IMPORTANT NOTICE TO ALL INTENDING STUDENTS OF BATCHELOR INSTITUTE OF INDIGENOUS TERTIARY EDUCATION: NO ALCOHOL OR OTHER ILLEGAL SUBSTANCES PERMITTED ON CAMPUS.

In accordance with clear and consistent messages from our Indigenous communities, Batchelor Institute Council has established a policy that alcohol and other drugs are not to be brought into, or consumed within, any Institute facilities, including Institute vehicles.

It should be noted that, the campuses are RESTRICTED AREAS under the Northern Territory Liquor Act. This means that, within these locations, under the NT Liquor Act, “the possession of all types of alcohol is illegal”. By law, the police have the right to enter the campuses and enforce this Act.

The information printed in this student guide was correct at the time of publication.
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Introduction

This On-campus Guide contains information that will provide answers to the questions that may arise whilst you are studying at Batchelor Institute or if you are an ACIKE student that attends campus-based workshops.

This guide does not cover information concerning programs of study or course descriptions. These issues are dealt with in the Institute’s web-based course guide. The guide will be available early in 2012 on the Institute’s website. You can also talk to an Academic Advisor or course coordinator about courses offered at the Institute.

Course induction

On your first workshop at Batchelor Institute you will do an orientation and induction session to ensure your health safety and wellbeing while at Batchelor, to check your enrolment details and also to introduce you to your learning environment, catering and first aid facilities, Student Code of Conduct, campus rules, and how your course will be managed and delivered. For those students with a disability you will be advised on the support services available to you, if not previously arranged.

To obtain your Student ID card

ACIKE

ACIKE students will be issued a Student card from Charles Darwin University. Students attending workshops at either Batchelor or the Desert People’s Centre will be able to use their ACIKE Student card to access the Institute’s facilities and computing facilities.

To obtain your student ID card please contact Charles Darwin University, Information Centre, Monday - Friday on:

Phone: ................................................ 1800 061 963 Casuarina.

On-campus rules

Entry to campuses

You may be randomly selected to partake in security checks before entering the campus. This check is to be conducted by security personnel in an attempt to stop the trafficking of illicit and prohibited items.

This check may include baggage and/or an on-person check. If you don’t allow this check, you may not be allowed to come on campus.
If security staff believe a person is intoxicated and/or unmanageable, entry back on to the campus will be denied and a local night watch patrol may be called. This is to ensure a safe and alcohol and drug-free campus for all who stay in the accommodation blocks and attend Batchelor Institute courses.

**Alcohol and other drugs on campus**

In accordance with clear and consistent messages from your communities, alcohol and other drugs may not be brought into, or consumed within Institute facilities, including the student and staff residences. This rule applies to all Institute facilities, including Institute vehicles.

It should be noted that Batchelor Institute campuses are RESTRICTED AREAS under the Northern Territory Liquor Act. This means that within these locations, under the NT Liquor Act, the possession of all types of alcohol is illegal. By law, the police have the right to enter the campuses and enforce this act.

**Damage or theft of property**

You are not to remove or damage any Batchelor Institute property, such as:

- sheets or pillows
- blankets or bed spreads
- crockery, cutlery, or electric goods
- furniture
- windows etc.

Students are liable for damages and will be required to pay for them.

Loss of personal property is your responsibility, not the Institute’s.

**Use of telephones**

Whilst you can receive personal phone calls in the residence, you will not be able to make personal calls. If you need to make a private telephone call not connected with Institute business, please use a public telephone provided on campus. See the campus map for locations.

**Computers**

Computers are available for student use in the computer laboratories and the library. The Institute’s Information Security Policy details the following conditions of use. All users of the Institute’s computers must:

- not use the computers to view, to send or to forward harassing, intimidating, offensive or defamatory material to or about others; including the viewing, sending or forwarding of pornographic, racist, sexist or socially and culturally insensitive material
- use the computers only for professional purposes and assistance with studies
• use the computers in a responsible and professional manner, respecting the rights of others
• not use digital facilities for personal non-Institute commercial activities or other personal gain
• not use digital facilities for any fraudulent or unlawful purpose, including any activities prohibited under any applicable law
• not use facilities to send or forward junk mail or chain letters; and
• not use another staff members or another student’s email account, unless approved by the Director.
• The institute no longer provides paper for printing. Please ensure that you have included printing papers with your study resource material.

**Student Code of Conduct**

1. Preamble

(1) Batchelor Institute Council has made the Student Code of Conduct to describe the responsibilities and rights, and associated expected basic level of conduct of all Batchelor Institute students, so that the Institute is a safe, healthy and harmonious academic and work environment, free from harassment for all members of the Institute community.

(2) By being admitted as a student of the Institute, each student is bound by the Institute's regulations and other lawful directions, including this Code of Conduct.

(3) A person who has lodged an application for admission undertakes to be bound by, and comply with, the Institute’s regulations and other lawful directions as if he or she were already admitted as a student, until the application has been finalised.

(4) Unless the Act or an Institute regulation provides another process appropriate to the specific instance, any report of a breach of this Code brought against a student will be dealt with in accordance with the provisions of this Code and the *Student Conduct Rules*.

(5) This Code applies to all Institute students while they are:
   (a) on an Institute campus or facility; or
   (b) involved in an Institute activity or under the auspices of the Institute; or
   (c) undertaking travel to and from the Institute, paid for by the Institute; or
   (d) within accommodation paid for by the Institute; or
   (e) in the course of any field trip, workshop or practicum organised by or for the Institute.
Regardless of what is in this Code, all students and the Institute retain the right and responsibility to refer alleged breaches of the Student Code of Conduct to authorities external to the Institute at any stage.

2. Student conduct

(1) Students are expected to:
   (a) show a commitment to the Institute’s vision and goals;
   (b) make themselves aware of all Institute regulations and policies pertaining to their rights and responsibilities as students;
   (c) observe all regulations and lawful directions concerning their conduct that are made and published from time to time by the Institute; and
   (d) show respect to Indigenous protocols applicable where the Institute activity is conducted.
   (e) Students are expected to act at all times in a way that:
       (f) respects the rights, privileges and well-being of others;
       (g) does not impair the functioning of the Institute;
       (h) does not impinge on the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities in the Institute or Institute facilities, or to participate in the life of the Institute; and
       (i) is not detrimental, or likely to be detrimental, to the reputation or to the orderly functioning of the Institute or its activities.

(2) Students have a responsibility to participate, as far as is possible within each student’s individual circumstances, in the functioning of the Institute, including through the provision of constructive feedback on the teaching-learning environment.
   (a) In the area of their learning at the Institute, students are expected to:
       (b) take responsibility for monitoring their own progress in the teaching-learning environment and the academic program, taking into account their level of access to academic staff and various support services provided by the Institute;
       (c) make themselves aware of all unit or subject information available to them;
       (d) attend teaching-learning activities as required and participate actively and positively in the teaching-learning environment;
       (e) comply with workload expectations and submit required work in accordance with protocols and procedures agreed with the appropriate lecturer;
       (f) make themselves aware of their individual rights and responsibilities regarding the proper use of copyright material;
       (g) refrain from any form of academic misconduct; and
(h) raise any questions or concerns with the appropriate staff member in a timely manner.

(3) Students must not wilfully damage, misuse or use without authority the Institute’s property or any other property lawfully connected to the Institute.

3. Breaches of the Student Code of Conduct

(1) A breach of the Student Code of Conduct means conduct on the part of a student which:
   (a) unreasonably impinges on or impairs the reasonable freedom of other persons to pursue their studies, researches, duties or lawful activities or Institute facilities, or to participate in the life of the Institute;
   (b) unreasonably interferes with the due processes of the Institute;
   (c) is detrimental, or likely to be detrimental, to the reputation or to the orderly functioning of the Institute or its activities; or
   (d) is adverse to the Institute’s academic, commercial, legal, social or cultural standing.

(2) Without limiting the generality of clause 4(1), a student may be in breach of the Student Code of Conduct if he or she:
   (a) wilfully, recklessly or negligently engages in conduct which causes, or is calculated or is likely to cause, bodily injury to any person or which by its nature unreasonably endangers the safety of other persons;
   (b) attacks, harasses, threatens or intimidates any person, or attempts to attack, harass, threaten or intimidate any person;
   (c) engages in, or assists another student to engage in, academic or other misconduct;
   (d) fails to comply with a requirement or direction prescribed or given in relation to the conduct of assessment;
   (e) knowingly makes a false representation with respect to a matter which relates to the student;
   (f) wilfully or negligently destroys, damages, loses or removes, wrongly deals with or otherwise engages in conduct which involves unauthorised or unjustified interference with any Institute property lawfully connected to the Institute;
   (g) enters, or enters and remains without authority in any part of the Institute to which the student knows, or ought reasonably to know, entry is prohibited or is allowed only with authority;
   (h) without lawful authority:
      (i) gains access to, or enters, or attempts to gain access to or enter a computer system or part of a computer system of the Institute; or
(ii) obtains access to or alters, or attempts to gain access to or to alter, any document or record kept by the Institute;

(j) wilfully obstructs, or attempts to obstruct, or interferes or attempts to interfere with:
   (i) the use of any Institute premises, facilities or equipment;
   (ii) the orderly conduct of any Institute teaching group, assessment, examination or ceremony or any meeting of the Council or a board, committee or any other body convened on Institute business, or any other activity, function or program held at the Institute;
   (iii) any member of the Institute staff in the performance of the staff member’s duties;

(k) without lawful authority, discloses to any person any information relating to the Institute or its affairs which is of a confidential nature and which the student knows, or ought reasonably to know, to be of such a nature;

(m) contravenes or fails to comply with:
   (i) a notice duly served to give evidence to a relevant body constituted under an Institute regulation;
   (ii) a request to disclose his or her name and address, or to produce evidence of identity, where required to do so by an authorised officer of the Institute in the course of his or her duties; or
   (iii) any Institute regulation or any lawful order of an Institute employee or of a person acting under the Institute’s authority.

(n) in contravention of Institute regulations:
   (i) causes to be brought, or brings, alcoholic beverages, kava or an illegal substance onto Institute premises or into Institute facilities;
   (ii) allows someone invited by the student onto Institute premises to do this;
   (iii) enters Institute premises or Institute facilities while intoxicated; or
   (iv) partakes of or uses prescribed medication to induce intoxication on Institute premises or in Institute facilities.

(o) does or omits to do any act where such act or omission:
   (i) would constitute an offence, had it occurred in a public place or on a public road;
   (ii) in any place wheresoever might endanger the safety or health of any person or damage or destroy any property;
   (iii) in any place wheresoever disrupts or tends to disrupt the peace or good order of the Institute;
   (iv) impedes or tends to impede any Institute activity;
   (v) constitutes a dishonest act; or
   (vi) brings the Institute into disrepute.
4. Allegations of breaches and breaches of the Code

(1) An allegation of a breach of this Code must be made in writing and signed by a member of the Institute staff or a student, or by a person outside the Institute through a member of the Institute staff.

(2) All allegations of breaches of the Code and all breaches of this Code will be dealt with in accordance with the Student Code of Conduct Enforcement Rules.

5. Rights of students

In tandem with responsibilities and associated expected conduct outlined in this Code, the Institute recognises that Institute students have the right to:

(a) deal with staff and other students on the basis of respect and courtesy, and in a harmonious, safe and secure work and study environment free from harassment and discrimination, in accordance with relevant legislation and Institute policy;

(b) expect the Institute to maintain the confidentiality of all personal information, releasing it only with the student’s knowledge and consent or when legally required to do so;

(c) a cooperative and positive teaching-learning experience informed by current scholarship, in which they:
   (i) are informed about what is expected of them as students;
   (ii) can expect fair, critical and helpful assessment and feedback on their academic work in a timely manner;
   (iii) are informed how and when their work will be assessed; and
   (iv) have the opportunity to provide fair, critical and helpful feedback on their academic programs;

(d) reasonable access to staff to discuss issues and problems;

(e) access to administrative guidelines and procedures, including appropriate procedures for dealing with grievances;

(f) opportunities to participate in institutional decision-making; and

(g) reasonable access to any relevant support services provided by the Institute.

Staff Code of Conduct

Information about the Staff Code of Conduct is available at this address:
Staying on campus

Weather

*Batchelor*

The Top End of Australia has a tropical savannah climate, with distinct wet and dry seasons. The average maximum temperature is similar all year round. The dry season runs from April/May to October (winter), during which nearly every day is nice and sunny. There is very little rainfall between May and September. In the coolest months of June and July, the daily minimum temperature may dip as low as 14 °C, but very rarely lower, and frost has never been recorded. The average temperature in the Dry Season is 18-30 degrees.

The wet season is associated with tropical cyclones and monsoon rains. The majority of rainfall occurs between December and March (summer), when thunderstorms are common and afternoon relative humidity averages over 70 per cent during the wettest months. The hottest month is November, just before the onset of the main wet season. Because of its long dry season, Darwin has the most daily average sunshine hours (8.4) of any Australian capital with the most sunshine from April to November. The average temperature in the wet season is 22-34 degrees.

*Alice Springs*

The town of Alice Springs straddles the usually dry Todd River on the northern side of the MacDonnell Ranges. Alice Springs is located in Central Australia, also called the Red Centre, an arid environment consisting of several different deserts.

In Alice Springs, temperatures can vary by up to 28 °C and rainfall can vary quite dramatically from year to year. In summer, the average maximum temperature is in the high 30s, whereas in winter the average minimum temperature can be 7.5 °C with an average of 12.4 nights below freezing every annum.

The average temperatures in June/July are 4-19 degrees while the average temperatures in December/January are 20-36 degrees.

Dress/protective clothing

*Batchelor*

You will need to be aware of the weather and dress in clothing which will be suitable for the temperatures of the Top End.

In the dry season you should bring a jumper, some long pants and socks, as the nights and early morning do get chilly.
In the wet season, a rain coat, umbrella or something similar is also advised. Days are hot and humid requiring summer clothes such as shorts and t-shirts. It is also important during the hot and humid summer to purchase a water bottle to have with you at all times.

Alice Springs
With its arid climate, Alice Springs experiences weather similar to winter and summer. In summer it is extremely hot and in winter close to freezing temperatures. Please ensure that you bring clothing to suit the time of the year. A winter jacket is advised for the middle months of the year, as well as a scarf and/or gloves. It is also important during the hot and humid summer to purchase a water bottle to have with you at all times.

Wildlife
The Northern Territory, and Australia as a whole, is filled with an abundant array of native wildlife. While grounds staff keeps the lawns and surrounding areas beautifully maintained and do their best to keep the grounds free of animals, there is still a small chance of an encounter with one of these animals. These could include but are not limited to: snakes, spiders, centipedes, kangaroos, wild birds, crocodiles, cane toads, dingoes and like animals.

Under no circumstances touch, antagonise or attempt to pick up or shift animals. Also, do not feed wild animals.

For assistance please notify to the Residential Building who will send someone and/or call for a professional animal catcher should it be required.

If you are bitten or injured by one of these animals please seek medical attention immediately.

Medication
If you are currently using regular medication/s please ensure you have enough supplies for your stay on campus.

While Batchelor town does have a local health centre it does not have a pharmacist. Any scripts that need to be filled will have to be taken to Coolalinga or Palmerston which are about 80km away. In this event you will need to find your own transport.

Cleaning
Residential blocks are cleaned prior to arrival and on departure with common areas and toilets cleaned daily. While on campus you are responsible for the cleaning of your bedroom and any other area with personal items. Cleaning
items are located in the cupboard above the kitchen sink. To refill your empty cleaning agent bottles, bring them to the Residential Office.

**Garbage**
Bins in the shared common areas are emptied daily (Mon-Fri). Duplexes and triplexes have a wheelie bin on the verandah for you to empty internal bins into during your stay. If there are any problems please advise the Residential Supervisors.

**Hygiene**
When this campus is full it can be pretty crowded and sickness can spread quickly. To prevent this you need to make sure that you keep this a clean place. Washing your hands, wiping benches and food areas are just some things that will help prevent the spread of disease.

**Maintenance**
Report all maintenance problems directly to a Residential Supervisor.

**Parking**
Vehicles are to be parked in the car parks provided near the accommodation blocks. Vehicles must not be parked on the lawn alongside the accommodation or driven on to the grassed areas.

**Visitors**
Visitors are welcome on campus but we suggest that they visit you between 3.30pm and 9.00pm. Visitors cannot sleep overnight. It is your responsibility to make sure your visitors behave in a reasonable way and obey the campus rules.

**Children**
If there are special reasons why you need to bring your children, you must make arrangements the week before with your lecturer and Student Travel. Older children (five years or older) cannot stay on campus.

**For more information, please contact:**
Batchelor Campus ......................... (08) 8939 7111 or (08) 8939 7297 Student Travel
Alice Springs ................................. (08) 8951 8381

**Departure**
You need to get your own luggage to the Residential Office on the day you are departing from the campus. If you require assistance you should contact the residential staff. The Institute will not be responsible for storing your luggage. Make sure that your room is clean, fans, air-conditioner and lights are switched off and that the room key is returned to a Residential Supervisor or placed in the key box located outside the residential office.
If you are departing early by private vehicle, please let residential staff know so that the room you are leaving can be prepared for new students arriving on campus.

**Changing rooms**

If you want to move from the room that has been allocated to you, please speak to the Residential Manager. Every attempt will be made to accommodate students appropriately (e.g. those with a disability). However, at times due to high occupancy rates, not all requests may be able to be met. This is a safety precaution to ensure that the residential staff are aware of where you are staying in the accommodation area if an emergency occurs.

**Dietary requirements**

The kitchen staff can cater for most dietary requirements. You should advise Student Travel of any special requirements prior to your arrival. They will advise residential staff. You may also contact the Disability Officer, who is situated within the Student Support team.

**Take-away meals**

No take-away meals will be provided without written approval from the Residential Manager.

**Sickness**

If you are sick, tell a Residential Supervisor so that they can make necessary arrangements. If you are too sick to tell the Supervisor yourself, ask someone to tell them for you, so appropriate action can be taken.

**Booking lecture rooms**

If you are working after-hours and need access to a lecture room, arrange access through your lecturer beforehand. Ensure your Lecturer notifies the Residential Manager so he can ask Security to leave the room open.

**Use of computer labs**

Computer labs are available for use subject to class bookings. After hours labs are available on the Batchelor campus, currently located in building A4, PC Lab 5. The Institute provides a ‘Women’s’ lounge with computer access in the recreation hall, building S7.

**Student network accounts**

Students enrolled at Batchelor Institute and ACIKE Higher Education students enrolled at CDU, are entitled to network accounts that will give them access to the internet, email and limited data storage. You will need a network account to be able to access workstations in the computer labs and for some online
applications. Your account will be set up by ICT after you have been enrolled. Students not enrolled in a course cannot access computer labs. ICT provides and maintains all computers, printers, phones, data projectors and other equipment.

For more information, please contact:
Phone: ................................................ (08) 8939 7116
Email: .................................................. icthelpdesk@batchelor.edu.au
Location: ............................................ Building A11, Batchelor campus
----------------------------------- Student Services building, DPC campus

Books and equipment
The Institute does not supply you with books, paper, pens, computer disks or other study materials. ABSTUDY provides an Incidentals Allowance which is used for these study materials.
Please note, you may need to check with ABSTUDY to find out if you are eligible for the Incidentals Allowance.

Library and Information Services
The Institute libraries are located at Batchelor campus and the Bloomfield campus in Central Australia.
Your student card is your library card and to use the library you must register by presenting your student card at either of the campus libraries.

Borrowing
Borrowing rights include:
• up to 10 items at any one time
• loan periods of up to 4 weeks for items from the main collection
• overnight loans of CDs and recreational DVDs
• loan renewal by phone or email for items that are not more than 2 weeks overdue and with no previous renewals
• A Reply Paid service allows you to return library items by post free of
charge. (See Reply Paid addresses below).

**Overdue items**

There are no fines for overdue items. However failure to return overdue items or pay their replacement cost if lost can have serious consequences including:

- non-release of current and previous year grades
- exclusion of participation in graduation ceremonies
- withholding of national qualification and/or testamurs.

**Services**

As a student you have access to library services online including the catalogue, journals and information support for your studies through the website at http://www.batchelor.edu.au

Other library services include:

- Computer access and help with applications
- Information skills development
- Extended opening hours
- Copying, printing (10c per A4 page) and scanning

Library staff are happy to assist with any resource and information inquiry whether you are on or off-campus.

**Library opening hours and contacts**

**Batchelor campus Library**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>10.00am – 8.00pm</td>
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<tr>
<td>Tuesday</td>
<td>8.00am – 8.00pm</td>
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<tr>
<td>Wednesday</td>
<td>8.00am – 8.00pm</td>
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<tr>
<td>Thursday</td>
<td>8.00am – 8.00pm</td>
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<tr>
<td>Friday</td>
<td>8.00am – 4.00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1.00pm – 4.30pm</td>
</tr>
</tbody>
</table>

During semester breaks the library closes at 4.00pm. Closed public holidays

**For more information, please contact:**

Freecall: .............................................1800 677 095
Phone: ................................................(08) 8939 7103
Email: .................................................library@batchelor.edu.au
Mailing address: ..................Reply Paid 62113, Batchelor, NT 0845
Central Australian campus Library
The library is located at Bloomfield Street campus.
Monday 10:00am – 4.00pm
Tuesday 8.00am – 8.00pm
Wednesday 8.00am – 8.00pm
Thursday 8.00am – 8.00pm
Friday 8.00am – 4.00pm
During semester breaks the library closes at 4.00pm. Closed public holidays.
Freecall: .............................................1800 677 095
Phone:................................................(08) 8951 8328
Facsimile:...........................................(08) 8951 8320
Email: .................................................alice.circulation@batchelor.edu.au
Mailing address:..............................Reply Paid 9170, Alice Springs, NT 0871
Batchelor campus information

Street address: .................................. Nurndina Street, Batchelor, NT 0845
Postal address: .................................. c/- Post Office, Batchelor, NT 0845
Freecall: ............................................. 1800 677 095
Phone: ............................................. (08) 8939 7111
Facsimile: ........................................... (08) 8939 7100 or (08) 8939 7334
Email: ............................................. enquiries@batchelor.edu.au
Website: .......................................... www.batchelor.edu.au
Office Hours: .................................... 8.00am to 4.21pm, Monday–Friday

Batchelor campus accommodation

Enquiries

Direct all of your accommodation enquiries to the Residential Supervisors on (08) 8939 7237 between:

- 7.30am – 9.21pm on Monday to Thursday
- 7.30am – 9.21pm on Friday & Saturday
- 8.30am – 9.21pm on Sunday.

The office phone number will be redirected to a mobile phone if unattended or after hours. The afterhours mobile number is 0428 280 377 if you wish to call it directly.

Residences

The Batchelor campus has four types of shared accommodation:

- dormitory: single and double rooms
- duplex: two x three bedroom units
- triplex: three x two bedroom units
- a disability block.

You will need to bring your own toiletries, bath towels and an alarm clock if you need it.

Keys

You will be issued with keys to your accommodation on arrival at the Institute. They can be returned to one of the Residential Supervisors or placed in the key box located at the front of the residential office.
**Note:** If you lose your keys, you will be charged $10.00 for a replacement. Only students arriving on campus for workshops will be issued with a key and permitted to stay on campus. Any family members or friends are not allowed to stay unless prior approval has been given. Accommodation is charged at $77 per night, per person.

**Lighting fires**

There are serious fines for lighting fires anywhere in the Northern Territory without a permit. During the dry season in the Top End there is often a Total Fire Ban declared and you must not light fires anywhere. Please check with the Residential Manager before using the designated fire pit during this time of the year.

**Use of Batchelor campus vehicles**

**Use of buses for educational excursions**

Drivers must be responsible and hold an appropriate licence. Shopping buses to Darwin usually depart from the Residential Office at approximately 3.00pm on Thursdays and Fridays.

If the bus is to be requested beyond Humpty Doo to the east, Adelaide River to the south, or Berry Springs to the west, approval from the Director is required.

**Student commuters**

A student commuter bus currently runs daily from Darwin for enrolled students. Designated points of pick up can be confirmed with student travel and may include:

- Shell service station Casuarina
- Northlakes shopping centre
- Palmerston

Buses depart the first departure point at 6.45am Monday to Friday, and depart Batchelor at 4.30pm Monday to Friday.

You are required to advise your lecturer of any commuting needs prior to the expected travel dates or to contact the Student Travel Section and they will co-ordinate these requests and advise the commuter bus driver.

**For more information, please contact:**

Phone: .......................................................(08) 8939 7237
Useful phone numbers

Recruitment Officer ................. 1800 677 095
Ambulance/Health clinic .......... (08) 8976 0011
Centrelink ..................... 132 317
Dining room ..................... (08) 8939 7242
Disability Officer ............. (08) 8939 7305
Library ......................... (08) 8939 7103
Police ............................ 8976 0015
Residential Manager .......... (08) 8939 7156
Residential Supervisor ...... (08) 8938 7237
Security ....................... (08) 8939 7418
Student Support Officer ...... (08) 8939 7143 or (08) 8939 7347
Student Travel ................ (08) 8939 7262 or (08) 8939 714
Freecall ......................... 1800 677 095
Yera Childcare centre .......... (08) 8939 7142 or (08) 8939 7128

Public payphones

There are three public payphones located on the campus:

- Near the Batchelor Institute kitchen, Awilla St, opposite Naranga St
- Student Services building, Kurrajong Court, Batchelor campus
- Recreation Hall, Batchelor campus.

Batchelor campus childcare facilities*

YERA Childcare Centre caters for children from 0–5 years old. Childcare is available from 7.45am to 4.30pm on weekdays. Childcare is not available for children older than 5 years.

Any student with a current debt in relation to childcare fees will either have to repay the outstanding debt or make arrangements with Finance to clear the debt. Students will have to pay any anticipated child care in advance. If the prior debt has not been cleared (or suitable arrangements made), or if current child care has not been paid in advance, the Centre will not be able to accept children into care.

Students intending to bring children to a workshop need to advise Student Travel staff of their requirements so that YERA staff can be notified and are ready for their arrival. *These details are accurate at the time of printing and are subject to change.

For more information, please contact:
Phone: ..................................... (08) 8939 7140 or (08) 8939 7142
Fax: ............................................. (08) 8939 7128
Email: ...................................... yera@batchelor.edu.au
Student meals

Meal times
Breakfast  7.00am to 8.00am (Monday–Friday)
          7.30am to 8.30am (weekends)
Lunch    12.00 noon to 1.00pm
Dinner   5.30pm to 6.30pm

Meal tickets
Only students who are booked in to stay on campus are entitled to meals in the Dining Room. If you are a day student and would like lunch in the Dining Room, you can purchase a meal ticket from the Finance Office before noon on the day you wish to dine. If you have any ideas about how we can do even better please put your suggestions in the suggestion box.

Dietary/religious requirements
If you have specific dietary requirements you will need to advise either the Disability Officer or the Student Support Officers of these. Once you have done this the request is then forwarded through to the catering staff in Batchelor and Alice Springs.

Late meals
If you arrive more than an hour after the dining hall closes at 7pm you won’t be able to have a meal because meals kept longer than an hour become an OH&S issue. The Residential area does not have the facility to store food. If you arrive on either campus after the Dining Room has closed, and you have to buy a meal, keep the receipt, and when you are at either the Alice Springs or Batchelor campus, claim reimbursement for this meal.

Reimbursement (meals, accommodation, taxi) procedures
If you have to buy a meal when travelling to or from a workshop, you can claim the cost back by providing Student Travel with a receipt. The Institute will only reimburse you for a meal, not a snack (sandwiches are fine). If you have to overnight whilst travelling to and from workshops, then the Institute will provide accommodation for you. This can be either a motel or at a campus. If you stay at a motel, the Institute will reimburse you for meals you purchase whilst travelling. You can lodge your meal receipts at either the Batchelor or Alice Springs campus, and in most cases if you lodge it in the morning, you can collect the money after 3 pm that afternoon. If you overnight at either of the Batchelor campuses, you will be entitled to meals in the dining room.
**Take-away meals**

No take-away meals will be provided without written approval from one of the Residential Supervisors. Take-away meals are only provided for students who are sick.

**First Aid**

First Aid kits are located in the following places:

- Residential office, building S2
- Student Services, building S8
- Student Support, building A12
- Library, building L1
- Radio Rum Jungle, IMU block B
- Bulk stores, building B3
- Technical Studies, building B1
- CSWE offices, building A8
- ICT, building A11
- Specialised Publications and Academic Resource Centre (SPARC) reception, building A5
- Faculty of Health, Business and Science (FHBS) reception, building A5
- Faculty of Education, Arts and Social Sciences (FEASS) reception, building A2, RM14 Faculty administrator
- Dining room kitchen, building S1
- Reception front office, building A1
- YERA Childcare Centre, building S5
- Buses
- All Fleet vehicles.

**Town services and facilities**

**Community Health Centre**

Pinaroo Crescent............................(08) 8976 0011

24-hour Emergency Care provided by Registered Nurses.

All patients are bulk-billed. Please take your Medicare Card and Healthcare Card with you to the Health Centre and remember that some medications can be purchased at the Centre.

**Batchelor pool**

Wednesday to Friday 9.00am–1.00pm & 2.00pm–6.00pm

Saturday and Sunday 1.00pm–6.00pm
Batchelor Service Centre
Cnr Rum Jungle & Meneling Roads
Monday to Sunday  6.30am to 6.30pm
Phone..................................................(08) 8976 0196

Batchelor General Store
Located in the centre of town, the opening hours are:
Monday to Friday  7.00am–6.00pm
Saturday and Sunday  8.00am–5.00pm
Centrelink fax and phone are located in the store.

Commonwealth Bank and Post Office
Located in the General Store, the opening hours are:
Monday to Friday  9.00am–5.00pm
Saturday and Sunday  CLOSED
Phone:................................................ (08) 8976 0020

ATMs
Located at: Batchelor Service Centre, Batchelor Resort, Rum Jungle Tavern.

Security
Batchelor Institute has 24 hr security, 7 days a week for your safety and wellbeing.
Phone:................................................(08) 89397418

Night patrol
Night patrols operate in Batchelor from Tuesday to Saturday between the hours of 4pm–12pm.
Phone:...........................................(08) 89885905 or 0447800960

Police
Phone:..................................................(08) 89760015
### Batchelor campus map legend

| A1 | Administration block: Executive, policy, and promotions |
| A2 | School of Education, Arts and Social Sciences |
| A3 | Classrooms and seminar rooms |
| A4 | Computer lab and seminar rooms |
| A5 | School of Health, Business and Science, Batchelor Press |
| A6 | Administration block: Student travel, Finance |
| A7 | Art and craft |
| A8 | CSWE offices, class rooms and computer lab |
| A9 | Model health clinic, Science laboratories |
| A10 | Administration block: Human Resources, Personnel, ITAS |
| A11 | Information and Communications Technology (ICT), Printery |
| A12 | Student Services, ITAS, Conference rooms |
| A13 | Computer lab and classroom |
| A14 | Archives, Registry, Social Science, Business and Governance |
| A15 | Research, Teaching and Learning |
| B1 | Construction, community maintenance workshop |
| B2 | Campus and general services supervisor |
| B3 | Bulk store |
| C1 | Art and craft annexe |
| L1 | Library |
| S1 | Kitchen, dining room |
| S2 | Residential administration |
| S3 | Visiting lecturer accommodation |
| S4-5 | YERA Childcare Centre |
| S6 | Visiting lecturer accommodation |
| S7 | Recreation hall |
| S8 | Student operations, staff travel |
| S9 | Security |
| T3 | NCRM offices |
| T4 | Model teaching classroom |
| T5 | SHBS offices |
| R1-R22 | Student accommodation |

**IMU (Indigenous Media Unit)**

Block A  Staff offices and classroom

Block B  Radio Rum Jungle studio, office and classroom

T6  Staff office and classroom
Batchelor campus map

Western Campus

Block B
Block A
IMU

General Store
Post Office

Rum Jungle
Club

Batchelor
Health Care Centre

Pay phone locations

Batchelor Institute 2012
Central Australian campus information

Street address: ................................................. 5 Bloomfield Street, Alice Springs, NT 0870
Teaching and Learning: ................................. Desert Knowledge Precinct, South Stuart Hwy
Alice Springs, NT, 0870
Postal address: ............................................. PO Box 9170, Alice Springs, NT 0871
Freecall: ......................................................... 1800 677 095
Phone: ................................................................. (08) 8951 8300
Facsimile: ....................................................... (08) 8951 8311
Website: ......................................................... www.batchelor.edu.au
Office Hours: .................................................. 8.00am to 4.21pm, Monday–Friday

Useful phone numbers

Emergency (Police, Fire, Ambulance).................. 000
Ambulance .............................................................. 000 or (08) 8951 6616
Alice Springs Women’s shelter (24hrs) ............... (08) 8952 6075
Centrelink Alice Springs ................................... 13 61 50
Flynn Drive Community Health Centre
(Dentist, renal, dietician, hearing) ...................... (08) 8951 6711
Central Australian Aboriginal Congress clinic
  - Administration ............................................ (08) 8951 4400
  - Child Care centre ........................................ (08) 8951 4499
  - General clinic ............................................. (08) 8951 4444
  - Social and emotional wellbeing .......(08) 8951 4457
Hospital ................................................................. (08) 8951 7777
Police ................................................................. (08) 8951 8888
Prison Fellowship ............................................. (08) 8952 6466

Public phones

Silver ‘Phone Away’ phone (outside Library) ...(08) 8951 8367
Student Travel .................................................. 1800 677 095
  - Night patrol ................................................. (08) 8953 3110
  - Mobile phone (Day Patrol/Night Patrol) 0400 286 089
Taxi/private hire cab taxi ................................... 131 008/(08) 8952 3700
Mini Bus ............................................................... (08) 8953 6700
Yirara college .................................................... (08) 8950 5644
  - Female student phone .......................(08) 8955 5053
  - Male student phone .........................(08) 8955 5073
Support staff

If you need any help, advice and assistance, please contact your support staff.

Residential office

Sunday–Thursday  8.00am–8.00pm
Friday             8.00am–7.00pm
Saturday           9.40am–6.00pm
Phone:......................(08) 8951 8379

Weekends and after hours:
Mobile:            ..........................0437 003 637
Student Liaison:  ..................(08) 8951 8381
Maintenance Officer:......(08) 8951 8326
Campus Freecall:.............1800 677 095

Accommodation

Direct all of your accommodation enquiries to the Residential Supervisor:
Phone:.........................(08) 8951 8379 or (08) 8951 8325 (Monday to Friday)
Mobile:.............................0437 003 637 (Weekends)

Residences

The campus has two types of shared accommodation:
• Dormitory: five beds per room
• Duplex: two beds per room.

Keys

You will be issued with keys to your accommodation on arrival at the Institute. The keys can be returned to the residential staff or placed in the late key box located outside the library.

If you lock your keys in your room overnight you can contact:
Kitchen staff from 6.00am or Chubb Security on: ............. (08) 89530366.
Note: If you lose your keys, you will be charged $10.00 for a replacement.
Childcare facilities

Children five years or less, must be booked into childcare, depending on vacancies at the Congress Childcare Centre. Children’s meals can be picked up at breakfast if you ask the kitchen staff. No children are to be on campus during workshop hours. The only possible exception is small babies who can’t walk yet. Parents and children will need to be at the residential office at 8.15 am for the drop off and at 3.30 pm for the pickup of children who go to Congress or private childcare.

Meals

Meal times

Breakfast  7.00 am–7.45 am (Monday – Friday)
           7.30 am–9.00 am (weekends)
Lunch     12.00 noon –12.45 pm (Monday – Friday)
           12.00 noon–1.00 pm (weekends and public holidays)
Dinner    5.30 pm–6.30 pm

Alice Springs and Batchelor based students

If your community (or home base) is Alice Springs then you will not have travel, accommodation and meals arranged for you. Travel, accommodation and meals are only available if you have to travel away from your community to study. You can have meals in the dining room but you will need to pay for them. Arrange this with the kitchen staff first thing in the morning or the day before.

First Aid

First Aid kits are located in the following places:

- DPC campus
- FEASS building
- FHBS building
- Cafe
- Science lab/nutrition
- Student Services building
- Bloomfield Street campus
- Residential Office
- Library
- RRACCSU building
- Kitchen/Dining
Use of computer labs

If you require after-hours access to the computer lab please see the residential staff or security guard and they will open the lab for you.

Security

Please keep the gates around the residential area locked. Your room key will open these gates. There will be a residential staff member on duty from 8.00am in the morning until 8.00pm from Sunday to Thursday; on Friday, from 8.00am to 7.00pm and Saturday from 9.30am to 6.00pm. A security guard is provided in the evenings. Please see the guard if you have any security or other concerns.
Central Australian campus maps

Bloomfield Street campus
Desert People’s Centre campus

Legend

F1.1  Dining room and cafeteria
F1.2  Function room
I1.1  Student Services
I1.1  ICT
K1    FEASS offices
K2    Seminar rooms 1-5
K3.1  Conference room
W1    FHBS offices
W2.1  Science laboratory
W2.2  Food and nutrition
W3.1  Model clinic
W3.2  Seminar room
Sandra Summerfield has lived at Titjikala most of her life. She has four children, seven grandchildren, and is an active member and worker of Tapatjatjaka Art Centre.

Sandra works in a variety of mediums including painting, punu, raffia, felting and bush jewellery.

Her work has been included in several exhibitions both locally and interstate.