



# **THE CATHOLIC COLLEGE**

**OF**

# **ST RAPHAEL AND ST PAUL**

# **COLLEGE HANDBOOK**

# **2011**

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# WELCOME

## *~Message from the Principal ~*

*On behalf of the Bishop of Townsville, the Most Rev. Michael Putney, DD., the College Council, College Staff and Pastoral Team, we warmly welcome you to The Catholic College of St Raphael and St Paul.*

*The College values mutual respect and ongoing personal development in an academic, social, cultural and spiritual sense. Because College life is centred on community, and necessitates that you live in close proximity to others, it is a requirement that you respect and be considerate at all times to the needs of other residents. This will mean that there will be some restrictions on your behaviour. These restrictions are related to noise, gatherings, and the use of alcohol and smoking. Of equal importance is respect for others' privacy and property.*

*The Catholic College encourages you to contribute to the various aspects of University and College life since academic success is often enhanced by participation in cultural, sporting and other activities, including a balanced social life. Residents will have the opportunity to meet and interact with people from diverse backgrounds and to make friendships which may last a lifetime.*

*The following information should assist you as you settle into the College in 2011.*

*We wish each of you a rewarding, fulfilling and successful year.*

.....  
Tom Tarttelin  
Principal

## **COLLEGE CONTACT DETAILS**

### **PRINCIPAL: MR TOM TARTTELIN**

Office: Phone: (07) 4727 **7200**  
A/Hours: Phone: (07) 4727 **7804**  
Mobile: Phone:  
Email: [thomas.tarttelin@jcu.edu.au](mailto:thomas.tarttelin@jcu.edu.au)

### **ASSISTANT PRINCIPAL: MS MARIE AITKEN**

Office: Phone: (07) 4727 **7200**  
A/Hours: Phone: (07) 4727 **7283**  
Mobile: Phone:  
Email: [marie.aitken@jcu.edu.au](mailto:marie.aitken@jcu.edu.au)

### **RESIDENTIAL LIFE SUPERVISOR (St. Paul's Wing)**

A/Hours: Phone:  
Mobile: Phone:  
Email:

### **RESIDENTIAL LIFE SUPERVISOR (St. Raphael's Wing & St Mary MacKillop Wing)**

A/Hours: Phone:  
Mobile: Phone:  
Email:

**RESIDENTIAL ASSISTANTS' (RA) CONTACT NUMBERS:**

**ST PAUL'S RESIDENCE**

**DUTY RA MOBILE:**

0417 719 923 or **7777** (internally)

SRA:

RA AG:  
RA A1:  
RA A2:  
RA A3:  
RA BG:  
RA B1:  
RA B2:  
RA B3:

**ST RAPHAEL'S RESIDENCE**

**DUTY RA MOBILE:**

0418 184 158 or **8888** (internally)

SRA:

RA Grail 1<sup>st</sup> floor  
RA Grail 2<sup>nd</sup> floor  
RA Grail 2<sup>nd</sup> floor  
RA Merrick

**ST MARY MACKILLOP RESIDENCE**

SRA:

RA: Ground floor  
RA: Ground floor  
RA: Top floor  
RA: Top floor

**COLLEGE SECURITY OFFICER**

Phone: 0400 463 781 (11pm-6am)  
Extension 5555 (internally – 11pm-6am)

**COLLEGE INFO TECH (IT) PERSON**

**EMAIL ADDRESS FOR THE COLLEGE:**

[catholiccolleges@jcu.edu.au](mailto:catholiccolleges@jcu.edu.au)

**WEB ADDRESSES FOR THE COLLEGE:**

[www.cathcollegesjcu.edu.au](http://www.cathcollegesjcu.edu.au)

**POSTAL ADDRESSES FOR THE COLLEGE:**

(either)  
St Raphael's Wing (or)  
St Paul's Wing (or)  
St Mary MacKillop Wing

The Catholic College  
James Cook University  
TOWNSVILLE QLD 4811

**AUTHORITY IN THE COLLEGE**

Residents must comply with any direction given by the Principal, Assistant Principal, Residential Life Supervisors (RLS), Residential Assistants (RAs), College Security Officers or other authorised College staff.

**OUT-OF-HOURS ASSISTANCE FOR RESIDENTS**

The College has a number of people in service positions who are always happy to assist residents by providing information, helping with academic or personal matters or just being a good listener.

**Floor RAs (Residential Assistants)**

Each floor in the College has at least one Residential Assistant (RA) and sometimes two. Residents are encouraged to get to know their floor RA so they can feel comfortable approaching these senior residents for assistance. The RAs receive training and are able to help with a wide range of situations or problems. You can approach your floor RA or any of the College RAs in the first instance.

**RLSs (Residential Life Supervisors)/Senior RAs (Senior Residential Assistants)**

There are two married couples employed as Residential Life Supervisors and three Senior Residential Assistants who live at the College. These people are also available to assist you, particularly after hours.

Residential Life Supervisors are employed to give after-hours assistance and supervision for residents. They also co-ordinate and oversee the Senior Residential Assistants and Residential Assistants within the College. The RLSs may have external employment throughout the week but are available after hours.

**Principal and Assistant Principal**

The Principal and the Assistant Principal reside at the College as well and are available to assist during and after office hours.

**Duty RAs**

Each evening, between 7.00pm and 11pm, two RAs are on duty and operate from the Dining Room. Residents have ready access to the service provided. The names and contact details of the duty RAs are posted on the outside chalkboard at the back of the dining room.

RAs are on duty between 7.00pm and 11pm on weeknights and all day on weekends.

After 11pm the College employs a security officer to patrol the College grounds and assist residents. The security officer can be contacted via the Security duty phone.

**After-hours assistance is available at all times by phoning the duty RA phones – until 11pm – or the Security Officer's phone between 11pm and 6am.**

0417 719 923 or extension 7777 internally  
 0418 184 158 or extension 8888 internally  
 0400 463 781 or extension 5555 internally (Security)

**SENIOR RESIDENTIAL ASSISTANTS/RESIDENTIAL ASSISTANTS (SRAs/RAs)**

SRAs and RAs have a range of duties and responsibilities which include:

- Actively encouraging and promoting the values of the Catholic College;
- Actively supporting an environment on each floor that is conducive to residents aspiring to live by the confirmed values of the College;
- Being highly visible in the College; having a high profile among residents, and being very approachable and accessible;
- Actively promoting socially acceptable standards within a caring environment;
- Encouraging and attending suitable floor and College activities;
- Attending regular meetings with the College Administration.
- Communicating effectively and regularly with the College Principal/Assistant Principal and Residential Life Supervisors
- Attending regular meetings as a group;
- Working together as a team to encourage and maintain harmony in the College;
- Providing initial assistance and/or referrals for a range of academic and social issues;
- Informing the Principal, Assistant Principal or Residential Life Supervisors of matters in relation to Residents' conduct, and in particular, in relation to those Residents whose behaviour is in breach of the Code of Conduct;
- Providing preliminary intervention in and mediation in minor student disputes and issues;
- Other duties associated with the successful and smooth operation of the Colleges.

## **MISSION/VISION OF THE COLLEGE**

The College community is comprised of a number of undergraduate and postgraduate students of different faiths and cultures, as well as a number of staff members. Operating within a collegiate environment with an emphasis on community, the aim of the College is to enrich the quality of life of all residents. It does this by fostering Catholic values in an atmosphere which is conducive to the furthering of each individual student's spiritual, academic, cultural, social and sporting interests.

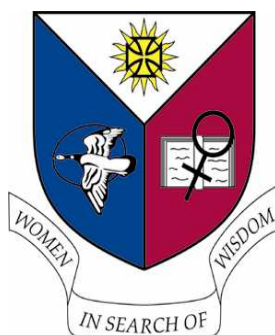
The College comprises a community formed and inspired by the Christian message. All Residents of the College are encouraged to place their academic studies at the core of their existence whilst living in the College. They are also encouraged to develop spiritually, culturally and socially throughout the period of their residency. The Catholic College welcomes students from all cultures and creeds and fosters a warm, friendly and caring environment.

Residents of the College are expected to assume responsibility for their own personal conduct. Their conduct should reflect the values outlined in the College's Code of Conduct which is closely aligned to the University's Code of Conduct. Equally, every Collegian should be prepared to express a practical commitment to respecting and supporting the legitimate rights and values of others. In this way, each student is encouraged to be hospitable, to live simply, to seek truth, to develop their talents and to deepen their spiritual lives.

### **Mission Statement**

To deliver affordable College accommodation, pastoral care and a supportive academic environment for students, within a Catholic culture.

## ST RAPHAEL'S CREST



### ***WOMEN IN SEARCH OF WISDOM***

The crest was designed by a group of students and was first used in 1986. They chose a shining cross to reflect the James Cook University crest and motto, the Wild Goose from a story by Gilbert Keith Chesterton, which tells of a never ending search for truth and knowledge, and an open book with the symbol for women. The College Motto is "Women in Search of Wisdom."

### **HISTORY - ST RAPHAEL'S**

St. Raphael's College for women was established in 1964 under the auspices of the Roman Catholic Bishop of Townsville. The founding Bishop, Most Rev. Hugh E. Ryan, D.D, encouraged the development of the College and remained interested in the College and its residents until his death. The Bishops who have followed him have continued to offer encouragement and support to the College and its aims. The College patron is the Archangel Raphael who is portrayed in the Scriptures as the agent of God's loving care who brings the young Tobias and Sarah to the freedom of a fulfilled and happy life.

Members of the Grail, an international Christian lay women's movement, particularly concerned with the contribution of women to the renewal of Church and society, conducted the College from 1964 to 1999. The Merrick Wing was named in 1985 in honour of the College's founding Principal, Miss Moya Merrick, and the original wing was named the Grail Wing in honour of the significant contribution of The Grail. From 1999 onwards the College has been conducted by religious as well as lay Principals.

## **ST PAUL'S COLLEGE CREST**



***"IN VERITATE"***

The College Crest brings together some of the traditional iconology associated with the life and death of St Paul, the Apostle. It includes the Book, representing his role as the writer to the early Christian Churches, and the Roman broad swords, reminding us of his martyrdom. The symbol of the inverted swords suggests an aura of peace within the emblem, in contrast to their use in conflict. The College Motto is, "In Veritate" [In Truth].

## **HISTORY - ST PAUL'S**

St Paul's College commenced in 1969 by the Roman Catholic Diocese of Townsville as an all-male residential College. The initial administration was carried out by Franciscan Friars who conducted the College for a period of twenty-one years. In 1988, St Paul's became co-educational, and has operated in this capacity ever since. The College has been conducted by a series of religious as well as lay Principals.

## **HISTORY OF THE CATHOLIC COLLEGE OF ST RAPHAEL AND ST PAUL**

In September 2005, the Most Rev. Bishop Michael Putney, D.D., Bishop of Townsville, approved the combining of the two Catholic Colleges which were administered jointly and known as The Combined Catholic Colleges of St Raphael and St Paul. Operating within the framework of The Roman Catholic Trust Corporation for the Diocese of Townsville, the College consisted of a co-educational Wing (St Paul's), and a women's only Wing (St Raphael's).

In 2008 the College underwent another name change to become The Catholic College of St Raphael and St Paul.

In 2010 a new co-educational Wing named St Mary MacKillop Wing (in honour of Australia's first saint, St Mary of the Cross MacKillop) was added to the College.

The Catholic College of St Raphael and St Paul is a multi-cultural and multi-faith College and has a long tradition of welcoming students from a variety of cultures and religions.

### **COLLEGE COUNCIL**

The Catholic College has a College Council consisting of ten experienced lay members of the Catholic Community who are appointed by the Bishop. As well, the Principal and the Assistant Principal are also members of the Council. The College Council makes decisions and formulates and endorses policy for the benefit of the College. The Principal and Assistant Principal conduct the day-to-day management and administration of the College.

The Student Executive also has an elected member attend College Council meetings to input matters on behalf of residents within the College.

## **CONTRACT INFORMATION:**

### **FEES**

Accommodation fees are structured to meet all costs. All residents are expected to remain in residence for the full academic year. The only exceptions are those students who have been offered a single semester contract.

The College is a not-for-profit organisation and relies on residents' payments of fees to continue operating.

If you experience a problem with payment, you should discuss this with the College administration as a matter of urgency.

The full fee schedule is available on the College webpage [www.catholiccollegesjcu.edu.au](http://www.catholiccollegesjcu.edu.au). A summary of some important aspects of the Fee Schedule for 2011 is reproduced below.

### **ENTRANCE FEE**

The entrance fee is payable by all residents at the time of their formal acceptance of accommodation and is non-refundable.

### **SECURITY DEPOSIT/ROOM BOND**

The College will collect a room bond from each resident which will be forwarded to The Residential Tenancies Authority (Queensland). However, it is expected that residents will behave in a mature and responsible manner towards people and property.

#### **Refund of Room Bond**

At the end of the contract a refund of the room bond will be made if, on inspection, the individual resident's room has been left in a satisfactory state and unattributable damages are accounted for (as per the Residential Contract.) Refunds will be made as per RTA guidelines.

### **REFRIGERATOR FEES**

The College does not provide refrigerators in residents' rooms. If a resident chooses to have a refrigerator in their room there is a once a year charge for electricity consumption. The full fee will be charged at the beginning of the year/semester and is non-refundable.

#### **Fridge trays**

All residents who have a refrigerator in their room must have a fridge tray. This tray sits underneath the fridge and protects the carpeting from any moisture. They can be purchased from the College at a small cost. The fridge tray, once purchased, is yours to keep.

### **PAYMENT OF FEES**

Fees are payable in advance (at least fortnightly). Dates when fees will be due and the manner in which payment will be accepted are set out in the 2011 Fee Schedule.

### **DISCOUNTS**

Discounts for fees paid upfront for Semesters and Years are also set out in the 2011 Fee Schedule.

### **CONTRACT**

The Annual Residential Contract, entered into by the College with each Resident, sets out the terms of agreement under which each Resident resides in the College. Each Resident should be familiar with the terms of agreement which are set out in the Annual Residential Contract.

### **EARLY TERMINATION OF CONTRACT/RENEGING ON CONTRACT**

A student accepts a place in the College for an entire academic year, as specified in the College Contract. Single semester students may be offered places on a case by case basis.

#### **Breaking a contract**

Penalties apply for breaking any contract made with the College. **Transfer to another on-campus residence or moving off campus are not regarded as exceptional circumstances.**

#### **Exceptional Circumstances – Breaking a Contract**

Exceptional circumstances may include serious illness or injury for the resident or immediate family member. Documentary evidence would be necessary in these circumstances.

#### **Payment of fees – Breaking a Contract**

If a contract is terminated early, all fees due for the balance of the academic year or semester, are payable and will be forfeited.

#### **Waiving of fees – exceptional circumstances**

The Principal/Assistant Principal may wholly or partly waive any penalties if exceptional circumstances apply. If the Principal/Assistant Principal agrees, the sum payable may be reduced to eight weeks' accommodation fees.

These penalties may be wholly or partly waived if the student or the College is able to find a suitable replacement student.

### **TERMINATION OF CONTRACT - BREACHES OF THE CODE OF CONDUCT**

Termination of a Resident's contract may apply for various breaches of the Code of Conduct or for other reasons that are deemed necessary.

Residents are reminded that the College is not governed by the Residential Services Act with the exception of room security bonds.

#### **College Code of Conduct**

The full College Code of Conduct is set out on the back of the resident's annual contract. The resident signs the contract as having read and understood the Code of Conduct. The relevant section is set out below:

“For any community to be in good harmony, a spirit of care and concern for the common good must prevail. Of course, individuals have certain rights and expectations but these should not infringe on the reasonable comfort and needs of others in the community.” (Refer to p. 33 of this Handbook for the full College Code of Conduct.)

### **ABSENCES FROM THE COLLEGE – REBATES**

In order to provide financial assistance to those students going away on Prac, residents are entitled to a rebate off their accommodation expenses for genuine absences from the College for periods in blocks of seven nights, provided that the appropriate forms and keys have been handed in prior to departure. The rebate is applied after the student has been away from college for a minimum of 21 nights. (Where a student receives a rebate from the College for duties performed, the rebate will cease and the absentee rebate applied instead.) (Refer to the Fee Schedule for specific rebates.)

## Rebates – Eligibility Conditions

The following conditions apply to all or any rebates:

- The student must hand in the relevant paperwork **before** departure.
- The room must be locked and electrical appliances turned off on departure (including fridges)
- Keys must be handed into the Office/Key Return Box **before** departure.

### **Do not leave keys with another resident on departure**

**PLEASE NOTE:** If you give your key to someone to return for you and that person does not return it, you will not be eligible for the rebate. Alternatively you will only receive the rebate from the time that the key is returned (assuming that this is still within the timeframe for receiving the rebate.)

**No exceptions to this will be made.**

All keys/cards/fobs must be returned to the office in the envelope provided whenever residents are vacating the College and claiming a rebate. During office hours keys must be handed in to office staff.

After hours, keys should only be placed in the Key Return Boxes. The one at St Raphael's is located near the mail pigeon holes. The other is located on the back door of the dining room closest to O'Leary Building (A Block).

## **GENERAL INFORMATION:**

### **ACADEMIC EXPECTATIONS**

It is expected that residents will be undertaking a full academic workload throughout their residency. This generally means four subjects, or their equivalent, each semester. Permission to undertake less than this must be sought from the Principal or Assistant Principal as special conditions may apply.

Residents who are experiencing any difficulties with their subjects should make a time to see the Assistant Principal or Principal so that options for assistance can be discussed. It is best to address these issues as soon as they arise so that help can be more effective.

### **COMMUNICATION**

A major avenue of communication regarding news, policy changes, advice etc is conducted by email. Residents MUST check their JCU email account daily in order to stay informed. This is expected. Failure to keep informed is not an excuse for not complying with requests etc. Residents should also note that the University sends out information via email that is critical for students to be aware of and act upon.

### **STUDENTS' MAIL:**

Incoming mail for students is available from around lunch time Monday to Friday.

All residents can collect their mail from the pigeon holes near the entrance to the dining room.

#### **Parcel or registered item collection:**

A parcel list will be clipped to the side of the pigeon holes daily. You can collect parcels from the office between 8.30am and 4.30pm Monday to Friday only. You will need to sign the parcel register when collecting your parcel or registered item.

#### **Mail received during mid-semester break:**

Mail received for you during lecture recess or semester break will be kept at the College until your return.

#### **Mail at the end of the year:**

The College will attempt to redirect all mail received at the end of the academic year. Residents can assist this process by providing the office staff with a sheet of stickers showing their forwarding address. If stickers are not provided there may be a delay in your mail being forwarded to you. Residents not returning to the College will have their mail returned to sender at the beginning of the next academic year and should make arrangements for advising others of their change of address as soon as possible.

### **ELECTORAL DISTRICTS:**

Federal Division

HERBERT

State Division

MUNDINGBURRA

If you are 18 years or over you should change your address details with the Electoral Office as soon as possible after your arrival at the College so you can vote in both State and Federal elections. Change of address notices can be obtained from any post office.

**MEDICAL FACILITIES:**

The University Medical Centre is located near the Townsville Hospital not far from the entrance of the University. To make an appointment phone: 47596300.

There is no dental service on campus.

There are also numerous medical and dental centres throughout the city. You can check the yellow pages of the telephone directory for their contact details.

**PUBLIC TRANSPORT:****Buses:**

A regular bus service is available on campus. The nearest bus stop is located about five minutes from the College – in front of University Hall.

Timetables are available from the office or via the internet at: <http://www.sunbus.com.au>

**Taxi services:**

Dial **131008** for a taxi.

Dial **1300 554 378** For the Airport Shuttle Service

**PERSONAL VEHICLES AT THE COLLEGE:**

A number of car parking places are available for residents in the College grounds.

**Registering your vehicle at the College:**

You must register your car at the College office on arrival. You will receive a sticker for your vehicle which will allow you to use the car parks on the College grounds.

There is no charge for your sticker but on-college parking is available only to current residents and staff.

As well, we sometimes need to locate the owner of a vehicle at short notice so that it can be moved for a variety of reasons. If vehicles have been registered with the office it is easier to find the owner.

**Car Washing**

Car washing can be done on the grassed area at the rear of St Raphael's laundry, opposite the dining room. Under no circumstances should fire hoses be used for this purpose.

[See Fire Fighting Equipment below.]

**WILDLIFE AT THE COLLEGE**

Residents are requested not to feed any wildlife that, at times, enters the College grounds. Animals include wallabies, possums, bandicoots, dingoes and a diverse range of native birds. While these animals generally pose no risk, wildlife can create problems if they become reliant on food provided by residents.

It is important also to keep all building doors closed as this prevents the entry of wildlife, including reptiles, into the buildings.

**FIRST AID KITS**

First aid kits are available for residents' use. They are located in the office, at the back of the kitchen and at the back of the dining room.

If an item is used you should inform the office or duty RA so that the kit can be replenished promptly.

**OFFICE SERVICES**

The College office is open from 8.30am to 4.30pm Monday to Friday only.

**Services available**

The College office provides a number of services for College residents e.g. photocopying, faxing, colour laser jet printing, laminating and comb binding. Small charges are made for these services. This is a self-help service as the office staff cannot do this for you. (Refer to the Fee Schedule for specific charges or ask at the office.)

**CHAPEL**

The Chapel is located on the floor above the dining room. (Take the stairs at the back of the dining room near the car-park.)

**Mass times**

Mass is celebrated on most Sundays throughout the academic year. Mass commences at 7pm and all are welcome to attend. The chapel is also available for quiet time and personal prayer. A key for the chapel can be obtained from the office.

**Sacred space**

At St Raphael's a sacred space is located on the first floor, (above the main foyer), and is available for quiet reflection or personal prayer.

Members of all faiths are welcome to use the sacred space for quiet prayer or reflection.

**MEETING ROOM/LIBRARY**

The meeting room is a quiet place of study for College residents only. Some books are available for reference only and should not be removed from the meeting room.

Permission may be obtained to reserve the meeting room. Contact the office staff. A notice will be placed on the doors when a meeting is scheduled.

**COLLEGE PHOTO**

A photo of all residents in the College is taken during the academic year. The College subsidises the cost of the photo to all residents and there is an expectation that all students will participate in this event.

**SAINTS' STUDENT ASSOCIATION/STUDENT EXECUTIVE**

The College has a Student Association which subsidises various activities which take place in the College throughout the year.

If you wish to become a member of the College Student Association you will need to pay a fee. The fee is set by the Student Executive and is payable at the commencement of residency. It is not compulsory to belong to the Saints' Student Association, however, all residents are strongly encouraged to consider joining.

The Student Executive is elected by the residents of the College at the end of each year. The Student Association hosts a diverse range of sporting, cultural and social activities throughout the year.

The Student Association operates autonomously within the College on behalf of residents. Members of this body are expected to keep the communication channels open between the Principal and Assistant Principal and their fellow residents e.g. the Student Executive must obtain the permission of The Principal or Assistant Principal for functions and events at the College throughout semesters, including specific permission for any "O" week activities.

The Saints' Student Association organises such activities as:

- the Ball/"At Home" Functions
- a variety of "O" week activities;
- theme nights and other activities throughout the year.
- Fisher Shield Sporting Events.
- Inter-College Concert Competition event.
- various other social activities.

Many of the services that the Saints' Student Association offers are only available to members e.g. the gymnasium. Events organised, and fees collected by the College's Student Association, are separate from the operations of the College itself.

[The Catholic College Student Association (Saints' Student Association) is not associated with the James Cook University Student Association.]

## **RECREATIONAL FACILITIES WITHIN THE COLLEGE:**

### **Gym – who can use it:**

The gym is funded and operated by the Student Association and all the equipment is owned and maintained by the College Student Association. The gym is available for use only by residents who are financial members of the Saints' Student Association.

### **Gym location:**

The gym is located above the dining hall and can be accessed via the stairs near the mail pigeon holes.

### **Facilities:**

The gym is equipped with a variety of up-do-date equipment such as exercise bikes, treadmills and weights.

### **Opening times and accessing the gym:**

Financial members can access a key from any Executive member to use the gym. Access hours are strictly 7am – 11pm. Rules of use for the gym apply and residents must sign in.

### **Restrictions on gym use:**

Noise levels should be kept to a minimum, especially during Study Vacation (swot vac) and Exam periods.

The gym is not available for use between 6.45pm and 8.00 pm on Sunday evenings as Mass is conducted in the Chapel in the next room.

### **Gym/Pool table at St. Raphael's**

A small gym is located within St Raphael's for the female residents and students there can also access a pool table.

## **THE MAIN COLLEGE COMMON ROOM (formerly the SCR)**

### **Location:**

The Main College Common Room is located above the dining hall next to the gym.

### **Eligibility:**

Residents should seek permission for the use of the Main College Common Room from the Principal or Assistant Principal for any event involving the consumption of alcohol. People using the main common room should be mindful of noise generated and be respectful of other residents at all time. The Main Common Room is not to be utilised for any activity generating noise while Mass is being conducted on Sunday evenings.

### **Facilities:**

The facilities include air conditioning, an audio-visual entertainment system, and a pool table.

The Main Common Room can also be used for study during swot vac and exam periods.

### **Bongo Bar:**

The Main Common Room has a small bar area called The Bongo Bar (named after the traditional College mascot). The Saints' Student Executive applies each year for a limited liquor licence. The Student Executive conducts social events in the Bongo Bar for all residents from time to time during the year with permission from the Principal or Assistant Principal. Age restrictions may apply depending on the function being held there.

## **COMMON ROOMS, RECREATIONAL ROOMS**

### **Purpose and location:**

There are a number of Common Rooms located on each floor of the College. The main purpose of the common rooms is as a social gathering space for residents who wish to meet for conversation and relaxation. These may be accessed by students of that floor at any time. However, residents should be mindful of the noise restrictions of the College especially after 11pm and during swot vac and exam periods. An unreasonable level of noise at any time is unacceptable.

### **Common Room Facilities:**

The Common Rooms contain many appliances and facilities for students' use such as lounge suites, televisions, Austar, and DVD players.

No items should be removed from the Common Rooms or kitchenettes and/or transferred to a resident's bedroom.

**Restrictions on use of common rooms:**

The Common Rooms are not to be used for the excessive consumption of alcohol or any other unacceptable activities. Parties must have the permission of the Principal or Assistant Principal prior to the event. A party is defined as any activity so determined by the Principal or Assistant Principal.

**Maintenance of common rooms:**

It is the responsibility of the residents, the SRAs and RAs to ensure that the common rooms are maintained in a clean and tidy condition at all times. Floor RAs may set up rosters so that each resident takes a turn at tidying the common room.

Fans and lights should be switched off after use. It is advisable to lock up the room when not in use.

If maintenance is required in a common room e.g. for accidental breakages, lights not working, power tripped etc, these should be reported to the floor RA or duty RA so that the problem can be recorded in the office maintenance book without delay.

**Use of Common Room facilities:**

A kitchenette is provided within or close to each common room. Microwave, fridge, jug, sink are provided for residents' use. Please keep these facilities tidy.

**Common room fridges.**

Snack food can be kept in the common room fridges. All food or drinks should be labelled with the owner's name to avoid mix-ups or the temptation to use others' food.

If you want to eat/drink something in the fridge that is not yours, it is polite to ask the owner first. The College is not responsible for items stored in common room fridges.

**DAMAGES TO FACILITIES**

It is the responsibility of each resident to respect College property. If damage or breakages occur, then the resident who causes the damage should report it immediately to an RA or the Office and pay the replacement/repair costs.

Where loss or damage has occurred in a communal area of the College (fair wear and tear excepted), and the responsibility cannot be traced, the College will be at liberty to direct the cost of the replacement or repair as a charge against all residents or to members of a specific wing or floor. This will be at the discretion of either the Principal or the Assistant Principal.

## **RESIDENTS' STUDY BEDROOMS**

Residents must keep their rooms in a clean condition and in a state that will not cause any obstruction to, or deterioration of the room.

Residents are not permitted to remove items of furniture or equipment belonging to the College, nor transfer items of furniture or equipment from individual or common rooms to other places within the College.

### **STUDY BEDROOMS**

Each room is equipped with a bed, mattress, and mattress protector; two sheets and a pillow slip; pillow; desk, desk chair and desk light; built-in wardrobe with drawers; bookshelf and ceiling fan.

#### **Re-arranging of furniture**

Residents are welcome to arrange their individual rooms to suit their needs, providing that household staff are able to carry out weekly room cleaning duties. Any furniture which has been re-arranged by the resident must be returned to its original position at the end of each semester.

#### **Maintenance of study bedrooms**

If any damage/malfunction occurs to your room, you should report it promptly so that repairs can be made. A maintenance book is available in the office where problems can be reported e.g. fluorescent lights or fans not functioning etc. Urgent matters should be reported to your RA or the Duty RA.

There is also a Housekeeping book located in the office for any requests, problems relating to room cleanliness, linen etc.

#### **Room inventory**

As soon as possible after arrival you should complete your room inventory and detail the condition of your room. You should also note down any missing or damaged items.

#### **Pictures/posters on bedroom walls**

You are ONLY permitted to use blu-tac to affix pictures, posters, etc, to the walls within St Raphael's and St Paul's wings.

In St Mary MacKillop wing, only non-wall marking products may be used. Any self-adhering hooks must be of a type that can be removed without causing damage at the end of your contract term. Any damage caused will be repaired at your cost.

Residents are not permitted to:

- affix anything to the ceiling of their room, or;
- place articles on their ceiling fan or light fittings

#### **Room Air-conditioners**

Residents are not permitted to install air-conditioners in their rooms in St Raphael's or St Paul's. These draw a lot of power and this can cause power outages or fires in the buildings.

### **Cooking in Individual Student Bed Rooms**

No cooking is permitted in individual student bedrooms due to the risk of fire. Common rooms are available to make snacks and residents are required to clean up after themselves.

### **Study bedrooms in St Mary MacKillop wing**

Residents in the St Mary MacKillop Wing are reminded that their bedroom and ensuite doors are also fire doors. Because of this, residents are not permitted to prop open their bedroom doors at any time or disable the automatic door closers. Please remember to take your access key with you when leaving your room for any reason.

Minimising energy costs keeps fees lower and is good for the environment. Consequently, overriding the energy saving devices in your room, by the use of non-issued cards, will incur a \$50 fine in the first instance. Following that, other penalties may apply.

### **Damage or loss in individual rooms**

If there is a loss of equipment from, or damages to, a resident's room (fair wear and tear excepted), the cost of replacement or repair will be directly invoiced to the resident at periods throughout the academic year.

If this occurs, the resident will be allowed some time to pay for the costs of repair etc. Failure to pay for damage caused in the time given, or negotiated, may lead to the student being required to vacate the college.

### **Damage to rooms caused by others**

If damage is caused to a student's room by others and is the result of the room being left unsecured, the costs of repairs etc will still be charged to the room's occupant. Maintaining student room security is strongly encouraged at all times.

### **Reporting damage in your room**

Residents must promptly report all damage to administration; generally this is no later than the following working day or to the Duty RA on a weekend. However, if the damage is serious or significant, it must be reported immediately to the Principal or Assistant Principal.

### **ENTERING RESIDENTS' ROOMS**

A resident's room may be entered by persons authorised by the Principal, Assistant Principal or a Residential Life Supervisor e.g.

- For inspections, cleaning, inventory checks, maintenance, safety alterations and repairs.
- In an emergency (as determined by the Principal or delegate) without advance notice and whether or not the resident is present.
- Between terms/semesters when, at the discretion of the Principal or his delegate, rooms in the College may be entered without written or verbal notice.

### **CLEANING**

Housekeeping staff clean each room on a weekly basis. To ensure that the job can be done properly, residents must remove all belongings from the floor so that the carpet can be vacuumed. Residents must keep their room and common areas in a clean, safe and sanitary condition at all times. Cleaning above normal requirements will lead to the resident discussing this with the Principal/Assistant Principal.

Residents are also requested to organise their room so that dusting and general cleaning can take place. Housekeeping staff are asked not to move objects (within reason), so residents are expected to have their desks cleared and to keep objects off the floor.

### **Scheduled cleaning days**

Lists showing room numbers and scheduled cleaning days are available on the notice boards in each building.

Residents are occasionally permitted to forego cleaning of their rooms, but their rooms must be available for cleaning the following week. This should not be a regular occurrence.

The Assistant Principal will be advised of any room that could not be cleaned for any particular reason.

### **Rooms will be locked after cleaning**

Please note that Household staff have been instructed to lock residents' doors after cleaning, even if they find them unlocked. This is for the security of residents' belongings. Residents are advised to lock their door whenever they are absent from their room, even for short periods of time.

### **Duties of housekeeping staff**

Housekeeping staff are required to attend to the day-to-day cleaning of the College. They are not required to clean up after parties (including the removal of bottles etc from common rooms) or to clean up personal mishaps. Where appropriate, the floor RA will oversee the cleaning of any relevant places.

## **STORAGE OF RESIDENTS' POSSESSIONS DURING MID YEAR BREAK**

During the mid-year semester break the College hosts a number of groups and organisations for varying periods.

### **St Paul's residents**

Residents in St Paul's sign either a 34 or 35 week contract. They are not charged accommodation fees during the semester break if the following conditions are met:

- Residents have locked all their belongings into their wardrobes and left their rooms in such a condition that they can be used by conference delegates.
- If a room is considered unusable by the College (e.g. possessions have not been stored in the cupboard and the room has not been left tidy), the student will be charged at the 'room intact' rate

If residents in St Paul's choose not to pack up their belongings during the mid-year semester break they will be charged a weekly 'room intact' fee. However, the following condition applies:

- The resident must clear their room of all rubbish and perishables and leave it in such a condition that housekeeping and maintenance duties can be performed.

### **St Raphael's residents**

Residents in St Raphael's sign either a 34 or 35 week contract. The same conditions apply as for the St Paul's residents (as above). However, permission must be obtained from the Principal or Assistant Principal to leave a room intact as the College will be fully booked for mid-year conferences for two weeks of the mid semester break. If the College cannot use the student's room we will be forced to charge full fees for that period in order to recoup lost income.

### **St Mary MacKillop residents**

St Mary MacKillop residents will only be offered a 38 week conference in 2011. Because of this students needing to stay for the full semester break should obtain permission from the Principal or Assistant Principal. All other rooms must be left in a satisfactory condition so that the room can be used for the incoming conference delegates.

## **EMPTYING OF RUBBISH IN THE COLLEGES**

Residents are advised that the number of bins provided inside the College buildings is limited to a small bin in each shower/toilet area and each student's room as well as in each common room.

### **Excess rubbish**

Wheelie bins are provided at strategic areas throughout the College and residents should deposit all excess rubbish into these bins. The Housekeepers are not expected to remove excess rubbish left in common room or bedrooms.

### **Recycling bins**

Recycling bins are also available in the College and include:

- An industrial bin between the dining room and St Raphael's for cardboard (boxes etc)
- Paper recycling bins in the computer rooms (only paper is to be deposited in these bins)

## **TELEPHONES**

Each room has its own telephone number and calls can be made at any time. Inexpensive handsets can be purchased from retail outlets. However, be aware that some hands-free sets may not be compatible with our telephone system, ringing randomly every 15 minutes or so. Self-provided telephones must be compatible with our PABX system.

### **Making calls from your room phone**

There is no charge for telephone line rental in residents' bedrooms. Individual Voicemail is available on all phones.

External calls can be made using Telstra Phoneaway cards which are available from many local retailers. To make an outside call from your room, first dial 0 followed by the number.

Calls between your room and other residents' rooms or the office can be made by dialling the four digit internal extension. There is no charge for these internal calls.

### **Notifying family of your phone number**

Students should notify friends and family of their phone numbers as staff will not give out phone numbers.

### **LINEN**

Housekeeping staff will provide you with clean linen on a weekly basis. Each wing of the College has two linen change times available weekly when dirty linen can be exchanged.

Used linen will be replaced with clean linen on a piece by piece basis, i.e. if you hand in one sheet you receive one sheet. Losses or damage to linen will be charged to your account.

If you cannot change your linen at the specified times because of lectures etc, you can negotiate another regular time with your Housekeeper.

#### **Linen Change location – St Raphael's**

Residents at St Raphael's should take their dirty linen to the linen room located near the Grail laundry.

#### **Linen Change location – St Paul's**

St Paul's residents should take their linen to the linen shed located outside A block foyer.

#### **Linen Change location – St Mary MacKillop wing**

St Mary MacKillop residents can exchange linen at the linen change room on the ground floor (long corridor of the building.)

#### **Personal linen**

You are allowed to provide your own bed linen but you must launder it regularly yourself. You should return your College linen to the housekeepers and ask them to note that you are not taking replacement linen.

### **MAINTENANCE**

There is a maintenance book located in the office for you to write down any maintenance problems that you may have. This book is checked daily.

If you have an urgent matter or a problem on the weekend or after hours, please advise either your RA, SRA, RLS, Assistant Principal or the Principal.

## **DINING ROOM INFORMATION:**

The College serves three meals each day in the dining room. All meals are included in your weekly room rate. Times are as follows:

### **Meal Times**

<b>Monday to Friday</b>	<b>Saturday and Sunday</b>
Breakfast: 7.00am - 9.00am	8.30am - 9.45am
Lunch 11.30am - 1.00pm	11.30am - 1.00pm
Dinner 5.30pm - 7.00pm	5.30pm - 7.00 pm

Residents may be asked to produce ID to take meals in the dining room.

Meal times may alter during the examination period.

### **Dress standards in the dining room**

The College Dining Room operates under licence from the local council. Residents (and guests) are required to wear appropriate clothing.

- Footwear must be worn.
- Dress is informal except for special celebrations, but must include footwear and shirts.
- Sleepwear (pyjamas etc) should not be worn in the College dining room.

These dress standards apply at all times and are a requirement of the health authorities as well as for personal safety.

### **Food during absences on field trips**

Where residents are required to be absent on field trips and are expected to provide their own food, application for suitable provisions must be made in writing to the Principal/Assistant Principal at least three days in advance.

### **Formal dinners**

During the year, two formal dinners are held. Attendance at these formal dinners is compulsory and residents must seek permission from the Principal/Assistant Principal to be excused from attending.

At the formal dinners residents are expected to wear appropriate dress. Dress at these times is 'smart casual' unless other standards have been requested.

### **What food can be taken from the dining room**

Food is not to be taken from the dining room unless arranged e.g. due to sickness. Late meals are excepted from this.

A single piece of whole fruit can be taken from the dining room after any meal and/or a hot drink made in the student's own cup.

Fines apply if cutlery, crockery, glasses etc are removed from the dining room.

## **Late Meals and Cut Lunches**

Late meals and cut lunches are only available for academic or work reasons.

Requests for late meals should be written up into the late meal book in the kitchen by dinnertime the day before. The meals will be placed in the fridges in the dining room after 7pm. These can be heated in the microwave in the dining room.

### **Cut Lunches**

Students can prepare their own cut lunch at breakfast on the day lunch is required. This must be done at breakfast time as food is not allowed to be taken out of the dining room at any other times.

### **GUESTS AT MEALS**

Residents can invite a friend to eat with them in the dining room. The cost of the guest's meal will be charged back to the resident. The following applies:

- The host must put the name of the guest in the Meal Book in the kitchen server area **before** the guest eats in the dining room. The meal will then be charged back to the resident.

All guests must dine at the same time as the resident student.

**Failure to provide payment for a guest's meal is viewed very seriously. "Forgetting" to sign your guest in will incur extra charges.**

Immediate family members will be provided casual meals at no charge although they will need to be signed in by the resident (at all mealtimes). While immediate family members are able to partake of meals with their relation at no charge, this is limited to ten meals for each immediate family member per semester.

Guests' meals (guest signed in by resident)	\$7.70 per meal
Guests' meals ('forgetting' to sign in a guest)	\$10 per meal
Guests' meals (immediate family)	No charge (no more than 10 per person per semester)

### **FOOD COMMITTEE**

Residents' food suggestions are taken into account by means of a Food Committee. The Food Committee is comprised of representatives from each floor of the College who attend regular meetings with the Principal, the Assistant Principal and the College Chef who will provide feedback to the student body.

The College constantly endeavours to improve the meals at the College and strives to provide healthy, well-balanced meals to cater for different tastes and requirements.

Constructive feedback is welcome and residents are encouraged to politely approach the kitchen staff with complaints, positive feedback and suggestions.

## **VISITORS/GUESTS IN THE COLLEGE:**

### **VISITORS IN THE COLLEGE**

Visitors to the College are welcome. College residents are responsible for their guests' behaviour whilst they are on College property.

All visitors to the College are asked to vacate the College by 11pm and it is the responsibility of the resident who has invited the visitors to escort them from the College by this time.

Residents who are visiting friends in other College buildings are also expected to return to their Wing by 11pm.

**Under no circumstances are residents allowed to invite guests to stay overnight in their rooms. This is against the College Code of Conduct and is in breach of Fire Regulations.**

The residential areas of the College, the computer room, laundries and the dining room are private areas for use by the residents of each of the College wings.

### **GUESTS STAYING OVERNIGHT AT THE COLLEGE**

No visitors are allowed to stay overnight in residents' bedrooms. This is to comply with Fire Regulations as all rooms within the College are deemed to be for 'single occupancy'.

If vacant rooms are available within the College, residents' guests (e.g. a parent or friend) may arrange casual accommodation with Office staff. Casual accommodation is charged at \$10/night.

## **SECURITY**

### **SECURITY AND OUT-OF-HOURS ASSISTANCE**

Those in service positions in the College – Principal, Assistant Principal, Residential Life Supervisors, Senior Residential Assistants and Resident Assistants and the Security Officers are responsible for general security at the College.

As well, the College relies on every resident to be security conscious and ensure that external doors are kept closed after hours and that any suspicious behaviour is reported immediately.

#### **Locking of building doors – St Paul's**

At St Paul's, the main doors are locked at 9pm. Residents are asked to keep the doors locked between 9pm and 7am. A door propped open exposes all residents to risk.

After the doors in St Paul's have been locked, residents will need their key fob to gain entry to the buildings.

You are reminded to take your room key and fob with you if you plan to be away from the building after 9pm.

#### **Locking of building doors – St Raphael's**

At St Raphael's, all access doors are locked at 9pm. The main foyer doors may be locked earlier. Residents should not attempt to unlock or keep these doors ajar after hours as it invites intruders/non-residents into the College who may pose a threat to all College residents.

After the doors in the building have been locked, St Raphael's residents will require their late night fob to gain access. After hours access to St Raphael's is either via the late night door in Merrick (to the right of the office) or the late night door adjacent to the laundry in Grail.

#### **St Mary MacKillop Wing – main doors**

The access doors to the St Mary MacKillop Wing should be kept locked at all times. Residents of the wing will need their access card to gain entry at all times.

#### **St Mary MacKillop Wing – residents' room doors**

Residents' room doors should be kept closed at all times. This is a requirement of the Fire regulations. The room doors should not be propped open at any time. Residents should take their room access card with them when they leave their rooms for any reason.

#### **Room Security**

It is recommended that residents always lock their rooms when absent i.e. when they go to the dining room, bathroom, computer room etc as well as when they go to bed. This is to prevent unauthorised access.

#### **Thefts**

Thefts should be reported immediately to the police and the office should be notified so that other residents can be informed of the problem.

The College does not take any responsibility for the theft, loss or damage of residents' personal effects. It is recommended that residents make their own arrangements to insure their personal property.

**KEYS/SECURITY CARDS AND FOBS**

For your own security, please do not tag your key with your room number or address. If your key/card/fob is lost, you can obtain a replacement from the office. A fee for this service will be charged to your account. (Refer to the Fee Schedule for specific charges.)

If a resident loses two keys, then a new room lock with different keys will be charged to the resident. If a key is lost, the resident also has the option to have the lock replaced. **Replacement keys or locks, door proximity cards and proximity fobs will be charged to the resident.**

**Room lock-outs**

If you are locked out of your room, office staff, the duty RA or Security personnel can assist you. You may need to show ID either before or after your room has been unlocked.

**Access to another resident's room**

Please note that NO ACCESS will be given to a resident requesting entry to another resident's room without the direct permission of the room occupier. If you have left something in a friend's room you must get the friend to call the office or duty RA and give permission for you to enter their room.

Keys/cards/fobs should never be given to friends or acquaintances for their use. This is a breach of security.

**RAs are instructed not to open another resident's room without permission. However, in an emergency situation, permission to enter another resident's room must only be given by the Principal or Assistant Principal or, if a fire alarm is activated from that room, the Duty RA will need to confirm the presence or not of fire.**

**ABSENCES FROM THE COLLEGE**

Students intending to be absent from the College overnight or for a weekend are required to inform their floor Residential Assistant before departing and should leave a contact number with the RA or a friend in case of emergency.

There is no limitation with regard to evening absence from the College. However, it is expected that all students will have an adequate program of study which will take precedence over social activities. This is particularly important for first year students who are unfamiliar with the demands of a University course. If it is considered that a student is not following a responsible schedule of activities, the Principal/Assistant Principal may intervene and make special arrangements with that student.

In the event of an unexplained extended absence of a College resident, staff will need to notify the absence to parents and/or the police in keeping with our duty of care responsibilities.

**UNIVERSITY SECURITY SERVICE**

This service can be contacted through the Security Control Centre in the student mall. Emergency phones are provided at various points around the University grounds for use in an emergency.

All serious incidents occurring outside the College should be reported to the Security Control Centre. The phone number is 0 5555 (internal) or 07 4781 5555. In case of emergencies involving a criminal offence, dial 000.

## **COLLEGE SERVICES**

The College provides the residents with several free services. These include: free washing machines; a computer room in each wing of the College with computers and printers; free help with straightforward IT problems; and a free linen laundering service

### **LAUNDRIES**

Students are responsible for their personal laundry and should supply their own washing powder, pegs and laundry baskets.

Students are asked to show consideration when using laundry facilities. Please limit the amount of water used and remove clothes from the machines as soon as possible after the conclusion of the washing cycle.

#### **Location of laundries**

Laundries are provided in both Merrick and Grail sections of St Raphael's but driers are only available in the Grail section. For St Paul's, the laundry is located in the separate building at the back of the kitchen. It has both washing machines and an industrial dryer.

St Mary MacKillop wing has laundries on both floors. **PLEASE NOTE that the washing machines on the ground floor of St Mary MacKillop Wing are "front loaders" and use a special front loading detergent.**

#### **Washers and Driers**

Use of the machines in the laundries is free to residents only. The clothes driers cost \$1 for a drying cycle. \$1 coins are available from the Office.

#### **Clotheslines**

Clotheslines are located near the laundries for you to use.

#### **Unauthorised use of laundry facilities**

**Residents are not permitted to allow non-residents access to the laundries.** The Catholic College is the only residence on campus which offers free washing facilities and this privilege would be jeopardised by unauthorised use.

### **COMPUTER ROOMS**

Computer rooms are available in each wing of the College for use by residents 24/7. Residents require their security card/fob/key to gain access to these rooms.

Residents should only access the computer room in their own wing. They should approach the office staff or the duty RA for permission to use the computer room in another wing e.g. in the case of a problem with computers or printers in their own wing.

#### **Printing**

Printing is free for residents only. However, residents must supply their own printing quality paper.

If there is a problem with the College printers this should be reported to the office, or the duty RA outside office hours. You should not attempt to fix the problem yourself. Any damage caused to the printers will be charged to the residents.

**Only residents of the College are permitted to access and use the computers and printers.** The Catholic College is the only residence on campus which offers free printing and this privilege would be jeopardised by unauthorised use and may result in fees for printing being charged.

#### **Unauthorised installation of computer programs**

A further condition of computer room use is that students are not to install programs or alter any settings, and must check their memory devices for viruses with every use.

#### **IT assistance**

An IT officer, whose role it is to help you with your IT questions and problems, is available at the College. A book is available in the office for reporting faults or concerns with either College or personal computers. Residents must fill in a sheet detailing the exact nature of the problem needing investigation.

(It should be remembered that the IT Officer may also be a student and therefore you will have to arrange a mutually acceptable time with him in order to fit around classes and commitments)

#### **Virus protection**

All personal computers must have current virus protection and be declared virus-free by the IT officer before the university will allow access to their network.

#### **Room connections**

Computer patch leads can be purchased at the office so that residents can access the internet in their rooms.

#### **Wireless internet**

Wireless internet is only available in the main dining room and the function room at St Raphael's.

## **COLLEGE POLICIES, REGULATIONS AND PROCEDURES:**

A folder containing all relevant policies which apply throughout the College is available in the College office and residents may access this folder at any time during office hours. Each resident is advised to study these policies to ensure that they are familiar with them because they assist in promoting the values and smooth functioning of the Colleges throughout the semesters.

If a policy does not specifically exist within the College to address a particular concern, it is assumed that the relevant JCU policy will apply.

### **CODE OF CONDUCT**

As residents settle into life in The Catholic College, they are encouraged to contribute to the various aspects of University and College life, since academic success is often enhanced by participation in cultural and sporting activities, alongside a balanced social life.

For any community to be harmonious, a spirit of care and concern for the common good must prevail. Although individuals have certain rights and expectations, these should not infringe on the reasonable comfort and needs of others in the community.

Residents should not cause or allow the premises to be used or occupied in any way or for any purpose which might cause annoyance to any persons in the residence or indulge in any illegal, riotous, improper, offensive or noisy conduct or practice, or in any way bring the reputation of the College into disrepute.

Residents shall be bound by the rules and regulations of the College as set down in this handbook, the College residential contract and James Cook University Policies.

Continued residency at the College is dependent on each individual maintaining an acceptable level of behaviour and academic performance. Failure to do so could result in residents being asked to show cause as to why they should not be evicted.

### **PERSONAL BEHAVIOUR**

Attention to appropriate personal behaviour is essential in maintaining a social and physical environment that conforms to standards set in the Health and Safety Policy Manual prepared by the Diocesan Workplace Health and Safety Officer, and endorsed by the College Council.

**A system of warnings for behavioural infringements is in place. Any member of the Pastoral Team (Principal, Assistant Principal, RLSs, Security officers, SRAs and RAs) can issue a formal warning for infringements. Two formal warnings in 6 weeks will result in the person warned having to show cause as to why they should be allowed to remain at the College. Three formal warnings in an academic year will result in eviction from the College. Residents under 18 years of age should note that their parents/guardian may be contacted in relation to formal warnings.**

### **CRIMINAL ACTS**

The use or possession of illegal drugs will result in *immediate* dismissal from the College. Residents should not have equipment associated with illegal drug usage. Should a resident be found with such equipment, the Principal/Assistant Principal will assume that it has been used and consequently a resident's place at the College may be revoked.

Any action by residents that could amount to a criminal offence, including vandalism, may require the residents to show cause as to why they should not be dismissed from the College. Matters of a serious nature may necessitate that the Principal/Assistant Principal excludes a student pending any necessary enquiries. It may also necessitate the student being asked to leave the College permanently. Serious matters may be reported to the police.

**ALCOHOL**

The *responsible* use of alcohol is permitted in the College. However, any anti-social behaviour related to excessive alcohol use is unacceptable and will not be tolerated.

Being drunk will not be accepted as an excuse for such misbehaviour, rather, it will be regarded as a second offence.

**Legal drinking age**

The legal drinking age is 18. Distribution of alcohol to persons under 18 years of age is ILLEGAL.

**Where you can consume alcohol**

Alcohol should only be consumed in individual study bedrooms or in floor common rooms. Other areas may be approved by the Principal/Assistant Principal on a case by case basis.

**Parties**

Groups of residents are not permitted to gather for the purpose of parties/social gatherings in individual rooms or common rooms at the College.

Requests for parties/functions on College premises (e.g. in floor common rooms), including those gatherings where alcohol is intended to be consumed, must receive prior permission from the Principal or Assistant Principal.

**Drinking in public areas**

The consumption of alcohol in any public area (including College grounds), without permission, is not allowed.

Under no circumstances should residents move between College buildings with open bottles etc of alcohol.

**Distilling/brewing on the premises**

The distilling or brewing of alcohol on College property is strictly prohibited.

**SMOKING**

In line with Queensland government legislation and the related James Cook University policy on smoking, the Colleges have a NO SMOKING policy. Therefore, smoking is not permitted in the College buildings or in close proximity to the College buildings.

There are designated smoking areas outside each of the College buildings and residents are expected to only use these areas when smoking. Residents are also asked to dispose of cigarette butts responsibly. Ash trays are provided for this purpose.

**Designated smoking areas**

Designated smoking areas are as follows:

- St Raphael's: the table at the back of the Grail laundry opposite the dining room.
- St Paul's: A block: in the gazebo between A and B blocks/B block: outside the building at the end of the bike racks
- St Mary MacKillop residents: Adjacent to the hot water system at the rear of the building

**NOISE**

One of the fundamental purposes of the College is to provide a supportive academic environment where serious study may be undertaken. Residents must not create noise likely to disturb the study or sleep patterns of other students.

Normally any noise after 11.00pm is unacceptable.

An unreasonable level of noise at any time is also not permitted.

Prior to exam times, including during Study Vacation times, stringent Noise Bans apply to enable all residents to successfully prepare for their exams.

**HARASSMENT**

The Catholic College has a special quality of commitment and friendliness. The size of the College allows all residents the opportunity to meet other people from diverse backgrounds, and to make and maintain positive relationships. The College actively promotes an harassment-free existence whilst students are in residence. Policies are in place to protect both the rights and the confidentiality of all residents who consider that they have been subjected to harassment or intimidation, whether physical, psychological or sexual.

Any form of harassment, that is, where a person engages in behaviour towards another which they could possibly find offensive, humiliating, threatening or intimidating, will not be tolerated. The basic elements of harassment are coercion by one person and unwillingness on the part of another. Serious action will be taken against offenders.

**“O” Week activities**

Residents should not feel coerced into participating in any Orientation Week activities which they find intimidating, offensive or humiliating. If you do not feel comfortable with an activity you do not need to participate.

**Reporting of incidents of harassment**

Residents are encouraged to report incidents they consider to be harassment to the attention of the Principal/Assistant Principal as soon as they occur. If the matter is deemed to be serious, the Principal/Assistant Principal may refer residents to JCU Equal Opportunity office or JCU Discrimination advisors.

**Inter-Collegiate Policy**

# Harassment and Discrimination

1. The JCU Halls of Residence and Affiliated Colleges assert and affirm their responsibility for the maintenance of residential communities of students of the University which are free of discrimination and harassment.
2. The Colleges and Halls of Residence are bound under the JCU Policy on Discrimination and Harassment and by State and Commonwealth Law in these matters
3. All Affiliated Colleges and Halls of Residence will ensure that instruction on the University and College/Hall policies on discrimination and Harassment is made a mandatory part of Orientation Week programs for all new residents.

4. Any complaints arising from alleged acts of discrimination or harassment will be dealt with by the Head of Hall or College expeditiously and in conformity with the JCU Policy.
5. Heads of Colleges and Halls will take action to prohibit any form of institutionalised harassment of new or continuing student residents through songs, chants, "initiation" ceremonies or required uniforms or items of clothing of a degrading nature.
6. All College /Hall Orientation and other student activities will require voluntary participation by residents and the decision of a resident not to engage in any activity will be supported by the College or Hall Management and staff.
7. All Colleges and Halls will ensure that this Policy is reproduced each year in the College/Hall Handbook and distributed to all residents on arrival.

### **PETS**

In line with Workplace Health and Safety regulations and local government Health Department policies, the College has a NO PETS policy. These regulations prohibit the keeping of pets in areas where residents are in very close proximity, as occurs in each of the residences. This includes fish, reptiles, mice etc.

### **GRIEVANCE/DISPUTE RESOLUTION PROCESS**

A dispute resolution process outlines the action that should be taken in an effort to resolve a dispute between two people or a number of people. The Residential Life Supervisors, Senior Residential Assistants and Resident Assistants in the College are trained to deal effectively with minor disputes between residents but the first step in the process is outlined below:

- Approach the person or people involved and try to resolve the issue. Remember that the use of appropriate verbal and non-verbal behaviour will play a large part in the ultimate outcome of the dispute.

If there is no resolution or if the issue between the residents exacerbates, then:

- Approach the RA, SRA or RLS for support in resolving the issue
- If the problem persists, you should communicate this to the Principal/Assistant Principal. Depending on the circumstances, external intervention may be recommended.
- If your issue is with a member of staff or one of the pastoral team, please try to resolve it with the person first. Failing that, bring it to the attention of the Principal/Assistant Principal who, depending on circumstances may then refer the parties to external services provided by the University, such as mediation or the University Discrimination Advisor.

### **FIRE SAFETY**

#### **Candles or incense burners in rooms**

Candles and incense burners are not permitted in the College as they pose a significant fire risk to all residents.

#### **Cooking in rooms**

Residents should not have toasters, kettles or microwave ovens in their rooms. Kitchenettes are provided in all common areas and electric toasters, kettles and microwave ovens are provided.

Smoke detectors are fitted in all study bedrooms and using cooking appliances in your room can trigger these.

### **Fire Alarms**

All residents should respond immediately to fire alarms in their building and evacuate their rooms. Residents should move to the Evacuation Assembly Point – the car-park at the back of the dining room – and await further instructions from those in authority.

**NEVER ASSUME THAT A FIRE ALARM IS A FALSE ALARM.  
ALWAYS EVACUATE THE BUILDING FIRST AND ONLY RE-ENTER ONCE YOU HAVE BEEN  
GIVEN THE ALL-CLEAR.**

### **Setting off fire alarms – St Raphael’s and St Paul’s wings**

It is the responsibility of those in authority (i.e. RAs or above) to respond immediately to a fire alarm in their building. If the alarm is found to be false, the alarms will be reset. In the case of an actual fire, the fire brigade will need to be called by dialling 000. The fire brigade is not summoned automatically.

### **Setting off fire alarms – St Mary MacKillop wing**

St Mary MacKillop residents are advised that if a fire alarm is triggered in their building the Fire Brigade will automatically attend. There is a costly call-out fee when this occurs. If a resident is found to have caused the call-out because of burning candles or incense, or cooking etc, then the cost of the call-out will be charged to the resident.

Where the Fire Brigade responds to a fire alarm (later found to be a false alarm), residents found negligent will be charged the Fire Brigade call out fee. If the negligent person cannot be identified, the call out fee will be shared by all residents in the building.

### **FIRE FIGHTING EQUIPMENT**

Residents should familiarise themselves with the location and instructions for use of Fire Fighting Equipment.

### **Unauthorised use of fire equipment**

Residents must not use this equipment unless a fire emergency occurs. Unauthorised or indiscriminate use of fire fighting equipment, i.e. setting off fire extinguishers, unravelling fire hoses, breaking glass around a fire extinguisher, removing fire blankets etc is prohibited and may result in immediate dismissal from the college. The minimum penalty will be a \$250 fine.

Fire hoses should not be used for car washing. Car washing facilities are available at the rear of the St Raphael’s laundry (opposite the dining room.)

It is a serious offence to set off fire extinguishers indiscriminately and incidents will be reported to the police. Hefty fines will be imposed and the cost of replacing the tampered equipment will be borne by the resident/s concerned.

### **FIRE AND EVACUATION PROCEDURES**

**Remove people**

**Alert the Fire Brigade** (check that it is not a false alarm first) Phone 000.

**Confine the Fire and Smoke** (if safe)

**Extinguish and control the Fire** (if safe to do so)

**STAGE 1: Removal of people from the immediate fire danger area.**

Employees, guests and residents in the building in the immediate area of danger are to evacuate to their Assembly Point. When the area has been evacuated, doors should be closed to localise the fire.

**STAGE 2: Complete evacuation of the entire complex.**

Should the emergency necessitate evacuation of the entire complex, guests, residents and employees must assemble at the designated Assembly Point, as per the instructions located in each room. They should remain there until otherwise directed.

**STAGE 3: Roll Call.**

All floor wardens (Resident Assistants) are to report to the Chief Fire Warden (The Principal/Assistant Principal). RAs are to check the roll of the residents on their floor and account for all residents. RAs should then report to the Fire Warden when the floor has been fully evacuated. Any missing person is to be reported to the Fire Officers.

**STAGE 4: Assembly Points - all buildings**

The assembly area for all evacuations is the car park between the back of the dining room and the St Mary MacKillop building.

**It is essential that you report to the designated assembly point and no other place.**

**Fire Drills will be conducted each semester, and you are asked to co-operate when these occur. All alarms, unless test alarms (which will be announced on the public address system) should be treated seriously and acted on as outlined above.**

**In the event of a breach of any of the above, or a repeated failure to observe the College Code of Conduct, the Principal/Assistant Principal through the discretionary powers vested in them by the College Council, has the right to impose such penalties as are deemed fit. This includes the right to terminate the residential contract of any student.**

**CYCLONE SAFETY:****CYCLONE PREPARATION:**

North Queensland is susceptible to cyclones during the summer months. These cause high winds which can sometimes be destructive. Cyclones are graded from 1-5 with five being the most severe.

If a cyclone is in the vicinity of Townsville information updates can be heard on local television and radio stations.

During cyclone alerts when high winds are expected, residents should not leave their room or building and should respond immediately to instructions from their RA or others in authority. Residents should not leave their rooms until advised that it is safe to do so.

## Inter-Collegiate Policy

### Student Access to the Grounds and Buildings of Other Colleges and Halls.

1. This Policy applies to all residents of the JCU Affiliated Colleges and Halls of Residence.
2. Members of Colleges and Halls may not enter onto the grounds or into the buildings of Colleges or Halls other than that in which they are enrolled, unless:
  - a. They are there at the invitation of a bona-fide resident of that College or Hall and in the company of their host or hostess, or
  - b. They are a member of a specified group from other Colleges and Halls who have been invited as a group, or
  - c. They are attending a function or activity at that College or Hall to which there is a general invitation.
3. If members of a College or Hall wish to visit another College or Hall, they are required to contact their potential host to arrange an invitation and arrange to be met on arrival.
4. During the time that they are present at the other College or Hall, visitors must abide by the rules of that College or Hall, all applicable JCU policies, and any instructions that they are given by any member of the staff of the institution including any member of Residential Staff such as Residential Assistants.
5. Hosts will always be held to be responsible for the conduct and behaviour of their visitors including being responsible for the financial costs and penalties arising from any breach of rules or any damage, whether accidental or willful.
6. Residents of other College or Halls must not attempt to enter another College or Hall when under the influence of alcohol.
7. Acts of vandalism or theft (whether the intention is to permanently deprive or "souvenir" with the intention to return) committed by a visitor to a College or Hall will render the visitor liable to exclusion from the College or Hall at which they are enrolled.
8. The Heads of College and Halls will impose penalties up to exclusion from residence on any member of their College or Hall who is found to be guilty of offences against this policy in another College or Hall.

## **RESIDENTS' RIGHTS AND RESPONSIBILITIES**

The following are the minimum expectations of basic rights and responsibilities of any resident living in the Catholic College of St Raphael and St Paul.

### **Residents have the right....**

- To have reasonable access to their living accommodation based on occupancy
- To live in a clean and secure environment
- To facilities and programmes that support the pursuit of academic success
- To expect a regionally competitive price on housing accommodation and food service
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behaviour
- To the respect and safety of personal property
- To study without interruption or interference
- To be free of unreasonable noise
- To be free of intimidation or harassment
- To express themselves freely within established guidelines
- To expect enforcement of housing contract/agreement
- To have direct access to staff who provide assistance, guidance, and support as needed
- To host guests within established guidelines
- To receive equitable treatment when behaviour is in question
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation or political affiliation
- To participate in resident meetings, committees and support groups
- To have access to individual and group social, educational, and developmental opportunities in their living community.

### **Residents have the responsibility...**

- To adhere to rules and regulations
- To comply with reasonable requests made by staff, university officials or fellow residents
- To meet payment schedules for room, board and other required housing fees
- To monitor and accept responsibility for behaviour of their guests
- To report violations of rules and regulations to appropriate staff
- To respect the rights of others
- To respect the diverse backgrounds and interests of those others who are different from them
- To treat others in a civil manner and manage conflict in a mature manner
- To be serious in their academic pursuits to participate actively in self-governance
- To participate in residential meetings as requested
- To express themselves individually or in association with groups
- To participate in procedures as required for residential administration
- To contribute positively to the community by participating in educational, social, cultural activities organised by college committees.

**PLEASE DETACH & RETURN WITH ENROLMENT PAPERWORK**

**RESIDENTIAL AGREEMENT - ACCEPTANCE OF OFFER**

I \_\_\_\_\_  
 FAMILY NAME (use block letters) GIVEN NAMES

hereby accept the Principal's offer for a place at The Catholic College of St Raphael and St Paul at James Cook University for the period stipulated in the Letter of Offer for 2011.

**General**

- I confirm that I will be studying full time at James Cook University (unless prior approval has been obtained from the Principal to study fewer subjects.)
- I declare that I am an undergraduate / postgraduate student (delete one)
- I agree to abide by the College Code of Conduct and all rules and regulations as outlined in the College Handbook 2011. I also acknowledge that I have read these documents.
- I confirm that I have read the Catholic College's 2011 Fee Schedule relevant to my offer and agree to adhere to the terms and conditions therein.
- I confirm that I have:
  - paid my Entrance Fees as indicated in the Letter of Offer, and
  - completed and returned the Personal Particulars Form for 2011
- I confirm that I understand that my contractual commitment to the College is for:
  - a minimum of one academic year - domestic, undergraduate JCU students
  - a continuous length of stay including university breaks - postgraduate and honours students
  - a minimum of one semester - International, undergraduate students
  - the particular length of stay specified in the Letter of Offer - for students offered Special Admissions status
- I accept that I may park my vehicle at the College only if I have registered the vehicle with the College office and have received a sticker to place on it
- I agree to provide credit card details to act as a guarantee for payment.

**Academic**

- I consent to the College accessing my enrolment and examination details to inform its decisions on admission and academic matters
- I agree to, and will advise the Principal of any changes to my academic course, institution or academic load.
- I agree to, and will provide the College with any late academic results as soon as possible

**Safety**

- I confirm that all my electrical items have been tested and tagged to comply with safety regulations.

**RESIDENT'S SIGNATURE ACCEPTING THIS OFFER  
 (OR GUARDIAN'S SIGNATURE, IF RESIDENT IS UNDER 18 YEARS AT TIME OF ACCEPTANCE)**

\_\_\_\_\_  
 Resident's Signature Date

If signed by Guardian, Parent or Guarantor:

\_\_\_\_\_  
 Guardian's/Parent/Guarantor's Signature Date

Guarantor's relation to resident: \_\_\_\_\_

