

1 Purpose

To ensure Residence Unit Leaders are fully briefed on their responsibilities.

2 Scope

This procedure applies to all Unit Leaders of SuniTAFE Student Residences.

3 Contents

1	Purpose	1
2	Scope	1
3	Contents.....	1
4	Definitions.....	1
5	Actions	1
6	Associated Documents.....	3
7	References	3
8	Forms / Record Keeping.....	3

4 Definitions

ACRONYM / Term	Definition
Unit Leader	Leadership role is to assist all students and staff in an effective and safe operation of the SuniTAFE Student Residences.
Confidentiality	Refers to the restricted access of identifiable information for only those who have a direct need to view, be informed, and/or record the information. Under no circumstances should any information regarding the complaint be discussed with any party unless they are involved in the complaint resolution process.
Sexual Harassment	A verbal or physical conduct of a sexual nature which is unwelcomed and uninvited.
Racism	Discrimination based on race, especially the belief that one race is superior to another.

5 Actions

5.1 Selection of Unit Leaders

- 5.1.1 The Residence Officer will call for Expressions of interests from Second and third Year Residents to take up Unit Leader Positions.
- 5.1.2 The selected Unit leader will be compensated by receiving a 10% discount on accommodation fees.

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DO NOT POPULATE FOOTER – THIS WILL BE DONE AUTOMATICALLY

- 5.1.3 The Resident selected to become a unit leader will be required to complete an orientation with the Residence Officer prior to commencing in the role.

5.2 Assisting Students on Residence

- 5.2.1 Unit Leaders are responsible for assisting new residents to settle into Student Residences.
- 5.2.2 Unit Leaders are available for residents to express issues relating to their stay at Student Residences and be responsible for voicing the issues of the general population living in the facility.
- 5.2.3 Unit Leaders are required to maintain confidentiality at all times when discussing Student Residences issues.
- 5.2.4 Unit Leaders are required to encourage responsible behaviour and encourage team building on Student Residences.
- 5.2.5 Unit Leaders are required to assist the Residence Officer by meeting with new tenants after hours when requested. Unit Leaders will also be responsible in this instance for providing the new tenant with keys and conducting the induction.
- 5.2.6 Units Leaders are required to communicate information to other residents from the Residence Officer.

5.3 Liaising with Residence Officer

- 5.3.1 Unit Leaders may be required to assist the Residence Officer with planning activities for Student Residences and must meet with the Residence Officer regularly.
- 5.3.2 Unit Leaders are required to report incidents as per the Residence Behaviour Policy, Residence Breach of Guidelines Procedure and Residence Incident Reporting Procedure, Residence Officer will report all incidents to Manager, Corporate Administration immediately upon notification.

5.4 Residence Security

- 5.4.1 Unit Leaders must ensure all tenant guests sign the visitor's sign in sheet on arrival.
- 5.4.2 On a daily basis the Unit Leader is required to check that the compound gates are locked.

5.5 Emergency Situations

- 5.5.1 In the event of an emergency, Unit Leaders are required to call 000.
- 5.5.2 In the event of an after hours maintenance emergency, Unit Leaders are required to call Security.

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5.5.3 Unit Leaders are required to assist in evacuation of residences.

5.5.4 In the event that a Police Officer attends Student Residences in search of a tenant, Unit Leaders must assist.

5.6 Unit Leader Meetings

5.6.1 Unit Leaders must attend meetings with the Residence Officer on a regular basis.

5.6.2 Unit Leaders must work together with other Unit Leaders to provide an overall student self-management system.

6 Associated Documents

- Residential Behaviour Policy
- Residence Breach of Guidelines Procedure
- Residence Incident Reporting Procedure

7 References

- Nil

8 Forms / Record Keeping

All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.

Title	Location	Responsible Officer	Minimum Retention Period
N/A			