

THE AUSTRALIAN NATIONAL UNIVERSITY

HALLS OF RESIDENCE RULES 2005

The Council of the Australian National University makes these Rules under section 1 of the *Halls of Residence Statute*.

Dated: 10 December 2004.

Peter Baume AO
Chancellor

1 Citation and commencement

1.1 These Rules may be cited as the Halls of Residence Rules 2005.

1.2 These Rules commence on 31 December 2004, immediately after the commencement of the Rules (Repeal) Rules 2004.

2 Interpretation

2.1 In these Rules, unless the contrary intention appears:

Advisory Committee, for a Hall, means the Committee constituted for that Hall under subrule 7.1;

College means a residential college that is affiliated with the University under the *Residential Colleges (Affiliation) Statute*;

Hall means a Hall of Residence established by the Council, including:

- (a) Bruce Hall; and
- (b) Burton and Garran Hall; and
- (c) Fenner Hall; and
- (d) Toad Hall; and
- (e) Graduate House; and
- (f) Ursula Hall.

Head, in relation to a particular Hall, means the Head of the Hall, however described;

nominated officer means the nominee of the Vice-Chancellor under rule 15;

Ursula Hall means the Hall that, before 1 January 2004, was known as Ursula College.

2.2 A reference in these Rules to **Ursula Hall** is a reference to that Hall on or after 1 January 2004.

3 Head and acting Head

3.1 The Vice-Chancellor must appoint for each Hall, a person to be Head of the Hall;

3.2 A Hall's Advisory Committee may make recommendations to the Vice-Chancellor about the appointment of a person as Head of their Hall.

3.3 The Vice-Chancellor may, on the advice of the nominated officer and after considering any relevant industrial award or law, remove the Head of a Hall from office for incapacity, misconduct or unsatisfactory performance.

- 3.4 The Vice-Chancellor may appoint a person to act as Head of a Hall:
- (a) during a vacancy in that office, whether or not an appointment has previously been made to the office; or
 - (b) during any period, or during all periods, when the Head is absent from duty or from Australia, is acting in another office or is, for any reason, unable to perform the duties of the office.
- 3.5 Anything done by or in relation to a person purporting to act under an appointment made under subrule 3.4 is not invalid merely because:
- (a) the occasion for the appointment had not arisen; or
 - (b) there was a defect or irregularity in connection with the appointment; or
 - (c) the appointment had ceased to have effect; or
 - (d) the occasion to act had not arisen or had ceased.

4. Responsibilities of Head

- 4.1 Subject to any direction of the Vice-Chancellor or his or her nominee and acting with the advice of the Hall's Advisory Committee, the Head of a Hall is responsible for the good management and leadership of the Hall, for discipline in the Hall, for the well-being of its residents and staff and for the maintenance of the Hall's buildings.
- 4.2 Under the broad direction of the nominated officer, the Head of a Hall is responsible for:
- (a) developing and implementing policies and procedures for the care and welfare of residents of the Hall, including security and discipline in relation to the Hall and its residents; and
 - (b) implementing, in relation to the Hall, applicable University Statutes, Rules, Orders and policies, including those relating to the sale, purchase and consumption of liquor, equity and diversity, occupational health and safety and staffing, grievance handling and appeals; and
 - (c) the financial and operational management of the Hall; and
 - (d) implementing and administering admissions policy for residents of the Hall.
- 4.3 The Head of a Hall must contribute to the academic life of the Hall.

[NOTE: It is expected that the Head of a Hall will collaborate with University Accommodation Services and maintain close linkages with the Heads of other Halls and Colleges and with activities of significance to student accommodation, including recruitment and student services.]

- 4.4 If appropriate, the Head must provide advice to the nominated officer on the potential impact of University policies on accommodation.

5 Dean of Residents

- 5.1 The Head of a Hall may, with the advice of the Advisory Committee, appoint a person as Dean of Residents for the Hall.
- 5.2 The Dean of Residents for a Hall is responsible to the Head of the Hall and must assist the Head of the Hall in the management of the Hall, with particular responsibility for the pastoral and academic care of residents.

6 Advisory Committee

- 6.1 There is to be an Advisory Committee for each Hall.

7 Constitution of Advisory Committee

- 7.1 Each Advisory Committee for a Hall is to consist of the following members:

- (a) a Chair appointed by the Vice-Chancellor on the advice of the nominated officer (following consultation between the nominated officer, the Head of the Hall and, if appropriate, the relevant Advisory Committee);
- (b) 4 non-residents of the Hall appointed by the nominated officer to represent the interests of the University; and
- (c) not more than 4 residents of the Hall chosen by its residents to represent the interests of the residents.

[NOTE: For:

- (a) Bruce Hall—the Advisory Committee is expected to include the President of the Junior Common Room Committee, a representative of the Resident Tutors of the Hall, and 2 members elected from among their number by the residents of the Hall;
- (b) Burton and Garran Hall—the Advisory Committee is expected to include the President of Burton and Garran Members Association, the Dean and 2 members elected from among their number by the general student body, being members who are not office holders in or staff of the Hall;
- (c) Fenner Hall—the Advisory Committee is expected to include the President of the Junior Common Room, the President of the Senior Common Room, a representative of the Senior Residents and Academic Assistants and a representative elected from among their number by the residents of the Hall;
- (d) Toad Hall—the Advisory Committee is expected to include the Sub-Dean, as representative of the Senior Residents of the Hall, and the President of the Toad Hall Residents Committee;
- (e) Graduate House—the Advisory Committee is expected to include the convenor of the Common Room Committee and a representative elected from among their number by the residents of the Hall; and
- (f) Ursula Hall—the Advisory Committee is expected to include the Dean of Residents, the President of the Ursula Residents' Association, a representative of the Senior Tutors and one member elected from among their number by the residents of the Hall.]

8 Tenure of members of Advisory Committee

- 8.1 Subject to rule 9, a member of the Advisory Committee remains a member:
- (a) if he or she is a non-resident member, for 2 years commencing on the day of his or her appointment; or
 - (b) if he or she is a Hall resident member, until the end of the calendar year of the year in which he or she becomes a member.
- 8.2 A member may resign his or her office by signed notice given to the Chair.
- 8.3 A member whose appointment expires is eligible for reappointment.

9 Vacation of office by member of Advisory Committee

- 9.1 The nominated officer may, after consulting with the Head of the relevant Hall, remove a member of the Hall's Advisory Committee from office for incapacity, misconduct or unsatisfactory performance.
- 9.2 The office of a member of the Advisory Committee becomes vacant if the member:
- (a) dies;
 - (b) declines to act;
 - (c) resigns his or her office;
 - (d) is absent, without leave of the Advisory Committee, from 3 consecutive meetings of the Advisory Committee; or
 - (e) ceases to belong to the category of persons on the basis of which he or she was appointed to the Advisory Committee.

9.3 If a vacancy occurs on an Advisory Committee, the Chair of the Advisory Committee must, in the case of an appointed member, ask the nominated officer to fill the vacancy or in the case of a resident member, ask the resident body to fill the vacancy.

10 Chair and Deputy Chair of Advisory Committee

10.1 There is to be a Deputy Chair of each Advisory Committee, elected by the Advisory Committee from among its members.

10.2 A person who is the Chair or Deputy Chair of an Advisory Committee holds office for 2 years commencing on the day of his or her appointment or election, but is eligible for re-appointment or re-election.

10.3 The Chair or Deputy Chair of an Advisory Committee may resign his or her office by signed notice delivered to the Head of the relevant Hall.

11 Meetings of Advisory Committee

11.1 The Chair of an Advisory Committee must preside at any meetings of the Advisory Committee at which he or she is present.

11.2 The Deputy Chair of an Advisory Committee must preside at any meetings of the Advisory Committee at which the Chair is not present, but the Deputy Chair is present.

11.3 If both the Chair and Deputy Chair are absent from a meeting of an Advisory Committee, the Advisory Committee must elect, from those members present, an acting Chair to preside at that meeting.

12 Functions and powers of Advisory Committee

12.1 Subject to any direction given by the nominated officer, an Advisory Committee:

- (a) may advise the Head of the relevant Hall on any matter of policy related to any aspect of the good management, good government and discipline of the Hall, and the well-being of its residents;
- (b) may advise the Head of the relevant Hall on rights, privileges and obligations in relation to residents of the Hall;
- (c) may ask the Head of the relevant Hall to supply it with such information as it considers relevant or necessary for it to be able to provide advice to the Head; and
- (d) may approach the nominated officer to discuss concerns it has over matters affecting the good governance of the Hall.

13 Proceedings of Advisory Committee

13.1 The Advisory Committee for a Hall must meet at least 4 times a year, and at least once in each teaching period.

13.2 At a meeting of an Advisory Committee, 5 members constitute a quorum.

13.3 An Advisory Committee may regulate its proceedings by resolution.

14 Residents' Committee

14.1 The Head of a Hall may establish a Residents' Committee and provide for its rules of operation.

15 Nominated officer

15.1 The Vice-Chancellor must nominate an officer of the University to take responsibility for accommodation for the purposes of these Rules.