions the whole time the guests are in the college.
- The rights for Arana residents to study takes precedence over social wants of guests.
- The Pastoral Care Team, Operations Manager and Warden have authority to ask guests to leave the premises.
- Guests must be signed in before 10pm each evening. Residents who do not sign their guest in may be charged \$50.00. A record of guests is required for Health and Safety purposes.
- Any guest that wishes to dine at the college must pay for their meal at the Reception.

## Pets

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Health and Sanitation problems dictate that pets, other than well cared for fish in a small aquarium, are not allowed in residents rooms. If you live in one of our houses please do not encourage neighbouring cats into these, as it always ends up with sad confused animals come holiday times or end of year. The only exceptions to this are 'helping dogs' for sight and hearing impaired residents, and the Warden's, Senior Tutors', and Assistant Residential Tutor's pets.

## Skateboard/Lime Scooter Policy

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No skateboard or Lime Scooter may be used inside any building at Arana, nor may a skateboard be used on any stairs, handrails, curbs or walls at Arana. Skateboarding on Clyde Street is not recommended. The wearing of protective clothing and headgear while skateboarding is encouraged. Lime Scooters are not to be recharged anywhere at Arana College.

## Smoke Free Policy

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The University of Otago has a smoke free policy. Arana College is a smoke free College. Smoking is not permitted in buildings or grounds. Anyone smoking in rooms or public areas will incur an immediate consequence. Repeat offending may lead to suspension or dismissal. If you are a smoker consider this before coming. The following is the University of Otago policy on smoking <https://www.otago.ac.nz/smokefree/index.html>

Vaping falls under all the same conditions as smoking and is therefore not permitted in the buildings or grounds of Arana College. If caught vaping at the college, your vape will be confiscated and once you make a \$50 community contribution (New World Voucher) your vape will be returned. If caught vaping on college grounds again, your vape will be confiscated until the end of the year and you will make a \$100 community contribution. If caught a third time, college staff may consider other alternatives

## Study Atmosphere

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Our expectation at the college is that each student respects each other's desire to study and sleep. Quiet hours exist and are strictly enforced. Please make sure that Arana College is a place for first learning and then socialising.

## Weapons

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All residents are forbidden from bringing firearms or any other weapons to the Otago campus, and thus the Arana College Campus. Firearms, weapons, or explosives of any kind including fireworks and flammable liquids are strictly prohibited in the Residential College.

The Proctors Office has facilities to hold these weapons and firearms if you would like to keep them safe over the semester. Water pistols are forbidden unless of a bright coloured plastic and checked in with your Sub Warden.

## COLLEGE FACILITIES

### **Contacting the College**

Should you wish to receive mail at Arana College ensure let family/whanau/ friends to put your first and last name on the letter or parcel, as per below.

### **Your Name (first and last name)**

Arana College  
110 Clyde Street  
Dunedin 9016  
New Zealand

Mail is received and put in the shared mailbox area opposite the dining room. Mail can be posted from the Reception. Parcels received that are signed for will be held in the Reception and you will get a text advising you it has arrived.

### **Phone**

The Colleges main phone line is answered 24/7 for the duration of the College year February-November.

The number is 03 479 5509

### **Other forms of communication**

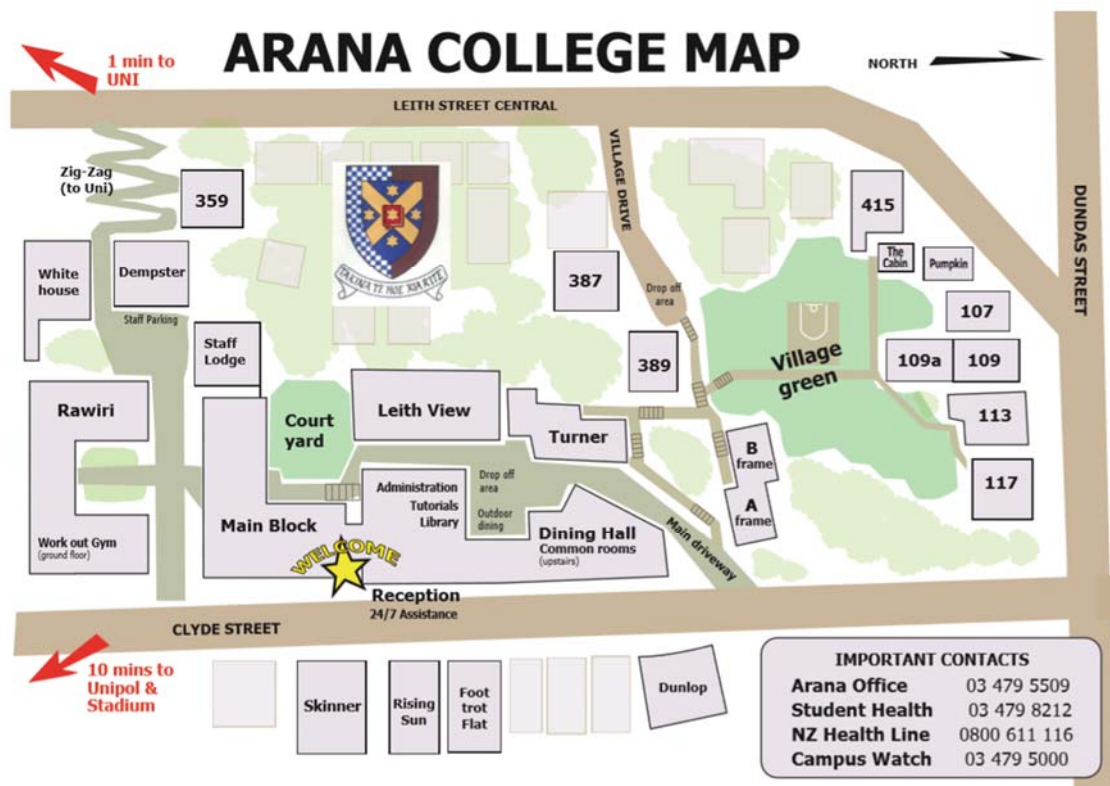
*Facebook* – You will be sent a link to join your year groups Facebook page (you may only join the group once you have paid your acceptance fee). Be mindful that this is a place for everyone to share thoughts.

*Email* – Please find email addresses for senior staff online

*Text* – The senior staff may text you from time to time to pass on important messages

*Bulletin board* – Look out for posters that are put up on the main bulletin board and your common room bulletin board.

*As with all forms of communications, the college expects that you will take an active role in knowing what is going on around the college and the wider community.*



## Living Facilities

- As you can see by the map above, the Arana Campus is vast and wide. We have over 20 residential buildings and house 403 students across the college.
- Off-limits areas are the Warden's Lodge (labelled Staff Lodge), and Senior Tutor's and Assistant Residential Tutor's apartments.
- Do not walk into someone else's room without their consent.
- All Arana College buildings are installed with either central heating, heat pumps or electric oil column heaters to keep you warm. However, energy conservation should be considered at all times for sustainability reasons.
- Winters in Dunedin are cold, so consider using a hot water bottle or a wheat bag and wearing 'thermal' underclothes.
- Unreported damage in the public areas of the College will be repaired and there may be a charge to all residents in that area.
- There is no car parking available at Arana College. The University of Otago leases car parks to students through the Property Services Division, if you want a carpark please contact Property Services on (03) 479 8014.
- Most floors/houses have their own communal lounge/kitchenette area which residents are encouraged to use. They have zips/kettle, refrigerator and an oven or microwave. Residents should supply their own crockery and cutlery for personal snacks.



## Your Room Facilities

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Arana College provides residents with well-maintained rooms. **We expect that when you leave at the end of the year, the room will be in the same condition as it was at the start.**

- Rooms are randomly allocated and are not subject to change unless in extreme circumstances and with the Wardens permission
- Your room is provided with:
  - A bed and bedding (mattress protector, duvet, duvet cover, sheets and pillow)
  - Desk
  - Wardrobe
  - Desk Chair
  - Drawers
  - Lamp
  - Heater
  - Mirror
  - Wastepaper basket
  - Noticeboard
- Personalisation is allowed and actually encouraged within common sense limits. All residents must comply with fire safety standards and leave the room how you found it.
- Do not fix anything to the walls, ceiling or woodwork by any form of adhesive such as glue or sticky tape.
- We expect that you will keep your room at a respectable level of cleanliness. Your cleaner will visit once per week to empty your wastepaper basket and vacuum your floor.
- Ventilate your room for at least one hour per day by opening the window.
- Staff members have the right to enter your room at all times.
- Rooms and their content are the responsibility of the resident. Given this, rooms should be kept locked when the resident is absent.
- All damage and losses, including to the exterior of doors will be charged to the resident. If something gets damaged during the year please report this through the Te Puna web app.



## Kitchen and Dining Facilities

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The dining room is conveniently located and efficiently managed by our Food Service Manager. Careful attention is given to nutrition, and the hygienic preparation of meals. There is a choice of meals offered at all meal times this included dietary restricted options.

- Meal times are:
  - Breakfast – 7:00 am – 10:00 am
  - Lunch – 12:00 pm – 1:15 pm
  - Dinner – 5:00 pm – 6:30 pm
- Late dinners and packed lunches are available if academics/extracurricular reasons prevent you from coming to a meal time.
- Special dietary needs (vegan, vegetarian, halal, etc.) are available at the college. Please contact us to discuss your dietary needs before accepting your offer of a place at Arana. The kitchen team will make every reasonable attempt to manage a special diet however due to the large number of residents it may not always be possible to cater for all needs.
- Guest meal passes can be purchased at the front office.
- Any resident caught throwing or using food inappropriate may be subject to disciplinary processes.
- A clean and tidy standard of dress is required in the dining room.
  - Footwear must be worn in the dining room
  - No hats or hoods are to be worn in the dining room. Cultural headwear is allowed.
- Please do not remove plates, cups, and cutlery or kitchen items from the dining room – if you do, there will be nothing to eat with!



## Study Facilities

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Self-discipline, time management and 'balance' are important aspects of organising tertiary study and intellectual independence.

Living in Arana College is a special community in which one is surrounded by academics who foster strong study habits. We promote working together, and informal mentoring between residents which results in high performance among our cohort.

- Each year the College arranges in-house tutorials in a range of courses free from any additional cost.
- A 24 hour access computer suite with all computers connected to the University network is provided. A printer is located in this suite which is connected to your University account.
- WIFI is available throughout the College.
- The college maintains an up to date academic library with leisure books and text books so students can feel free to expand their knowledge.

- Professional academic support for you can be arranged through the University's Student Learning Development Office
- The Warden and pastoral care team have access to your academic grades, so the staff team can assist you if you have problems.
- An excellent study atmosphere is a top priority at Arana, and every resident has a responsibility to make this work.
- Release of Grades: As a condition of residence Arana requires Residents to authorise the University to supply the Warden with academic grades for the time they are in Residence. This enables the College to more adequately assist residents with their academic program and learning support advice.

### Sport Facilities

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- Arana College has an in-house gym that is situated in Rawiri building. This is available to all residents.
- The gym has workout equipment, and other recreational equipment. You are encouraged to make use of these facilities when you need a break from study.
- Arana College also has a plethora of sports equipment in the "Sports Cupboard." This can be borrowed, at no additional cost, from the front office. With regards to any type of loan, you are responsible for the safe return of the equipment.
- There is a basketball court on the Village Green that is often used for shooting hoops
- Arana College participates in the Inter-Collegiate competition this includes a sporting section. Above all, Arana stresses the importance of giving it a go!



### Music/Arts Facilities

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- There is a music room that is located upstairs in the main building. You can go to the main office and borrow a Music Room Key for the year. In the Music Room, there are drums, a piano, guitars, ukuleles and more.
- Students can also lock away their bulky music equipment in the Music Room if they do not want to store it in their room.
- In Maxine's Diner, there is a chalkboard that can be drawn on – ask the Pastoral Care Team for chalk.
- There is an art-room located in Leith View. This can be used for creative purposes. There is an arts cupboard that has a plethora of arts equipment for residents use.

## Recreational Facilities

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Arana College has many recreational areas. These spaces are multi-use and it is important that these spaces are used for all students.

- Arana College has a Main Common Room (Barana) above the dining room. This space is equipped with a pool, foosball, table tennis and sky TV.
- Next to Barana, there is the Movie Room. This space is used for movie nights, gaming and pizza nights.
- The Formal Room is a multi-purpose room that can be used for studying or chit-chat. There is also a baby grand piano in this room.
- There are two hidden costume closets within the college – try and find them!
- Each floor has a common room that can be used for recreation or study.
- DVD's and board games can be found in the movie room.
- There is bike and large equipment storage facility at Arana College. You are encouraged to use a bike lock when storing items in this facility.
- There is a BBQ in the Arana Courtyard that is available for use



## Laundry Facilities

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- When using the laundry facilities, please be considerate of others using this space.
- We provide each student with a laundry basket at the beginning of the year to keep their laundry in and to help keep our laundry space neat and tidy.
- Do not turn off dryers or washing machines being used by others before cycles have been completed.
- Collect your washing immediately, as to not clog up the space.
- Each resident must supply their own laundry detergent and pegs. Please take note of whether your washing machine is a top-loader, front loader before purchasing washing powder.
- Please do not OVERLOAD the machines.
- It pays to separate lights, darks and delicates. This will help protect your clothes.
- Rinse muddy sports clothing before putting them into the washing machine.
- Never leave anything to dry on a heater.
- Remember to switch off the iron after using it.
- You may wish to bring a clothes rack for drying your clothes. These must be kept in your room, not in the hallway.

- Laundry is like all other skills – practice makes perfect so try and try again!

### **Parking Facilities**

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Parking is difficult to find during term time around the College. Given this, we advise that you should not bring a car if you do not have to. Here are some guidelines to parking at Arana College

- Arana College only offers street parking for residents.
- Do not park on the loading areas outside reception or dining room – these areas are for delivery and rubbish collection.
- Do not park over any driveways on Clyde Street or surrounding roads – you will most likely be towed.
- The Rawiri Gate is an emergency gate – please do not block this with your vehicle. If you bring a vehicle down we ask that you please advise us of your vehicle registration.

### **Recycling and Rubbish Facilities.**

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- We are committed at Arana College to sustainable practices and encourage where possible to recycle unwanted items. Recycle bins are located in each building and outside the houses.
- Residents of Arana agree to recycle all glass, cans, plastic and cardboard into the correct bins located throughout the College. It is a series of small steps that can make this college more sustainable and so we ask for your cooperation on this.
- Rubbish bins are located in each common area.
- There will be facilities towards the end of the year where residents are able to donate unwanted clothing, stationary, hygiene and some food items.

## BEFORE YOU ARRIVE

The following are important to note for your upcoming arrival.

- All electrical items, including appliances, chargers etc. must be checked and certified as safe by any appliance service company. There is also an opportunity to do this upon arrival.
- Check your immunisations are up to date. Living in a communal situation means you may be more at risk of being passed an infectious disease, or giving it to others. Immunisations to consider are: measles, rubella, tetanus, polio, hepatitis B, meningitis). You may also want to consider getting an Influenza Vaccination, these are offered at Arana College early in the year as well as at Student Health.
- Ensure you know how to use a washing machine, dryer and buy laundry powder and toothpaste from the supermarket. If you arrive and are still unsure, speak to any staff member.
- When you arrive at the College you will go through the check-in process with the College Staff. This can take some time, particularly when many people have arrived at the same time.
- During the arrival process you will need to complete your room inventory form. Please take the time to read this and note any damaged to your room. Sign it when you believe it to be accurate and give it to the person who showed you to your room. This form is checked again at the end of the year and any damage to your room, or missing items will be charged to your account.

## SAFETY MEASURES

We realise that you are probably not accustomed to living in a Residential College. Sharing common living facilities like common rooms and bathrooms with other students, and adjusting to the fact that your behaviour has an effect on those living around you usually takes time. A large part of a University education is the learning that comes from living with others. It is unlikely that you will experience any other living situation that can give you more hours of contact with people who share or have different interests than yours or that can expose you to so many points of view on almost any aspect of life.

### **Maintaining a Safe and Healthy Living Environment**

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The wellbeing of our students is one of highest importance. At Arana College, we take a dedicated, comprehensive, holistic, approach to student wellbeing. If you are unwell, there are many avenues that you may go down to get better.

### **IN AN EMERGENCY DIAL 111**

#### *Student Health*

The University of Otago Student Health and Counselling Service is situated on Walsh Street, and provides a full service to students who are currently studying at the University of Otago. Hours are below.

Hours: 9am - 5pm, Monday - Friday:  
Contact: 479 8212, or dial 8212 direct if using an Arana phone.

#### *Healthline*

Residents can contact Healthline 24hours a day for advice from trained registered nurses on (1) 0800 611 116

#### *After Hours Doctor*

There may be a time when you require emergency, after hours care. There are a multitude of reasons for this. Contact below.

Contact After Hours Doctors - 479 2900

Address: 18 Filleul Street

If you need First Aid, see a member of staff.



### **Arrangement for a Sick Resident**

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Sick meals are available upon request. If you, or a friend is sick, simply go and find the on-duty CCL. They will assist you in organising a sick meal.

Your health is our concern but you will appreciate that we will have no way of caring for you if you don't let someone know you are sick.



## Absence

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Permission to leave is not required for overnight or weekend absences. However, if you intend to be absent from the College overnight or for the weekend, please sign out on the Te Puna web app. This is very important, and in your best interests should your family require it in an emergency.

## Disabilities

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Disabilities and other health related issues must be declared on the relevant form in your Accommodation Contract. It is also suggested that residents with disabilities should introduce themselves to their Sub Warden/ CCL at the beginning of the year. This will allow your Sub Warden to provide appropriate help in case of evacuations and emergencies. The University also has a Disability Information & Support Office who you can contact.

## Security Measures

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Arana College is a very safe environment, however to continue this safe environment that we have, we need all residents to contribute to keeping the campus secure.

- Extensive safety and security measures like student ID swipe card access, automatically locking doors and contracted after hours security guards are in place for your safety.
- Arana College has a Vpass sign in process to sign overnight guests in.
- External patrols, highly trained residential and security staff, surveillance cameras and emergency evacuation procedures are in place to protect you from foreseeable risks.
- Doors should be locked when a resident is out of their room no matter how long they will be out of their room for.
- Room keys and swipe cards should be kept secure while in your possession. Keys should be handed in to the Office if you are leaving the College during the holidays to ensure the security of your keys. If you lose your keys please let someone know at Reception. There is a charge to get a replacement set of keys.
- Never give your keys/swipe card to someone else, this is regarded as a breach of security.
- Never allow someone you do not know access through a gate when you are entering or exiting.
- Arana College operates a CCTV security system 24/7 for the safety of all Arana residents.
- Campus Watch can assist students anytime on campus. You can phone them on 479 5000



## Theft within the College

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Unfortunately, theft can sometimes be a problem in Residential College's. For this reason, you are encouraged to insure personal possessions either as a part of your parents' Homeowners' Policy or by a separate policy. It is important for you to protect your possessions and those of your fellow students. Keep your room door locked whenever you are out of your room, or sleeping, or napping. When you see strangers who do not appear to belong on your floor/house, find out who they are and what they're doing. Remember never prop main doors to buildings open or let strangers into the College. Propping doors open is considered a serious breach of security and will be dealt with by the Warden. Never hand out your security card or keys to anyone, including your friends. Only enter the College by specified entrances, depending on time of day. All after-hours access into College is via the reception area.

## Fire Safety

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- Extensive safety and security measures like fire alarms, smoke detection systems, automatic locks, after hours security patrols, surveillance cameras and emergency evacuation procedures are in place to protect you.
- Due to the risk of fire, candles and incense sticks are not allowed.
- Residents should be very cautious in using hairspray, deodorant sprays, popcorn makers etc. because these can set off the smoke detector alarm if used indiscriminately. HAIR STRAIGHTENERS AND HAIR TONGS MUST ONLY BE USED IN BATHROOMS.
- Flammable liquids (e.g. kerosene, gasoline etc.) are not permitted to be stored in the College.
- Any combustible items like posters and pictures should not be affixed to the doors, ceilings or woodwork.
- Refrigerators, cooking appliances, electric blankets, electric jugs, and private heaters are not permitted in bedrooms.
- Keep hallways and walkways clear at all times.
- Fireworks and firearms of any sort are strictly prohibited on College property. Firearms storage is available at the Proctors Office.
- The misuse of fire-fighting equipment and alarms will result in charges for reinstatement of equipment and NZ Fire Service attendance costs.
- Any resident who interferes with fire systems or equipment or who maliciously or carelessly causes a fire alarm activation may be referred to the Proctor or Police and will have their residency at Arana College reviewed with possible outcomes including suspension and dismissal.
- In the event the Fire Alarm sounds stay calm and evacuate to your meeting point using the stairs closing the door behind you. Follow the instructions of staff and fire personnel. Do not re-enter the building until you are permitted to do so.

- If you are trapped and cannot exit the building enter a bedroom, they are designed to withstand a fire for a safe period, pack the door with wet towels/sheets/clothing. Call 111 to advise that you are trapped in the building. Stay low to the ground near the window.
- To become more familiar with the fire evacuation procedures of your area refer to the fire evacuation diagram on your floor/ in your house. Your CCL will also brief you within the first few days of arriving at the College.

## **Earthquake Safety**

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Before an emergency arises, make sure you know the location of exits and your meeting area. If an earthquake occurs:

- Don't panic, stay as calm as possible. You will need to think clearly to make the right decisions.
- If inside, do not move more than a few steps, drop, cover and hold. Stay where you are until the shaking stops and you are sure it is safe to exit.
- If you are in an elevator, drop, cover and hold. When the shaking stops, try and get out at the nearest floor if you can safely do so.
- If you are outdoors, move no more than a few steps, try and get away from buildings, trees, light poles and power lines, then drop, cover and hold.
- Always escape via stairs - never use elevators.

Once you evacuate, report to your meeting area, follow directions of staff, and never re-enter until authorised. If you know that someone is out of the college and not in the building, let a staff member know.

## **Active Shooter Safety**

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In the very unlikely event of an Active Shooter, we must be prepared within our College community. Please follow these simple steps to prepare yourself.

- Run – to a place of safety
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
- Hide – if unable to run from the area hide
  - Hide in an area out of the shooters view
  - Block entry to your hiding place and lock the doors
  - Silence your cell phone
  - Turn off lights, radios, computer monitors
- Fight – as a last resort and only when your life is in imminent danger
  - Attempt to incapacitate the shooter
  - Act with physical aggression using whatever item you can, throw items at the active shooter or try and overpower them

**Pandemic Safety:**

In the event of a Pandemic all residents are expected to be prepared and adhere to:

- Ministry of Health Directives and Guidelines
- Instructions from College and University staff
- Social Distancing Guidelines and Restrictions
- Sanitising Requirements

Residents should have their own medical kit and masks.

## MEET THE STAFF

### Warden/Head of College



The term Warden is a traditional description for a person who supervises and leads schools, colleges like Arana and some other institutions. The Warden is responsible for all aspects of the running and day-to-day management of Arana, its residents, and staff. The Warden on Arana College is Jamie Gilbertson and is assisted by his Senior Management team of Operations Manager Tracy de Woeps, Senior Tutor Kirsten Eichstaedt and Food Services Manager Brian Galvin.

### Operations Manager

#### *Tracy de Woeps*

Tracy and her family have lived in New Zealand for the past 15 years. Tracy comes from a Senior Operations Manager background here in New Zealand and in her native England. Tracy has an MBA which she gained at the University of Otago.

Tracy manages the business end of College life, deputising for the Warden in his absence.



### Senior Tutor

#### *Kirsten Eichstaedt*



Kirsten Eichstaedt lives on-site at Arana with her family. Kirsten is responsible for the Pastoral Care team which includes the CCL's. She has oversight of all learning support, College events including volunteering, cultural, sporting and social pursuits.

Kirsten is from South Otago and holds a MTour and BCom (hons) from the University of Otago. Kirsten lived at Arana as an undergraduate and has also held roles as a Sub Warden, Senior

Sub Warden and Assistant Warden as well as being employed as a University Tutor. Kirsten is a Mum and in her spare time enjoys sports, sewing and quilting.

## **Assistant Residential Tutors**

### ***Sara Colombo***

Sara Colombo is Dunedin born and American educated. She went to high school at Columba College in Dunedin and then travelled to the United States to attend University for four years. While at University she gained a BA (Hons) from Colorado College. While overseas, Sara has studied in New York City, Serbia, Bosnia, and Greece.

Sara Colombo began working at Arana College in 2017 and is actively involved in the Inter-Collegiate competition, events calendar, student welfare, learning support programme and management of the RA team at Arana College.



In her spare time, Sara enjoys yoga, watching Netflix and long distance canoeing. She is passionate about diversity within the college and making sure everyone lives a happy and healthy life-style.

### **Matt Hesson**



Matt Hesson is from Central Otago and has completed a bachelor's degree in Human Resources and Management right here at Otago University. Matt has lived in Arana as a first year student and also came back to be a Sub Warden in his final year of study. A short, beautiful drive from the stone fruit orchards that Matt grew up around and worked on, Arana provides many similar values; growth, care and community just to name a few.

Matt is a semi-retired hockey player, occasionally making guest appearances for inter-college games. He also enjoys most other sports, reading, trivia/puzzles and going for the odd swim or run. At the college, Matt works alongside the rest of the Pastoral Care Team in supporting the Sub Wardens and ensuring a safe and excellent experience for the residents who come to live with us.

## **Community Collegiate Leaders (CCL)**

The CCL's or Subwarden's are older students who live onsite and are employed to help students navigate their way through their first-year at the University of Otago and/or Arana College.

Their role is to look after residents in the college through pastoral care, event planning and management. Please respect their role as they contribute highly to the safety within the college.

## **Administration**

We have administration staff on the front desk from 8:30am until 5:00pm, Monday through to Friday. They provide a wealth of administrative knowledge to support the college.

## **Food Services Manager**

### ***Brian Galvin***

Brian has been working at the University for a number of years and has recently joined the Arana College team as the Food Services Manager. Brian, who hails from Ireland, develops the well-balanced menu that is prepared onsite at the College by his team. Brian enjoys the connections he makes with residents as they come to the dining room for meals and snacks.

## **Property and Maintenance**

Mark Robertson is responsible for the day to property and maintenance at the College. Mark looks after the contractors that attend the site to carry out every day maintenance.

## **Cleaning**

Heather Gunion leads the team of experienced and professional cleaners at Arana College. Heather and the team are an important part of the Arana College operation.

## **Kitchen/Dining Room Staff**

Led by Food Services Manager Brian Galvin, the kitchen and dining room team serve meals for all students 3 times per day. Food is one of the most important thing when coming to a college. Arana is proud of the food that we serve from product quality, sustainability and a commitment to on-going health needs and dietary requirements of our cohort.

There is a large team employed who work tirelessly to provide not only high quality food that is served every day but also to cater to the many special dinners that we enjoy throughout the academic year.

## **Confidentiality within the team**

Residents should be aware that study, behaviour, and health matters are not confidential to individual staff members, but to the staff team. Please do not embarrass individual Sub Wardens and yourself by asking them to keep such matters confidential to themselves. The Warden has concern and responsibility for the whole College, and therefore all staff members consult with the Warden over issues with residents. The Warden only shares personal or sensitive information on a "need to know basis" with other staff.

- Staff may suggest to Residents that it might be more appropriate if some matters are shared with a trained professional counsellor from the Student Health Mental Health and Wellbeing team or with other outside agencies.