



# Village

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## Arrival Information



## Welcome

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We are looking forward to welcoming you to Burgmann Village.

Please note your room will be available **from 2pm** on Wednesday 21st January 2026.

We have included a short checklist of suggested items for you to bring to help you prepare, at the end of this document. If you have a self-catered package, you can join our community for a complimentary dinner on Tuesdays, Thursdays and Sundays.

### Welcome Video

All new residents are encouraged to watch our welcome video which provides an overview of the College.

[CLICK HERE TO WATCH](#)

### Arrival & Parking

Upon arrival, please come to our reception to check in and receive your room access card. You will need to keep your access card with you **at all times**.

Parking at Burgmann College is very limited and drop off only is advised for all residents when first arriving. Should you need to park long term, consider parking across Sullivan's Creek in the large parking area that is managed by ANU. For more ANU parking information, please click [here](#).



## Your Room

We have made every effort to have your room ready for you. If there are any issues with your accommodation, please speak to our reception staff as soon as possible so it can be addressed.

It is important that you read our Burgmann College Electrical Safety Guidelines included at the end of this information pack noting:

- The use of travel adaptors and multi-plug devices in a resident's room or anywhere in **Burgmann College is permitted only when the adaptor or device is made to Australian Standards and purchased in Australia. It is prohibited to use items that do not meet these Standards or are purchased outside of Australia.**
- Double adaptors are not permitted onsite. Only power-boards with surge protection, purchased in Australia and meeting Australian Standards may be used.

For information on what electrical devices are allowed in accommodation at our college, please refer to the table on the last page of our Burgmann College Electrical Safety Guidelines.

### Bar fridge policy and procedure

Residents are permitted to have a bar fridge in their room for the duration of their residential contract on the following conditions:

1. If the fridge is second-hand or not under warranty, it must be tested and tagged by our Maintenance department. This can be done by logging a maintenance job on The Hub (via Burgmann website).
2. Fridges must be kept clean and hygienic throughout the residential contract.
3. Residents are responsible for the removal of the fridge at the end of contract. Failure to do so will result in a \$250 disposal fee charge.
4. Returning residents may leave their bar fridge at the College over the summer break in line with departure information procedures provided by the College near the end of semester 2.

## Dining Hall

The Dining Hall is located on the ground floor at the front of the College.

### Mealtimes are as follows:

Continental Breakfast:	Monday to Sunday	6.30am – 10.00am
Hot Breakfast:	Monday to Friday <b>only</b>	7.00am – 9.30am
Lunch:	Everyday	12.30pm – 1.30pm
Dinner:	Everyday	5.30pm – 6.45pm



If you have a self or flexi-catered package, you will be issued with a unique 6 digit pin for meals. Please input this pin when you arrive at the servery each time you take a meal. Your pin number is for you **only** and should never be shared with anyone. A self-catered meal plan offers three dinners per week on the following days: Tuesday, Thursday, Sunday. A flexi-catered meal plan offers two meals per day/14 meals per week. If the two-meal option is not utilised in the same day, they do not accrue for bulk use later.

## The Hub

Burgmann Residents have access to a current resident portal called The Hub. The Hub is accessed from the Burgmann College Website.

- New residents will be emailed access instructions to The Hub upon arrival.
- The Hub is used by current residents as an online resource for logging maintenance and housekeeping jobs for accommodation, IT help, accessing support, booking rooms as well as ordering takeaway meals.

### BURGMANN WEBSITE

## Internet & WiFi

The ANU wireless network is available throughout Burgmann College.

To connect:

1. Find the network: ANU-Secure
2. Log in with your ANU number and ANU password
3. For more information, visit this [page](#).

## Emergency Contacts (After Hours)

Upon arrival you will be provided with the number for the Residential Advisor Duty Phone

- All RAs are trained in first aid
- Call them **after hours** if:
  - You've had to call emergency or ANU Security
  - You need first aid
  - You are locked out of your room
  - You have a serious issue or concern needing immediate help

For all other Burgmann related support, please call Reception during office hours.

Burgmann Reception (Monday – Friday, 8.30am – 5.00pm): **6125 6100**

Emergency (Police, Fire, Ambulance): **000**

ANU Security (available 24/7): **6125 2249**



## ANUOK App

ANUOK is the official safety and wellbeing app for the ANU community.

The app features include quick access to security, emergency information and current alerts, COVID updates, safety tools, a campus map and other personal support resources.

**All students are advised to download this app.** Please ensure push notifications are turned on so that you can stay informed about what's happening at ANU.

Download ANUOK on Google Play [here](#)

Download ANUOK on the App Store [here](#)

## Smoking

Burgmann College and the ANU campus is a smoke - free zone **and smoking is not permitted** inside buildings or on any exterior grounds except for the Designated Outdoor Smoking Area (DOSA); this includes e-cigarettes and vapes. Smoking is only permitted at the DOSA location, which is behind the Maintenance office. See the Burgmann College map included in this document.

## Prepare for ANU

The university provides a [list of resources](#) that will help answer your pre-arrival questions and guide you through the [first few weeks](#) at the university, including a checklist containing important information about arrival preparation, student administration and what you can expect when you arrive in Canberra.

## Useful Links

Click below for more information:

- [ANU all campus map](#)
- [ANU service desk community support](#) (if you need to request a password reset)
- [Transport Canberra](#)
- [Lost On Campus app](#) (an app to help find your way around ANU)



## What to bring checklist

This is a helpful list of suggestions of items to bring to Burgmann College.

1. Pillow and 2 pillowcases. The College will provide you with one pillow, but many residents prefer to have more than one.
2. Bed sheets, 2 sets; Studio apartments (Queen size), three and five bedroom apartments (King Single). To find out more about what is in your accommodation, please refer to the Resident Handbook sent with your offer.
3. Doona and Doona cover (2 sets)
4. A blanket.
5. Towels (2)
6. Washing basket. A collapsible laundry hamper is recommended.
7. Clothes hangers
8. Clothes washing powder/liquid. It is also a good idea to learn the basics of doing your own laundry.
9. Toiletries.
10. A shower robe and thongs/sandals.
11. Your own Medicare card and/or your private health fund card.
12. Formal attire for College functions: Commencement (March) and Valete (October).
13. Your laptop and your study materials.
14. Mobile phone & charger
15. USB outlet/surge protected power board. For more information on the electrical items, see our guidelines at the end of this document.
16. Portable shower caddy
17. Under-bed storage boxes like Archive boxes. These can be purchased from Kmart.  
<https://www.kmart.com.au>
18. A favourite cup, a set of cutlery, microwavable containers, tea towel, small cooking pot and utensils for cooking. (these can be purchased after arrival, depending on your requirements).
19. A plastic container with a lid to store items.

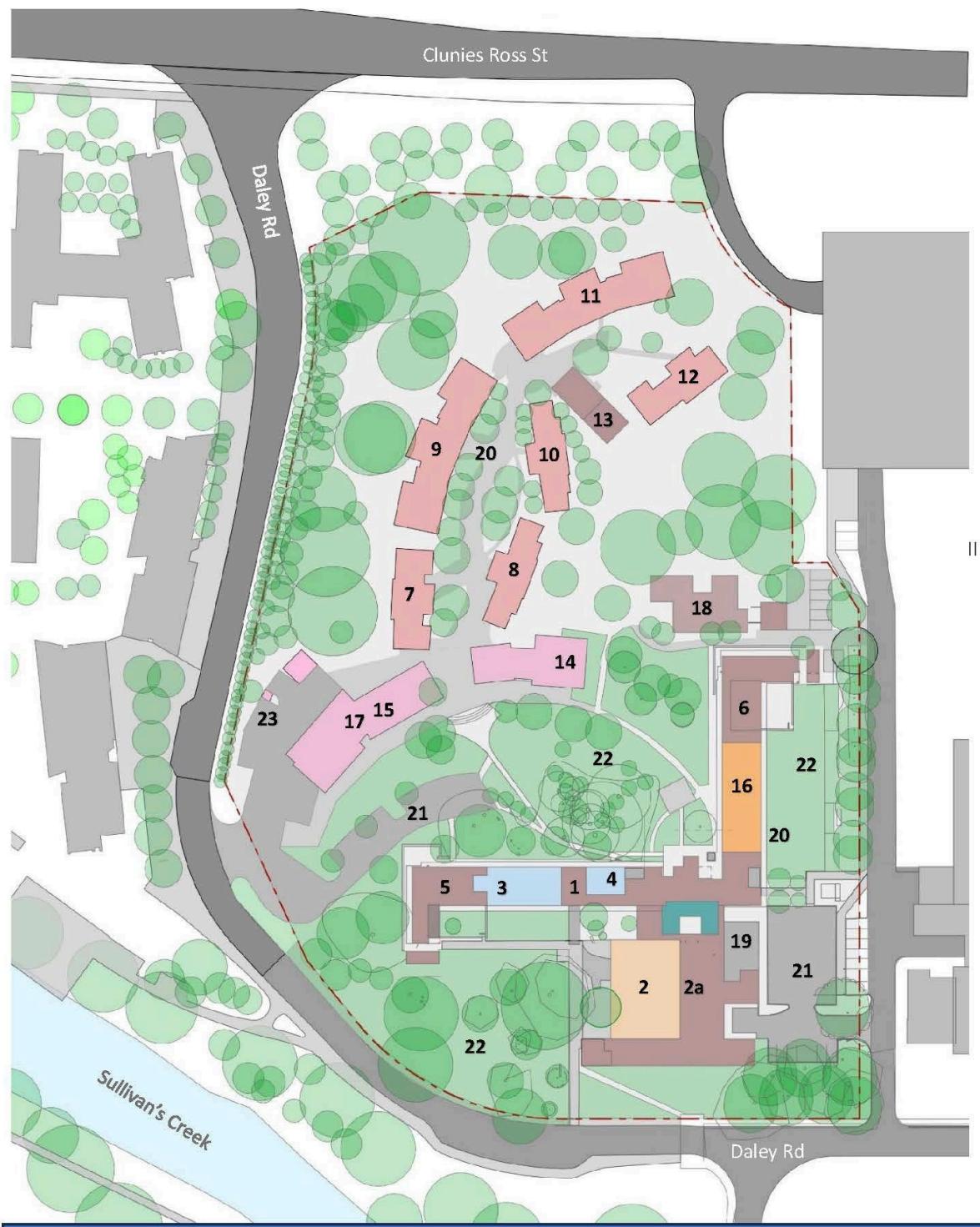
## Hints & Tips

- Anything collapsible might be handy. Our rooms are comfortable, but being organized and using smart storage helps to keep your environment tidy.
- Consider what clothes to bring: for study, for lounging casually, going out and College functions. Please also consider that Canberra can get cold in winter, so consider bringing a coat and some jumpers.
- International plugs will not work. You will need to purchase an Australian Standards converter plug.



# Burgmann College Site Plan

National Botanic Gardens



1. Reception	9. The Village – C Block	17. Music Room
2. Dining Hall, 2a. Kitchen	10. The Village – D Block	18. The Lodge (Principal's Residence)
3. Principal's Office	11. The Village – F Block	19. Bike Storage - locked
4. Deputy & Dean's Office	12. The Village – G Block	20. Bike Storage - outside
5. Undergraduate Homer Wing	13. Village Laundry	21. Resident Parking - Burgmann Permit
6. Undergraduate Barassi Wing	14. Chapel	22. Emergency Assembly Areas
7. The Village – A Block	15. Computer Room	23. DOSA (Designated Outside Smoking Area)
8. The Village – B Block	16. Common Room	



## Burgmann College Electrical Safety - Test & Tag Guidelines

### Key Points:

- It is a requirement that all electrical appliances in short and long-term accommodation be visually inspected and tested and tagged at appropriate intervals as stated below to comply with the Australian Standards (AS/NZS 3760:2022).
- All electrical appliances owned by Burgmann College are to be inspected, tested and tagged.
- Burgmann College Maintenance and Housekeeping staff are required to inspect Burgmann owned electrical equipment during routine inspections that occur quarterly.
- Burgmann College strongly recommends all residents undertake electrical testing and tagging of electrical items to give assurance on the safety of personal electrical equipment. Residents are required to visually inspect personal electrical equipment at regular intervals to look for signs of wear and tear during use.
- It is mandatory for a small bar fridge and portable evaporative cooler owned by a resident and used onsite to be tested and tagged.
- The College will not be held responsible for faulty non-compliant personal electrical items. Residents are liable for any damage caused by faulty non-compliant personal electrical equipment.

### Test & Tag intervals:

- All Burgmann College owned electrical equipment that has a supply cord that is subject to flexing in normal use (Irons/Heaters) OR is open to abuse OR is in a hostile environment (Kitchenettes/Kitchen) should be tested and tagged every 12 months.
- All Burgmann College owned electrical equipment that has a supply cord that is NOT subject to flexing in normal use (Desktop Computers/TV/Fridges) and NOT open to abuse and is NOT in a hostile environment should be tested and tagged every 5 years.

### Student Electrical Guidelines

- Burgmann College strongly recommends all residents undertake electrical testing and tagging of electrical items to give assurance on the safety of personal electrical equipment. Residents are required to visually inspect personal electrical equipment at regular intervals to look for signs of wear and tear during use. The College will not be held responsible for faulty non-compliant personal electrical items.

- The use of travel adaptors and multi-plug devices in a resident's room or anywhere in Burgmann College is permitted only when the adaptor or device is made to Australian Standards and bought in Australia. It is prohibited to use items that do not meet these Standards or are purchased outside of Australia.
- Double adaptors are not permitted onsite. Only power-boards with surge protection, bought in Australia and meeting Australian Standards may be used. An item not meeting these Standards increases the chance of causing a fire alarm, which will trigger an automatic fire alarm fine and/or causing damage which may incur additional costs for any maintenance fees (Resident Contract: Consequences of Misbehaviour and/or Misconduct).
- If during a routine inspection by Burgmann College staff, personal electrical items are found that do not meet Australian Standards or College requirements, it will be confiscated and returned when the resident vacates. The resident may also incur a fine.
- For fire safety and electrical loading limitation, residents are not permitted to cook in bedrooms. Homer & Barassi residents have access to a Kitchenette which contains the following
- College Electrical equipment: fridge, toaster, electric kettle, sandwich maker and microwave. Residents are permitted to use a popcorn maker in the kitchenette only if it is compliant to Australian Standards and regularly inspected by residents for wear and tear. Please note that personal air fryers are not permitted to be used in undergraduate accommodation or kitchenettes. Burgmann College reserves the right to use a College owned air fryer in the Le Chat Café/lounge.

Residents are permitted to have personal electrical equipment in their accommodation if they are compliant to Australian Standards and are regularly inspected by residents for wear and tear. Please refer to Table A as a guide and check with the Manager of Residential Services should you need more information.

## **Exclusions**

- Within the College site boundaries there are contracted areas where private entities (Fellows/Staff/Visitors) own and or/maintain their own portable electrical appliances. These entities are exempt from this procedure (however compliance with the WHS Act and Regulations 2011 or its latest revision is required):
  - All privately owned electrical appliances in short-term accommodation facilities;
  - All privately owned electrical appliances in long-term accommodation; and
  - Self-contained houses or units.
- This requirement does not apply to residents using their own electrical appliances in a study space, common room or other general space as the College does not have management or control of those activities.

## Guide for Personal Electrical Items Allowed at Burgmann College

### All Burgmann Bedrooms

#### Allowed

Small Bar Fridge\*, surge protected power boards, diffuser with automatic cut off, gaming console, small television, water kettle with automatic cut off switch, small portable coffee machine, hair stylers, small portable fan, electric razor, record/CD player, electric tooth brush, portable garment steamer, small portable vacuum cleaner (supplied each UG floor), portable evaporative cooler\*

#### Prohibited

Toaster, microwave, popcorn machine, sandwich maker, blender, Iron (supplied each UG floor), air fryer, double adapter, electric blanket, portable heater, portable air conditioner

### Undergraduate Kitchenette

#### Allowed

Fridge\* (supplied), water kettle with automatic cut off switch (supplied), toaster (supplied), microwave (supplied), sandwich maker (supplied), popcorn machine

#### Prohibited

Surge protected power boards, diffuser with automatic cut off, gaming console, small television, small portable coffee machine, hair stylers, small portable fan, electric razor, record/CD player, electric tooth brush, portable garment steamer, small portable vacuum cleaner, portable evaporative cooler, blender, iron, air fryer, double adapter, electric blanket, portable heater, portable air conditioner

### Mortlock Lounge/Kitchen

#### Allowed

Fridge\* (supplied), surge protected power boards, diffuser with automatic cut off, gaming console, small television, water kettle with automatic cut off switch (supplied), small portable coffee machine, small portable fan, portable garment steamer, small portable vacuum cleaner (supplied), toaster (supplied), rice cooker, microwave (supplied), popcorn machine, sandwich maker (supplied), blender, iron (supplied)

#### Prohibited

Hair stylers, electric razor, record/CD player, electric tooth brush, portable evaporative cooler, air fryer, double adapter, electric blanket, portable heater, portable air conditioner

\*These need to be tested and tagged

## Village Lounge/Kitchen

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### Allowed

Fridge\* (supplied), surge protected power boards, diffuser with automatic cut off, gaming console, small television, water kettle with automatic cut off switch (supplied), small portable coffee machine, small portable fan, portable garment steamer, small portable vacuum cleaner (supplied each block), toaster (supplied), rice cooker, microwave (supplied), popcorn machine, sandwich maker, blender, iron (supplied), air fryer\*

### Prohibited

Hair stylers, electric razor, record/CD player, electric tooth brush, portable evaporative cooler, double adapter, electric blanket, portable heater, portable air conditioner

\*These need to be tested and tagged

*Note: It is prohibited to use items that do not meet Australian Standards or are purchased outside of Australia.*

Check with our Manager of Residential Services regarding any items not on this list.

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