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1. Welcome

Welcome to Raymont Lodge. We are a Christian community in emphasis, orientation and lifestyle. Whilst we would encourage you to have a Christian commitment and be an active member of a Church, it is not essential in order for you to enjoy and participate in the life of our college.

The college was established to provide a supportive academic and social environment for tertiary students. In order to realise this aim, residents have an obligation to accept some restrictions on behaviour, particularly with respect to noise (including the use of CD players, TV's, computers and gatherings), smoking and the use of alcohol. The rules of the College are defined on page 8 of this handbook.

The information that follows outlines the way in which our community operates.

Finally, the College aims to be environmentally friendly. Everyone is expected to support this by conserving the precious resource of water; reducing the use of hot water; switching off unnecessary lights and removing waste by placing it in the appropriate bins and recycling where possible.

The staff of Raymont Lodge look forward to you joining us and we will do all we can to help you make your time with us enjoyable and rewarding.

On behalf of all the College staff, **WELCOME TO RAYMONT LODGE!**



E. Carleton
Manager

1.1 College Mission

To provide clean and comfortable accommodation in a caring and supportive environment, built on Christian values, for tertiary residents from areas outside the metropolitan area of Brisbane.

1.2 Community Life

It is our aim to provide an atmosphere based on the principles of common sense, courtesy, co-operation and consideration for others. Residents need to be clear that to fall below the expected standards in personal behaviour and discipline is to jeopardise continued residence at Raymont Lodge.



2. Brief History of Raymont Lodge

Raymont Lodge at Auchenflower has an interesting history. It began in the grand old house Drysllwyn (named after a ruined castle in Wales, meaning 'green, rolling hills'), built for the Davies Family in 1904-05. William Davies was a Welshman who came to Australia in the gold rushes and did well in Gympie ending up with controlling interests in about 18 mines.

With the Second World War in full swing, the Americans arrived at the girl's school, Somerville House, displacing the girls from their premises, so Davies offered Drysllwyn to the Presbyterian and Methodist Schools Association to lease for use by a part of their school. From 1942-1944 the house was used as a day school for about 50 girls.

After the war years, the church began to use the house for female boarders from the country who were undergoing teacher's training and some who were working. In 1947, Mrs E. Raymont left a large bequest to the church, which enabled them to pay off debts and formally own Drysllwyn. Hence the building was renamed Raymont Lodge in recognition of her philanthropy and the girls hostel was established. The beautiful verandas of the house were closed in, to house more bedrooms for the girls. There were also various additions to the house for kitchen staff quarters and walkways to and from these buildings.

In 1951, Raymont added a new wing to the College, which they later named Primmer Lodge. By the 1960's Raymont housed about 48 girls. In 1977 'Primmer' a boarding house for men located nearby was closed. After this Raymont became co-ed and began to accommodate male boarders. In 1979, a new brick accommodation block with 98 rooms was erected on the western side of the Lodge. This block was named Alcorn Lodge.

In 1985-86, The Uniting Church undertook a restoration project on Raymont Lodge, which was managed under the guidelines of the Community Employment Programme. Drysllwyn became a National Trust building and was no longer used for accommodation purposes.

In 1988, the Queensland Synod of the Uniting Church moved into another new building established as the Uniting Church Centre. The centre was built over the old tennis courts from the house, which were frequently used until the Milton Tennis Courts were founded at Milton. The new building houses the resident's dining room and kitchen facilities. Trinity Theological College and its offices moved into the old house sharing with the Raymont Lodge Office.

Today Trinity Theological College occupies the old Drysllwyn building. Raymont Lodge residents and Trinity residents share the common room area where the old dining room once was. The Raymont Lodge office is now on the ground floor of the Uniting Church building, next to the Raymont Lodge dining facilities and provides 116 rooms for tertiary residents in its two buildings Primmer and Alcorn.

3. College Staff

3.1 Manager

The Manager of Raymont Lodge Residential College is responsible to the Uniting Church in Australia - Qld Synod for the operation of the College.

The Manager is responsible for the pastoral care of all staff and residents and for the administration of the rules and regulations that govern the standards of behaviour at Raymont Lodge Residential College.

3.2 Administration Staff

The Administration Staff are responsible for all front desk operations including receiving payments, banking, keeping resident details, any maintenance issues and supporting management.

3.3 Catering Staff

The Catering Manager oversees the total catering service for the College including staffing, ordering, menus, safety and health/ hygiene. The Catering Staff consists of cooks and kitchen hands that are responsible for the food and beverage services.

3.4 Chaplaincy and Support

Chaplains are on campus at least one night a week each and are available for support and/or counsel. Arrangements to see the Chaplains at other times can be made through the College office.

The Chaplains publish a weekly newsletter, which helps keep residents informed of things as well as giving some encouragement and advice.

3.5 Senior Residential Assistants (SRAs)

The role of the SRA's is to provide supervision of the site for residents during the hours of 5.00 pm and 8.30 am weekdays, 5.00 pm Friday to 8.30 am Monday and Public Holidays.

- The duties of the SRAs include and are not limited to:
 - Contact for residents and short-term visitors who require assistance;
 - Provide First Aid as necessary;
 - Fire Wardens;
 - After hours emergency contact;
 - Be part of the Residents' Association; and
 - Ensure all visitors leave the premises by 11.00 pm and commence lock up all doors and set alarms at 10.00 pm.

3.6 Residential Assistants (RAs)

Each year a number of returning residents are appointed as Residential Assistants. Their role is to offer support and advice to new residents facing the challenge of undertaking tertiary studies away from familiar home surroundings. Don't hesitate to ask them for help, as they are there to help you.

An RA or SRA will be in attendance with staff members should disciplinary reviews with a resident be necessary.

4. Regulations

Resident Standards

Members of Raymont Lodge Residential College are expected at all times to act, both in and out of the College, in a manner that promotes the peace, honour and well being of the College as a place of education, religion and learning. To this end, they are expected to exercise responsibility, good manners and self restraint.

Members of the College are responsible for maintaining the good reputation of the College. Any behaviour that brings the College into disrepute is an offence against the disciplinary regulations and will be liable to penalties up to, and including, being asked to leave the College.

The Manager may take action against members of the College for activities that take place off-campus if they bring the College into disrepute.

Whilst resident at Raymont Lodge Residential College, all members of the College are required to observe State and Commonwealth laws. Breaches of the law can lead to disciplinary action up to, and including, being asked to leave the College.

4.1 Rules of Conduct

Breach of Items **4.1.1**, **4.1.2**, **4.1.3**, **4.1.4** and **4.1.5** may result in immediate dismissal.

Breach of items **4.1.1- 4.3** may result in disciplinary action or dismissal.

4.1.1 Alcohol

The possession of alcohol in any form is forbidden. The presence of empty alcohol containers will be construed that alcohol has been in your possession. Each incident will be considered as a separate incident and dealt with accordingly.

If a party/ gathering is held and alcohol is present, ALL attendees will be held responsible and therefore face consequences as considered appropriate by the investigating staff member. If attendees are not from the College then the host/ s will incur the additional community service and/ or fines. The staff member or SRA will take note of who was in attendance at the party/ gathering.

The possession or use of apparatus for brewing or distillation of alcoholic beverages is prohibited in the College.

Residents of the College or their guests must not enter the dining room if intoxicated or act in an intoxicated manner. Any member found in the dining room in an intoxicated condition will be required to leave and may be subject to further disciplinary action.

The College's Catering Staff and management have been instructed not to tolerate, accept or in any way accommodate any resident of the College or their guest entering the dining room in an intoxicated condition.

Drunkenness is never accepted as an excuse for inappropriate behaviour.

4.1.2 Drugs

Possession, cultivation, use or distribution of illegal drugs and the misuse of prescribed drugs are prohibited.

No resident or guest is to have in their possession any substance or article which is forbidden by either State or Federal laws. Residents found in possession of such substances or article may be asked to leave the College immediately. The police will be informed of such incidents and the persons involved.

The possession of apparatus for the preparation, storage or use of illegal drugs is prohibited. Any such apparatus shall be confiscated and disposed of when and wherever found. Residents found in possession of such an article may be asked to leave the College.

The aim of Raymont Lodge Residential College is to ensure that the College remains a drug-free community for the benefit, protection and safety of all.

4.1.3 Sexual Relations

Sexual relations on the premises between unmarried persons are not permitted.

4.1.4 Breach of the Criminal Code

Any criminal act is unacceptable and Police and/ or other authorities may be notified.

4.1.5 Breaching the Internet Operations and Use Policy

Refer to page 31 for full Terms and Conditions

4.2 Behaviour

Every resident has the right to a safe, private, secure and comfortable living environment. As such, it is expected that residents will display considerate and respectful behaviour to others at all times.

Behaviour by residents of the College that compromises the security or safety of themselves or others in any way will lead to disciplinary action.

Abusive behaviour, including physical, psychological, sexual and racial harassment or bullying of any kind will not be tolerated. Abusive behaviour by guests will also be dealt with severely and may jeopardise the continued residence of the host. All residents are to make themselves familiar with the College's policy on Discrimination and Harassment, and observe that policy in their dealings with others.

No resident of the College may be involved in any act of violence or affray against any other person within the boundaries or buildings of the College. Any resident of the College found guilty of violence against any other person within the boundaries or buildings of the College will be liable to disciplinary action up to and including, being asked to leave the College. Further action of notifying the police may be taken.

4.2.1 Discrimination, Harassment, Bullying or Hazing

Raymont Lodge Residential College has adopted a policy in which unlawful discrimination in any form is not tolerated.

The Anti-Discrimination Act makes discrimination unlawful on grounds, which include sex, race, age, religion, impairment and political belief or activity. A discriminatory act is one that treats a person less favourably than another because of one of the attributes listed above, and may result in disciplinary action or dismissal.

Harassment in any form is unacceptable. The consequence of any resident of the College found liable for any harassment offence may result in disciplinary action up to, and including, being asked to leave the College.

Bullying and Hazing are similar behaviours. While they are defined in this document, the generic term harassment is used to cover all these behaviours elsewhere. Some forms of harassment may constitute criminal behaviour.

Harassment refers to behaviour towards an individual or group of individuals, that may or may not be based on the attributes listed above, and could be defined as "the repeated less favourable or unwelcome treatment" of a person by another or others which may be considered unreasonable or inappropriate practice. It includes behaviour that intimidates, offends, degrades or humiliates in circumstances where a reasonable person would have anticipated the possibility that the other would be offended, humiliated or intimidated by the conduct. It covers a range of unwelcome, unsolicited and non-reciprocated behaviour. This may constitute deliberate or unintentional communication, verbal or otherwise, or physical contact of a sexual nature.

Bullying can include behaviour that can intimidate, degrade and humiliate another person, either in front of other people or alone. It may include abuse of power, isolation, alienation, or be the result of conflicts of opinion or personality. It can include inappropriate comments about personal appearance, physical or verbal abuse.

Hazing is a form of harassment common to “initiation” rites and has been associated with residential colleges. Hazing is defined as any mental or physical requirement placed on any person or group of persons which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any Commonwealth, State or Local Government statute.

4.2.2 Sexual Harassment

Sexual harassment covers a range of unwelcome, unsolicited and non-reciprocated behaviours. This may constitute deliberate or unintentional communication, verbal or otherwise, or physical contact of a sexual nature.

It extends from unwelcome actions such as gestures and the display of offensive pictures, comments of a sexual nature, and implied or explicit demands for sexual activities, to physical contact such as patting or pinching, through to more hostile conduct. In general, sexual harassment does not arise in the context of a mutual attraction and flirtation based upon choice and consent.

It is the policy of the Uniting Church in Australia to provide an environment free of discrimination and sexual harassment and to uphold State and Commonwealth laws pertaining to discrimination and sexual harassment. It is expected that all residents will comply with this policy.

4.2.3 Verbal Abuse

Verbal Abuse in any form is deemed a breach of conduct and will be treated accordingly.

4.2.4 Profanity and foul language

Profanity and foul language is not permitted, as we are a Christian community and such behaviour is considered unacceptable.

4.2.5 Smoking

The College has designated smoking areas. Smoking is only permitted in these areas.

Smoking is **not permitted**:

- Within 4 metres of any doorway or window in line with state law;
- In close proximity of any building;
- In any part of the College area other than the designated smoking areas;
- Within any room or common room.

Smokers must ensure that:

- Smoke does not blow back inside buildings via doors, windows or vents; and
- Litter (including butts and packets) must be disposed of in the proper manner.

4.2.6 Noise

The College operates on the basis that residents have the right to study or sleep at any time of the day or night without disruption from undue noise, annoyance or distraction. This ensures the College functions as an academic residential community.

Disturbing noise from any source should not be heard outside a resident’s room after 10.00pm and before 8.00am daily.

All stereos, amplifiers, computers and other sound equipment must be accompanied by a set of headphones, as this is the only acceptable method of listening to loud music.

All residents of the College are required to comply with any reasonable request by another College resident, staff or management to desist from producing any noise that can be heard beyond the confines of the resident's room.

Special care should be taken when using common areas such as TV rooms, kitchens and bathrooms after 10.00pm.

Where breaches of the noise policy can be substantiated, offenders will face disciplinary action.

Noise curfew

No noise, parties, entertaining including noisy video/ computer games is permitted during the exam period, and the two weeks before exams, in each semester. This is to provide every resident with an equal opportunity to study and rest before and during the exam period. Those who finish their exams should remember that others may be preparing for a later exam and therefore need to refrain from noisy celebrations.

Moderate levels of noise can be made during the period between 12.00 noon and 2.00pm, and again between 6.00pm and 8.00pm daily.

The options open to residents if another resident is making excessive noise during the curfew period are:

- Ask the resident to stop making the noise, and
- If the noise continues or the resident feels uncomfortable in approaching the noise maker then the office can be called during business hours or SRAs can be called after hours, both on ext 903. The noise will be investigated immediately and the offenders may face disciplinary action.

The disciplinary outcomes for offenders of excessive noise during the curfew period will be:

- The first offence incurs an official warning.
- The second offence results in community service for all offenders and/ or a Notice to Show Cause on why offenders should remain in the College.
- The third offence may result in offenders being asked to leave the College.

If a party/ gathering is held, ALL attendees will be held responsible for the noise and therefore face the same consequences. If attendees are not from the College then the host will incur the additional community service and/ or fines. The staff member or SRA will take note of who was in attendance at the party/ gathering.

4.2.7 Guests

Guests including other residents, are not permitted in any room with a resident e.g. bathrooms, bedrooms when the door is shut. The door is to be left completely open. Guests are not permitted on site, without approval from management, between the hours of 11.00pm and 7.00am.

Residents are responsible for their guest's behaviour in the College grounds and may incur disciplinary measures (community service) if their guest breaches a College rule e.g. possession of alcohol. Management has the power to refuse to allow any person, not a resident of the college, to remain in the College, or to use any facilities of the College.

The guest must remain with the host resident at all times. The guest is not permitted to walk around the College. Guest's can not wait in a resident's room for the resident to return from locations outside of the College grounds.

Any other person, including former members of the College, coming onto College property without invitation or permission from management are trespassers and may be required to leave. Where they fail to do so, the matter will be reported to the police for their action.

Residents of the College are not permitted to allow another person to live in the College unless they have permission from management.

Guests of residents are permitted to use the facilities of the College only at the discretion of management or their delegates who may withdraw that access as a response to unacceptable behaviour. Guests may use the swimming pool and common rooms only whilst accompanied by their host resident. Guests are not permitted to use the gym or the music room at the College.

Immediate relatives may stay in your room a night or two, but arrangements **must be made** with the office prior to their arrival. An accommodation and meal charge is payable at the office. Any meals consumed by the guest will be charged to the resident's account. Beds for the guests are not permitted to be placed in the common rooms. The resident is responsible for the collection and return of the fold up bed and any damages or late fees.

4.2.8 Absence

When away from the College overnight it is suggested that you inform your RA for safety purposes.

4.2.9 Cleanliness

It is mandatory that residents keep rooms, units, and the dining room and common areas such as showers, laundries, etc., clean and tidy at all times. This includes taking rubbish from the units to the appropriate bulk bin on a regular basis.

The use of Yellow or Blue -Tac is permitted. The Yellow or Blue -Tac must be completely removed when display items are taken down.

Rubbish is not to be left outside residents' rooms or thrown from any resident's room. Offenders are liable to disciplinary action. Where individual responsibility for littering cannot be determined, fines may be levied against the occupiers of all rooms from which the rubbish may have come, including all members of nearby units or floor levels.

All common rooms are to be in a clean and presentable condition no later than 10.00am Mon – Fri. If considered unacceptable, cleaners will be called and any costs incurred will be passed on to all residents who live in that unit.

4.2.10 Furniture

In units and common areas, furniture must not be removed from its location without prior permission from management.

4.2.11 Naked flames or candles

Naked flames or candles including incense sticks and essential oils burners are not permitted in, or in the vicinity of any buildings.

4.2.12 Posters and pictures

Posters and pictures likely to offend other residents should not be displayed and may be removed by staff or SRAs if necessary.

4.2.13 Firearms and dangerous weapons

Firearms (including ammunition or magazines) or replicas of firearms, weapons (including items such as cross bows, arrows, knives and other dangerous weapons), flammables, explosives or dangerous instruments are prohibited on site.

4.3 Violence

The College ethos forbids the use of violence of any form (physical or verbal). The use of violence for any reason will be regarded seriously and is likely to result in dismissal from the College. The Manager of

Raymont Lodge Residential College will not hesitate to refer situations to the Queensland Police Service where deemed necessary.

4.4 Inspection

The bedroom is the residents' own private space. While Raymont Lodge Residential College acknowledges that what a resident does in their bedroom is the resident's business, it is the responsibility of Raymont Lodge Residential College to see that no laws or College rules are violated or actions taking place that go against the interests of Raymont Lodge Residential College or its residents.

For these reasons Raymont Lodge Residential College has the right to enter any bedroom/ area at any time if it is felt necessary and in the interests of Raymont Lodge Residential College or its residents.

Rooms may be inspected to ensure that no alcohol or drugs are being consumed or stored on the premises.

During normal working hours, these inspections will be conducted by at least two members of staff. If it is deemed necessary to conduct a detailed inspection of the room, i.e. look in cupboards or drawers, etc., the gender of the resident occupying the room will be considered and the detailed inspection will be undertaken by a staff member of the same gender.

After hours, if it is suspected that alcohol or drugs are in a resident's possession whilst on the premises, these inspections will be conducted by at least two Senior Residential Assistants and/ or Residential Assistant. If it is deemed necessary to conduct a detailed inspection of the room i.e. look in cupboards or drawers, etc., the gender of the resident occupying the room will be considered and the detailed inspection will be undertaken by a staff member of the same gender.

If alcohol is found, it will be confiscated by the person who has discovered it and destroyed by management after the owners have come forward. If drugs are found, they will be confiscated and the police called.

Except in instances mentioned above Raymont Lodge Residential College will provide notice according to the purpose of entry, as specified below:

<u>Purpose of Entry</u>	<u>Minimum Notice to be Given to Resident</u>
In an emergency	Without notice
If you have been reported missing for more than 72 hours	Without notice
If Raymont Lodge has reason to believe that you have abandoned the room	Without notice
If Raymont Lodge suspects that illegal activity has occurred.	Without notice
If Raymont Lodge suspects that another person or a person other than you is residing in your room	Without notice
To carry out emergency repairs and maintenance	Without notice
To carry out repairs and maintenance that you have reported	Minimum 24 hours
To carry out general repairs and maintenance	Minimum 24 hours
To inspect you room for any other reason	Minimum 48 hours

4.5 Prohibited Items

A resident or a resident's guest/ s are not to bring, keep or operate any of the following items into the College:

- Candles (including decorative, memento or souvenir candles);
- Bottled gas;
- Hazardous materials;
- Flammable or combustible liquids;
- Hotplates;
- Bar/ fan or floor heaters;
- Incense;
- Oil lamps or burners;
- Smoke bombs;
- Fire works;
- Brewing still;
- Stolen items (including road and directional signs, shopping trolleys)

This list is not exhaustive. Other items may be considered safety hazards and subject to prohibition at the discretion of the Manager of Raymont Lodge Residential College.

4.6 Disciplinary Process

Raymont Lodge Residential College has a policy on Resident Discipline - paragraphs 4.6 and 4.7 are extracts from that policy.

When an incident has occurred and is brought to the attention of the staff it is to be handled at all times in a compassionate and professional manner. Resident confidentiality is to be kept at all times. Only those who need to know are to be informed of the incident. The Manager and the Resident Services Coordinator are to be informed of all incidents.

An investigation will be held to determine the cause/ background and any other residents who may be involved in order to be fair and equitable to all concerned.

The resident will be called to attend a meeting with the Manager. Management is to ensure that a resident representative is present (usually their RA) when discussing the findings of the investigation with the accused resident.

At the meeting, the resident will be advised of the outcome and of any disciplinary actions that may result from the incident. If the resident is under age (under 18) then the Manager will inform the parents of the resident concerned, of the incident and of possible outcomes. All other residents will be warned that any further incidents may result in their parents being informed.

4.7 Disciplinary Action

4.7.1 Types of Incidents

There are three levels of incidents that could occur in the College. They are:

- *Level One - Minor incidents that can be handled by the RA / SRAs. The type of incident that may come under this level includes, but is not limited to:*
 - i. First complaint of noise within the units,*
 - ii. Any conflicts that may occur between residents, and*
 - iii. Initial cases of untidiness within the unit common room.*
- *Level Two – More serious incidents or repeat offenders of level one incidents are to be handled by either the Manager or Resident Services Coordinator. This level will cover all incidents that are not covered under level three.*
- *Level Three – This is the most serious of levels and will only be dealt with by the Manager. The type of incidents that come under this level include, but are not limited to:*
 - i. Supply, consumption and/ or possession of alcohol in the college grounds;*
 - ii. Sexual relations between unmarried people on the College premises;*
 - iii. Minor breach of the criminal code; and*
 - iv. Supply, use of, possession of or cultivation of illegal drugs and/ or the misuse of prescription medication.*

The College will immediately dismiss any resident who is found guilty by a court of law of a serious criminal offence such as, but not limited to:

- *Assault,*
- *Rape,*
- *Selling of illegal drugs and/ or prescription medication.*

4.7.2 Disciplinary Stages

The College has a three strikes corrective action policy for all 'level three' incidents and repeat 'level two' offenders. This is to allow time for the resident to correct their behaviour. The action taken on each stage is as follows:

- *Stage ONE – all residents are verbally informed of the rules of the College and warned of the consequences during the orientation weekend. They are required to sign the Resident Handbook that clearly states what the rules of the College are and that they agree to abide by them.*
 - *Stage TWO – any resident who breaches any of the 'level three' rules or a repeat offender of 'level two' offences is asked to appear before the Manager to explain why they breached the rule. The resident will have their RA or SRA present to act as a witness. Another staff member will be present for the purpose of record taking.*
 - *Stage THREE – any resident who breaches any of the 'level three' rules for a second time or serious repeat offenders of 'level two' offences will be issued with a 'Notice to Show Cause' why they should remain in the College by the Manager.*
- *The College reserves the right to immediately dismiss any resident where circumstances warrant.*

4.7.3 Community Service

Community service is one of the measures that can be used to discourage the resident from re-offending. An agreement will be reached with the resident about how many hours will be carried out and the date when they must be completed by.

Duties that can be performed whilst on community service can be negotiated with the Manager during the meeting or at the earliest appropriate time. Typically, community service is carried out in the kitchen but other tasks can be assigned such as ground maintenance work and data entry.

4.7.4 Incomplete Community Service

Any community service that has not been completed by the agreed date will attract a fine that is to be calculated at a rate of \$20.00 per hour.

The fine is to be entered into the resident's account in Starcom and an invoice created and printed. The invoice will be sent to the address specified for invoicing.

5. College Services

5.1 Residents' Association

This Association, with an executive appointed by Management each year and is accountable to the Manager, meets regularly to organise and run all sporting, recreational and social activities. Representatives of the Association meet regularly with Management to discuss matters of interest.

The executive consisting of the President, Secretary, Treasurer and Sports Coordinator are voted in by the resident community and then appointed by the Manager of Raymont Lodge prior to the start of the new tertiary year.

The Residents' Association is an active organisation aimed at serving the needs and requirements of its members – the residents of Raymont Lodge. However, an organisation can only be effective if its members play an active role in suggesting various activities and wish to help in the planning and running of an event. Thus, it is urged that each resident play their role in making the Res Association an effective organisation.

5.2 Functions

Functions are held each year as an opportunity for the whole community to interact together. Guest speakers are arranged for encouragement and motivation. The last formal function of the year is our Gala, which is held off site.

5.3 Chaplains

The College employs two part time chaplains who are here one night a week each and are available for the support and pastoral care of residents. If a resident wishes to see the chaplain, an appointment may be made through the office or by the Chaplain directly.

Residents are encouraged to form Bible Study and other small groups for the purpose of mutual support, encouragement, sharing and prayer. Support for these activities is readily available from the Chaplains and other members of staff.

5.4 Sport

The College encourages residents to form sporting teams. We have had netball, basketball, soccer, and touch football teams in the past, both in formal and casual competitions.

The Residents' Association may help supply uniforms and subsidise costs if required.

5.5 Pastoral care

The management and College staff have a primary responsibility to ensure that the well being and welfare of residents is supported and enhanced by their college experience.

The first point of contact for residents of the College for personal, academic and College issues is their Residential Assistant, SRA and/ or the Chaplains.

The Manager has a responsibility for the welfare and well being of residents and is available for support and counsel of residents of the College.

The College staff work in cooperation with the Universities Resident Services and will refer residents to an appropriate service if their issues are beyond the experience and training of College staff, or if the resident requests to speak with someone outside the College.

5.6 Disability

Any resident who has a physical disability or has chronic medical problems should notify the Manager of Raymont Lodge Residential College prior to moving in. Such information will be treated in the strictest confidence. The College may provide whatever support is reasonably available within its resources to assist residents with disabilities.

6. College Facilities

6.1 Dining Room

6.1.1 Dining Room Use

Only current residents of Raymont Lodge Residential College have the right to access the dining room and the food and beverage services provided by the College.

Family members are invited as guests of the College to take a meal in the dining room when dropping off residents at the beginning of the first semester.

Breakfast, lunch and dinner are provided in the dining room, seven days a week, during the academic year.

Use of the alcohol gel that is located at the servery is mandatory before touching any food service equipment.

6.1.2 Meals for Guests

Friends, family, etc are welcome to pay for meals in our dining room. Prior arrangements and payment **ARE TO BE** made at the College office or Café during normal business hours Mon – Fri or you can write your name and the meal consumed by your guest in the back of the Late Dinner book.

6.1.3 Meal Times

Breakfast

7 days a week	Continental	6.30 - 11.00am
Monday - Friday	Cooked Breakfast	7.00 - 8.30am
Weekends and Public Holidays	Cooked Breakfast	8.00 - 9.00am

Lunch

Weekdays	12.00 - 1.30pm
Weekends and Public Holidays	12.00 - 1.00pm

Dinner

7 days a week	6.00 - 7.00pm
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6.1.4 Packed Lunches

Lunch may be prepared at breakfast and taken away in a container provided by the kitchen if you cannot be present at lunch. Packed lunches are considered to be your meal for lunch. If you take a packed lunch and then eat lunch in the dining room as well you will be charged for an extra meal.

This is available Monday to Friday 6.30 - 8.30am only.

6.1.5 Late Dinners

Residents who will be absent for dinner and still require a meal can write their name in the Late Dinner book located in the dining room and leave their late dinner plate and cover in the appropriate containers no later than 2.30pm on the day the meal is required.

If no plate or the incorrect plate or cover is left, **NO MEAL** will be provided.

Kitchen staff will leave late dinners in the fridge in the dining room. A Residential Assistant will collect the meal and place it in the unit's refrigerator.

Microwaves in both the dining room and your unit kitchenettes are available for heating these meals.

6.1.6 Special Dietary Requirements

Special diets, such as vegetarian, are provided upon request. Those who require a special diet should discuss their needs with the Catering Manager. However, it should be noted that there might be a limit to the extent in which special diets can be accommodated in the normal operation of the College's catering service.

6.1.7 Menu Satisfaction

It is difficult to cater for persons from ethnically diverse backgrounds and we believe it is our responsibility to cater to the majority of residents' tastes. It is not always possible to please everybody. The menu is formulated for a six week period. The College endeavours to adapt the menu to please as many residents as possible.

You are encouraged to discuss your needs with the Catering Manager and offer suggestions and constructive criticism. Randomly throughout the year we will ask you to fill out a survey about the catering service and for suggestions on how to improve the level of service.

Concerns about the quality and variety of food and service should be directed to the Catering Manager as soon as possible relative to the incident/ issue occurring. There will be an SRA present at the commencement of the evening meal each day; residents can if they wish approach the SRA to discuss any incident/ issue that occurred during that meal.

6.1.8 Dress Standard and Duties

Neat, casual dress and footwear are to be worn in dining areas. Swimwear and sleepwear are not acceptable forms of dress. On leaving the dining room, residents must clear and scrape their plates and place all cups, plates and cutlery on the trolley provided. They must also ensure that the chairs and tables are placed back in their original positions.

(Sitting on top of or at the end of the tables is not allowed in line with the Food Safety Act.)

6.1.9 Crockery, Cutlery and Food Supplies

Drinks, food, crockery, cutlery and glassware are provided in the dining room for main meals only, and must not be taken from the Dining Room.

Only plated late dinners, packed lunches and a piece of fruit may be taken from the dining areas.

Residents are required to provide their own snack supplies, crockery and cutlery for use in their units for in-between meals.

All drinks from dispensers are for use at meal times only and are not to be consumed outside the above meal times.

Cooking of meals in units is **not permitted**.

6.1.10 Café Manna

The College operates a café in the vicinity of the Office. This is available for residents to purchase snacks in between meals. In addition, it is a great place for when parents come to visit, to sit and talk over a coffee. There are also drink and snack vending machines available on the patio. These are provided by a private contractor.

6.2 Swimming Pool

A swimming pool is available for use between 7.00am and 9.00pm. As we have neighbours nearby, residents are requested to keep noise levels down, especially after 8.00pm. Residents will only be asked **once** to limit noise to an acceptable level, after which they will be asked to leave the pool area.

6.3 Car Parking

There is **limited** parking available on site during office hours. For Workplace Health and Safety reasons parking outside of the marked bays is not permitted. There are a number of sign posted bays; the signs must be adhered to at all times.

6.4 Laundry

The College laundry facilities are for the exclusive use of all current residents of the College only. Non-residents using the facilities should be reported to the College office or to the On Duty SRA or unit RAs immediately.

Washing machines are free and dryers have a small charge to cover costs.

It is strongly suggested that there be no use of the laundry after 10.00pm and before 8.00am. (Consideration for other residents' need for sleep, quiet time and study should be taken into account when using them).

Exterior clotheslines are available for residents of Alcorn Lodge and Primmer Lodge.

6.5 Music Rooms

Two music practice rooms are available for residents who play music for study or pleasure. One room is equipped with a piano. Residents studying music have priority to the rooms for rehearsal spaces.

Each room is sound dampened to minimise disturbance, however all practice must be completed no later than 10.00pm.

Storage of instruments in the rooms is allowed, provided it is packed tidily in the corner and belongs to a current resident. Security of the instruments is the responsibility of the residents.

An alarm bell has been fitted in each room in case of emergency.

6.6 Common Room

You can relax in the College Common Room and watch Pay TV (Foxtel), play a game of pool or any number of board games supplied by the College.

A table tennis table is also available.

6.7 Table Tennis/ Gym Room

The College has a small gym with limited equipment. The Residents' Association endeavours to purchase gym equipment each year for residents' use. *Guests and/ or visitors are not permitted to use the Gym.*

Use of the gymnasium equipment is at your own risk. Before using Gym equipment, seek instruction on the proper and safe usage of the equipment. Use a 'spotter' when using bar weights.

The use of the table tennis is restricted to the same times as noise, that is not be used after 10.00pm and before 8.00am every day. Attention should be drawn to the timings of when the noise curfew is in place.

6.8 Bedroom

Each room contains a full size study desk and chair; bookshelves; comfortable single bed with a mattress protector; built-in wardrobe and chest of drawers; late dinner plat and cover; window curtains and a large pin board.

There is also a phone and internet connection available in each room. Please refer to pages 25 to 29 for more information.

For safety reasons, each room is keyed individually and only the resident along with management has access to keys.

6.9 Storage Room

When residents vacate temporarily they may leave personal belongings in the storage room provided but residents must make arrangements with Raymont Lodge office staff during office hours. Personal possessions left in storage must be packed in cases or boxes clearly labelled with the resident's name. Any items left in storage unlabelled will be removed from the storage room this includes bicycles.

While care will be taken, Raymont Lodge assumes no responsibility for loss or damage of possessions left in the storage room.

6.10 Room Inventory

When moving in, each resident will be given a 'Room Inventory List' for their room. It is expected that all residents will inspect their room prior to moving in any personal items. The form must be handed back to Raymont Lodge office within 24 hours of moving in, with any damaged or missing items reported on the form. This form includes a full list of all items that should be in your room with any known damages already marked.

If the resident fails to advise Raymont Lodge Residential College of any problems within 24 hours of checking in, the resident will be taken to have been satisfied with the contents and condition of the room. The resident will also be deemed to agree that the room is in good and undamaged condition and that all items of inventory are present and therefore the resident will be held responsible for any damaged or lost items.

6.11 Bathrooms

Bathrooms are a communal facility. While professional cleaners are responsible for maintaining an overall standard of hygiene, each resident is also responsible for cleaning up after themselves.

Please observe the following rules and make sure you leave the bathroom clean after use.

- Always flush the toilet, and make sure the toilet seat and floor in front of toilet are clean and dry.
- Toilets are supplied with a sanitary disposal unit. Do not place tampons or sanitary pads in the toilet or rubbish bins.
- Do not leave hair lying on the sink or the shower, please place in the bin provided.
- Do not leave personal belongings on the shelves. This makes them easier to clean and is tidier for both you and your fellow residents.
- Be courteous and considerate at all times, particularly in the mornings when other residents are preparing to attend lectures/ work.
- Please do not leave taps or showers dripping or running.
- Report any faulty taps or showers immediately to management.
- Remove all talcum powder from the floor before leaving the bathroom.

6.12 Unit common areas

Each unit comprises 7 to 9 single bedrooms and a common lounge/ kitchenette area. Each common area is equipped with a TV, ironing board, electric iron, lounge chairs, coffee table, kitchen table and chairs, fridge, microwave, jug and toaster for all to share. A vacuum cleaner is shared between two units.

Clothes airers are to be kept in bedrooms and not left in common areas, such as the laundry, or outside bedroom doors.

6.13 Bicycle room

Bicycles are to be stored in the Bicycle Room located at the rear of Alcorn Lodge on the lower floor. Residents are responsible for the security of their own bicycles.

The bicycle room is a secured area with external access. A key to the bike lock-up can be obtained from the College Office. Bicycles are to be stored in the bicycle racks provided.

Fire safety regulations specifically note that bicycles cannot be left in stairwells or hallways (this includes common rooms). Bicycles found blocking evacuation areas will be removed.

Any bicycle left in the bicycle room at the end of each year that has not been tagged, clearly stating the owner's name, or belongs to a resident who is no longer a resident will be removed.

6.14 Moving rooms

If necessary, management reserves the right to move residents to another room. Residents may not move rooms throughout the year without management's permission.

6.15 Vending machines

The vending machines that are located on the veranda are not owned or operated by Raymont Lodge or the Uniting Church. The owner/ operator is responsible for the maintenance of the machines and any refunds in case of malfunctions.

Please call the phone number on the machine for any service issues or refunds.



7. Accommodation

7.1 Checking In

Residents are asked to arrive between 10 – 12 February 2010 for QUT residents and 17 – 19 February 2010 for UQ and Griffith Uni, during normal business hours (8.30am – 5.00pm). Lunch will be provided for the immediate family on the day that the resident checks in.

All residents are required to go through 'Check In' procedures when entering College for the first time for the year.

Residents will not be issued with room keys unless the appropriate Fees have been paid. Please refer to your Offer of Residency letter for the amount of payment.

When checking in, residents will be booked into their allocated room and required to sign the Residency Agreement Form in front of office staff.

Only one room key will be issued. The replacement cost for a lost key is \$20.00.

7.2 Checking Out

When a resident is leaving the College, a College Staff member will inspect each resident's room. After each inspection the resident must come to the office with the inspection form and sign the bond refund form. This is to speed up the refund process. Residents returning the following year need not come to the office after the inspection.

Rooms should be left in a clean and tidy condition, including the removal of all rubbish. Any damage or loss of fittings from the resident's room will be charged to the resident. It is strongly suggested that residents be available and present when the room inspection is carried out. This is so minor issues can be rectified before departure.

Residents must notify the office and obtain copies of the approved forms to fill out and return to the office. These forms must be returned at least two weeks prior to the resident's departure.

All keys must be returned to the College office before leaving the College. Failure to return a key on departure will result in additional residency charges and/ or costs of a replacement key/ lock.

Residents returning to the College the following year are able to store personal belongings at the College over the vacation period. However, they do so at their own risk and should make arrangements with office staff prior to the room inspection.

Residents must vacate their room and leave the College no later than 12.00 noon on 24 November 2010. Residents who wish to stay beyond this time must move to Primmer Lodge. The fee for the vacation period does not include all meals. Residents must supply their own food for those meals that they are not catered for.

7.3 Rooms

Residents are responsible for the care of the furniture and fittings of rooms and will be held accountable for any damage.

All residents must complete a room inventory form when they first move into their room. It is important to complete this thoroughly noting any existing defects or outstanding maintenance to avoid charges for damage when the resident vacates. Charges for damage will be recovered from the refundable Security Deposit at the end of their residency. Please inform the College management if damage occurs as soon as possible so that it can be rectified quickly and avoid any additional charges.

Please do not move furnishings and curtains. Please do not use pins or safety pins on the curtains. College furniture should not be moved from the room to which it has been assigned without permission from management.

7.4 Room Furnishings

Each room is supplied with a single bed, desk, chair, a set of bookshelves, notice board, built-in wardrobe, set of drawers and curtains.

Residents will need to supply their own linen, blankets, pillow and personal effects.

7.5 Walls and Posters

Walls can be decorated but must be treated with care. Use only Yellow - Tac type material to attach posters to the wall surfaces. No stickers, tape, pins hooks or nails are to be used. Residents are not permitted to paint, use chalk or glow in dark stickers on any of the walls or ceilings.

Evacuation Procedures notices on the back of each door are not to be removed or covered with posters or other material. Posters displayed in rooms are not to be offensive to any other resident, staff or visitor. Residents are not permitted to hang clothing from the window sills or display posters on windows.

Any material used to attach posters to the wall must be fully removed when vacating the room. If self adhesive hooks are used they are to remain in place. If the hook is removed the adhesive backing must be totally removed from the wall without causing damage to the wall. An additional charge will be incurred to the resident if the cleaners are required to remove any material remaining on the walls.

7.6 Air Conditioning

Portable air conditioning units may be used within the resident's room with prior approval by the Manager of the College. Additional charges will apply.

7.7 Electrical Equipment

Radios, CD/cassette players, computers and TVs may be kept in the resident's rooms.

All items that can be plugged into a power point **must have a current tag** attached that proves that it has been tested to meet electrical standards. This includes new items under warranty. This is the responsibility of the resident and it is preferred that it occurs before arrival at the College. Inspections will be done by staff to ensure all equipment is tested and tagged. The College can arrange for testing to be done by a qualified person at a cost of approximately \$6.00 per item.

Small fridges may be kept in rooms **subject to approval** from the College staff and the provision of a drip tray to protect the carpet. Fridges are subject to random checks, without notice, by staff throughout the year.

For health and safety reasons, cooking appliances, other than those provided by the College (a microwave, toaster, and jug are supplied), are not permitted in the rooms or buildings under any circumstances.

Under **no circumstances** are **double adaptors** or **piggyback plugs** permitted. Power boards with a safety trip mechanism are allowed.

Bar and fan heaters **are not permitted** in the accommodation buildings for any reason what so ever. However, oil heaters are permitted to be used.

7.8 Pets

Due to the nature of community living, residents are not permitted to keep pets of any kind. However, small gold fish tanks will be considered if approval is sought from the Manager.

7.9 Pest Management

Each year the College is treated for pest control. However, it remains the responsibility of members to report any concerns about pests to Raymont Lodge Residential College in order for it to be dealt with accordingly.

It is very important to maintain a high standard of personal hygiene and cleanliness in your living areas. Ensure that food is not left out or uncovered because it can attract ants and other pests.

Any pest infestation that is directly linked to poor housekeeping or lack of hygiene (e.g. ants, cockroaches, rats or mice) will result in the cost of eradication being borne by the resident/ s responsible, even if the cost of eradication escalates due to the subsequent spread of those pests to other areas of the College precinct.

7.10 Insurance

Raymont Lodge Residential College accepts no liability for the security of personal property brought into or stored in the College area. Residents are advised to organise their own insurance cover for their personal possessions kept in the College area.

7.11 Security

Keys issued to residents are not to be lent or copied and they remain the property of the College. They are to be returned to the College office by residents before they depart at the end the year. Keys lost or damaged must be reported to the office immediately. If keys are unable to be found after five (5) days, a new key will be ordered with the expense passed onto the resident.

Valuables should be kept in a discreet place in the room and the room should be locked whenever unoccupied.

Any security concerns or problems should be reported immediately to the College office. After hours incidents are to be reported to the On Duty SRA.

All members of the College should be vigilant in identifying potential security concerns by reporting suspicious activities or individuals to the College office during business hours or to the On Duty SRA after hours.

Security of personal belongings is the responsibility of the resident. Raymont Lodge provides external security doors as well as a closed circuit television (CCTV) system on the external doors.

No permanent copies of the information from the CCTV is kept, except for the purpose of passing information to the police where appropriate.

Propping doors open and loaning keys to non-residents is regarded as very serious breaches of security. Residents will be disciplined for such breaches.

All residents of the College and their guests are expected to comply with any request or requirement of any management or staff of the College.

7.12 Maintenance Requests

Maintenance requests are to be reported to the office staff immediately. Maintenance Request forms are available in the units. The sooner we are made aware of an issue, the quicker we can address the matter.

Only in the event of an after hours EMERGENCY, should the SRAs' be notified of maintenance issues.

Residents are not to contact external tradespeople. The College office is to be informed of any maintenance or cleaning requirements and, the office staff will contact the relevant external tradespeople.

7.13 Personal Health

Residents are encouraged to tell staff about any illness or on-going medical condition. This is particularly important should you require assistance and you are unable to tell medical staff yourself.

Residents who use injecting equipment for medical purposes must dispose of all parts in a sharps container (supplied by the resident). The resident must have due regard for the safety of others, including cleaning staff. **Do not dispose of sharps by putting them into the kitchen tidy bin.**

Authorised sharps containers once full can be placed in domestic garbage.

Personal medication must be kept in rooms and used only by the person to whom it has been prescribed.

7.14 Things to Bring

The following is a list of items that you will need to bring with you.

Linen

single bed sheets
towels
bath mat
hand towel
face washer
blankets/ doonas/ pillow

Washing

washing detergent
fabric softener
pegs
clothes airer
washing basket
dirty clothes bag

Cutlery/Crockery

plate, bowl and cup
knife, fork, spoon
lunchbox
water jug/ bottle
coffee/ tea mug
water bottle
microwavable
containers

Electrical

lamp
clock
fan
computer
iron
radio/ CD player
oil heaters only (**NO bar or fan heaters**)

7.15 Re-admission to the College

Each year approximately 8 weeks prior to the end of the year College members will be sent documentation requesting information for their intent to vacate for the holidays and reapplication if they wish to be considered for the following year.

Residents must complete the reapplication form prior to departure. Returning residents will be competing with new applicants for a place at the College.

There is not an automatic re-entry to the college for current residents.

7.16 Water Wise

Water consumption continues to be a significant issue in the College and has taken on a new level of importance with the recent introduction of water restrictions. The Queensland Water Commission is asking businesses to achieve a 25% reduction in water consumption. The effort required to achieve 25% water reduction is onerous and will require the cooperation of all staff and residents of the College.

Some tips on saving water are:

- Turn tap off when cleaning teeth;
- Report any leaks to management;
- Limit showers to 4 minutes;
- Only run a full load of laundry;
- Use economy settings for washing machines;
- Turn off the water while washing and conditioning your hair;

- Unnecessary flushing is one of the biggest wasters of water – don't flush needlessly, and never flush tissues and other rubbish down the toilet;
- When rinsing dishes or washing fruit, use a basin instead of letting the tap run;
- When washing dishes by hand, fill one sink with soapy water and another sink or basin with rinsing water instead of rinsing under a running tap; and
- If you need to run the tap for hot water, collect the cold water for reuse.

8. Financial

8.1 Admission to Residence

Applicants are admitted to residency on the basis that they have read the conditions of residency and signed an agreement to abide by these conditions and paid all relevant fees and charges.

8.2 Payment of Fees

The Accommodation Fees or FFA PaySmart agreement signed and returned, Security Deposit, Incidental Fees and the Residents' Association fee must be paid before any residency agreement will be accepted or acknowledged.

The Incidental Fee includes the Orientation Weekend fee, Internet Access, Phone/ Internet Line Rental, Sports assistance and Pay TV.

Accommodation Fees can be paid in full or by agreement with FFA PaySmart. Fees are subject to alteration without notice.

8.3 Termination of Residency

In the event of termination of residency, there is a **NO REFUND POLICY** for fees paid, or fees contracted through FFA PaySmart, unless the room to be vacated can be let for the remainder of the contract. Any fees recovered from reletting the room will be deducted from the balance of fees held, less two weeks fees in lieu of notice.

8.4 Security Deposit

The security deposit is taken as a token of the agreement between the College and the resident and is held by the Residential Tenancies Authority:

- That the resident will reside in Raymont Lodge Residential College for the whole of the academic year;
- That the resident will abide by the rules and regulations of the College;
- That the resident will do nothing to bring discredit to the College.

The College reserves the right to withhold sums of money from a resident's security deposit if management is satisfied that a College resident has breached a College rule or regulation, and that such a breach warrants a fine.

Security Deposit money will be refunded where the resident is not in breach of the terms of conditions of residency. The room must be left in a clean and undamaged state with no outstanding fees or charges remaining on their account, i.e. telephone, damages, fines, etc.

Failure to complete community service prior to departing Raymont Lodge will result in the resident being charged a fee and if not paid it will be deducted from the security deposit.

If a resident owes the college \$200.00 or more in unpaid fines, excess internet usage or damages, etc, then the resident's internet service will be suspended until the amount has been paid in full. Residents will be given notification that their account is approaching the \$200.00 limit.

8.5 Damages Policy

Residents will be expected to pay for any damages to furniture, equipment, crockery, any College property, etc, and for loss of keys.

Any damage that has occurred within the room of a resident is the liability of that resident.

If it cannot be determined who is responsible for any damage that has occurred within common areas, such as bathrooms, toilets, passageways, laundry, living rooms, pool area, etc., it shall be the responsibility of all the residents using them. This is regardless of whether residents were present or not.

All damage is to be reported to the office as soon as possible. Residents are not to attempt repairs without the staff's knowledge.

Management will take into account "general wear and tear" when assessing each situation.

Wilful acts of vandalism will be subject to the College disciplinary process and where serious damage or damage to safety equipment is concerned, to Queensland State law.

8.6 GST

Where any Goods and Services Tax is to be imposed on the College or anything supplied by the College under this lease including but not limited to rent, fees, non-refundable deposits, contingency fees, etc. The College shall be entitled to collect that GST from the resident at the same time the resident pays for the supply or in such manner as the College may stipulate, including the paying by the resident to the College of any GST amount that may be imposed on the College at a subsequent date. Provided that if any GST liability paid for by the resident to the College does not arise, the College shall refund or credit that amount to or for the benefit of the resident, subject to any rights the College may have to recover any other monies owing by the resident.

8.7 Fees and Charges

All fees and charges listed on the General Information sheet are subject to alteration without notice.

8.8 Additional Internet Download Charges

All residents receive 5000Mb per month that is included in the annual fee. The charge for any download over that 5000Mb will be charged at a rate of \$0.03 per Mb.

8.9 FFA PaySmart Contract

Residents may elect to pay their fees by instalments. If taking this option of payment, please **print** clearly and neatly on the form provided.

- In the top right hand corner tick either New or Existing FFA PaySmart client.
- Complete **Client details** First Name, Surname and other contact details. (Ignore reference to Company Name and area in top right hand corner).
- Client to sign and date form just below the Terms and Conditions box.
- Payment details

There are two options of payments –

- **Direct Debit from Bank Account (preferred option)** - complete all bank details, account name and number details. Authorisation to be completed (signed and dated) by the Account holder. This account must be an Australian Bank Account
- or
- **Credit card** - complete all details in this section as per the cardholder's details. Visa, MasterCard or Bankcard. Cardholder to sign and date credit card authorisation.

Retain the pink copy for your records and return the blue and yellow copies to our Office with your fees in advance. All transactions have a fee of \$5.50 per transaction there is also a annual setup fee of \$6.60.

Important information - keep funds available.

FFA PaySmart will deduct the fee from your bank account/credit card fortnightly. You must ensure that adequate funds are available in your bank account.

Should there be insufficient funds you will be sent a letter informing you to pay the required amount missed plus a \$15.00 fee. Your bank also may charge a dishonour fee, usually \$35.00.

If you are unable to make a payment, you should discuss the matter immediately with the office. Generally, the following fortnight FFA PaySmart will deduct two (2) lots of fortnightly amounts and the \$15.00 fee.

If you are likely to have insufficient funds at any particular time please inform the FFA PaySmart Office immediately (no later than the Thursday before the deduction is due).

The fortnightly deduction will be withheld and payments resumed in accordance with specific repayment arrangements made with FFA PaySmart. Early notification by you to the FFA PaySmart office of insufficient funds or financial difficulties will avoid unnecessary costs.

Should a payment be defaulted the second time (putting the client in arrears of 4 weeks' rent) then the College will seek immediate debt collection action and the residency agreement (a place in residence) will be terminated forthwith.

9. Network Access

9.1 Operation and Use of Telephones Located in Residents Rooms

9.1.1 Responsibilities

Residents are to abide by the requirements laid out in this policy, and the guidelines in regard to their own use and supervision of the use of RAYMONT LODGE IN ROOM TELEPHONE SERVICE.

9.1.2 Policy

The RAYMONT LODGE IN ROOM TELEPHONE SERVICE is to be:

- used at all times in accordance with the relevant laws and regulations;
- used and operated on a pre paid credit basis;
- operated only in accordance with the purpose for which the telephone is provided;
- maintained in good working order and kept clean.

9.1.3 Review

This policy will be reviewed when required by changes in legislation, operations or circumstances enforced by third party providers. If altered, residents will be consulted and notified of the changes.

9.1.4 Telephone Use

When using the RAYMONT LODGE IN ROOM TELEPHONE SERVICE the resident will abide by the following:

- pay annual Network Access fee;
- abide by the rules and regulations relating to 'good telephone behaviour' in respect to the called party;
- maintain his/her account in a state of credit;
- **do not disconnect the telephone from the wall socket or from the telephone itself at any time.**

9.1.5 Fees and services

- GST will be payable on all calls as passed on by the service provider;
- cost of damage to equipment will be passed on to the resident;
- credit can be paid at the Raymont Lodge office during business hours;
- a request for a statement of calls can be made at the office during business hours;
- on your last credit call your phone call will not be cut off when you go into debit; only after you hang up will the phone cease to call out;
- calls will be charged automatically by the PCX at competitive rates;

9.1.6 Servicing and Maintenance

Damage of the equipment or failure of the phone system is to be reported to the Management of Raymont Lodge during business hours, or next morning if it occurred overnight.

9.1.7 Modifications

No modifications to equipment are to occur.

9.2 Operation and Use of Internet Located in Residents Rooms

9.2.1 Responsibilities

All Residents are to observe the requirements of this policy and guidelines in regard to their own use of Raymont Lodge's Internet Services.

9.2.2 Policy

RAYMONT LODGE INTERNET SERVICES are to be:

- Operated at all times in accordance with the relevant laws and regulations.
- Operated only in accordance with the purpose for which the facility is provided.
- Residents are responsible for any improper network use, including plagiarism, which occurs through your computer and network connection. Heavy penalties can occur through misuse, including permanent disconnection from the network.
- File share programs are an illegal operation and are prohibited on our network as it also allows viruses to enter the network.
- Should a virus be detected in a computer, connection to the network will be terminated until the resident can prove that the computer is virus free by providing a printout of the virus scan result and anti virus update results.

9.2.3 Review

This policy will be reviewed when required by changes in legislation, operational needs, or circumstances beyond the provider's control. If altered, residents and users will be notified of the changes.

9.2.4 Services and Facilities

- Fees covering this service are included in the Network Access fee paid prior to admission.
- RLIS can provide the following services
 - Limited access, download* and unrestricted hours
 - Resident network
- Residents need to provide their own
 - PC running one of the following operating systems -Windows 98, 2000, XP or Vista.
 - Network interface card
 - Cat5 patch lead to connect from the network card to the data outlet on the wall of your room.

(Because Raymont Lodge rooms are network cabled, residents do not need access to a telephone line or modem to connect to RLIS)

No Service Level Agreement (SLA) is provided.

9.2.5 Support

RLIS provides a variety of support services to its customers. Telephone support is available during office hours, Monday to Friday. Other support times and/or site visits can be arranged by calling (07) 3377 9903 (ext 903). Charges may apply.

9.2.6 Terms and Conditions

If internet access is required, please fill out the appropriate form (page 41) in the back of this handbook.

All residents **MUST** provide an email account that is both current and will be used once in residence. If the resident changes the email account, they must inform Raymont Lodge as soon as possible.

* The term 'limited access' means that you have no access to peer or working group networks.

Limited download means that each resident can download 5000Mb per month; anything over this will incur an excess internet download charge of \$0.01 per Mb.

ACCEPTABLE USE POLICY

1. Interpretations

"Client" means the private individual described in the RLIS Form.

"Designated User" means anybody authorised by the Client to use the Service.

"Order Form" means the document, which the Client applies, for the Service to be contracted from Raymont Lodge Residential College.

"Service" means the service provided by Raymont Lodge Residential College to the Client as described in the RLIS Form including where applicable interactive access to Raymont Lodge internet network.

2. Purpose

This document constitutes the Acceptable Use Policy ("Policy") referred to in the terms and conditions agreed between Raymont Lodge Residential College and the Client and sets out the terms and conditions upon which the Client may access the Raymont Lodge restricted internet network and systems in order for the Client to enjoy use of the Services.

Please **read this document carefully** before accessing the Raymont Lodge restricted internet network. By using any Raymont Lodge Residential College service you agree to be bound by the terms and conditions below. If you do not wish to be bound by these terms and conditions, you may not access the Raymont Lodge restricted internet network.

3. Application

This Policy is applicable to all Clients and Designated Users who use the Services. A breach of this Policy by a Client or Designated User may lead to the **suspension or termination** of the Client's Services in full or part, **without notice**.

4. Responsible usage

The Client is responsible for their actions when using the services and accessing the Raymont Lodge restricted internet network. The Client **must comply** with the rules and regulations that are in force for the network. Should the Client act recklessly, irresponsibly or endanger the Raymont Lodge restricted internet network, Raymont Lodge Residential College may **suspend or terminate the Services at any time and without notice**.

In particular, the Client warrants that they **will not**:

- store, send or distribute material which is obscene, indecent, pornographic, confidential or material that could give rise to civil or criminal proceedings;
- do anything, including store, send or distribute material which defames, harasses, threatens, abuses, menaces, offends or violates the privacy of any person;
- do anything, including store, send or distribute material, of an illegal or fraudulent nature, including activities prohibited under any applicable state and Commonwealth law;

- do anything, including store, send or distribute material which interferes with other users or restricts any person or which inhibits any other user from enjoying the Services, the Internet and Raymont Lodge restricted internet's network;
- forge header information, email source address or other user information;
- breach any laws, codes, standards or content requirements of any relevant authority;
- access, monitor or use any data, systems or networks, including another person's private information, without authority or attempt to probe, scan or test the vulnerability of any data, system or network;
- compromise the security or integrity of any network or system;
- place any viruses or other similar programs on the Service or the Internet;
- distribute unsolicited advertising or spamming or overload any network or system;
- use another person's name, username or password or otherwise attempt to gain access to the account of any other Raymont Lodge restricted internet client;
- tamper with, hinder the operation of, or make unauthorised modifications to any network; or
- attempt any of the above acts or permit another person to do any of the above.

5. Reasonable resource usage

Raymont Lodge Residential College requires the Client to act responsibly in their use of the services and the resources of the Raymont Lodge restricted internet network.

Should the Client use unreasonably excessive resources on the Raymont Lodge restricted internet network, Raymont Lodge management may **suspend or terminate access at any time and without notice**.

6. Security

The Client is responsible for maintaining the security of their Internet access, including protection of account details and passwords.

The Client indemnifies Raymont Lodge Residential College officers and employees from and against all actions, claims, suits, demands, damages, liabilities, costs or expenses arising out of or in any way connected to the use of the Services, including unauthorised usage of the Service by a third party (up until the time the Client notifies Raymont Lodge management of the unauthorised access).

7. Copyright

The Client **must ensure that it does not store** on the Raymont Lodge network, transfer or cause to be transferred over the Raymont Lodge restricted internet network, reproduce or make available for distribution through the Raymont Lodge Restricted internet network, any data where the storage, reproduction, transfer, or distribution of that data is in contravention of the Copyright Act 1968 (Cth) or otherwise infringe any third party intellectual property rights (such as using, copying or distributing data or software without the permission of the owner).

8. Content

Raymont Lodge Residential College does not and cannot monitor or control the content and information (which may be offensive, inappropriate or unsuitable) that is accessed by the Client over the Services. Raymont Lodge restricted internet provides access to the Internet only and cannot be held responsible for the content of the information accessed or offered for public access via the Services.

It is the Client's and their Designated Users responsibility to avoid whatever is found to be offensive or obscene on any system or the Internet and clearly identify material unsuitable for minors and refrain from contributing prohibited material, including, but not limited to, material deemed obscene under any applicable state or Commonwealth law.

The Client and their Designated Users are responsible for any material they place on the Raymont Lodge restricted internet network, and for any statements made in mediums including (but not limited to) web pages, e-mail, chat or discussion forums and bulletin boards.

9. Regulatory authorities

Commonwealth legislation allows the Australian Communications Authority ("ACA") and the Australian Broadcasting Authority ("ABA") to direct Raymont Lodge Residential College to attend to certain matters including removal of prohibited Internet content from the servers or to prevent users from accessing certain Internet content.

The Client acknowledges that Raymont Lodge Residential College is bound to take action necessary to comply with any industry code of practice or direction from the ACA or ABA or other regulatory authority and that this action may be taken without notice to the Client.

10. Investigation by authorities

Raymont Lodge Residential College reserves the right to act in any manner it deems appropriate where there are reasonable grounds for suspecting that illegal or unacceptable usage of the Raymont Lodge restricted internet network is occurring.

Raymont Lodge Residential College will cooperate fully with Commonwealth and State Police and other bodies investigating suspected unlawful behavior by Clients using Services on the Raymont Lodge restricted internet network and **reserves the right to suspend** the Clients use of the Services during such investigation.

11. General

11.1 Complaints

To report a violation of this Policy, please send details, including any documentation, article or email to the Raymont Lodge office (admin@raymont.com.au).

11.2 Suspension or termination

Raymont Lodge management reserves the right to suspend or terminate the Client's Service without refund should the Client or Designated User breach, or assist, abet, encourage or incite another party to breach this Policy.

11.3 Indemnity

The Client indemnifies Raymont Lodge Residential College, its officers and employees from and against all actions, claims, suits, demands, damages, liabilities, costs or expenses directly or indirectly suffered or incurred by Raymont Lodge (including as a result of a claim by a third party) resulting from:

- (a) any breach of this Policy by the Client or Designated User; and/or
- (b) the use or misuse by the Client or Designated User of the Services.

11.4 General disclaimer of liability

Raymont Lodge Residential College disclaims all liability for any loss or damage incurred by the Clients during or related to their use of the Services or resulting from the suspension or termination of the Services by Raymont Lodge restricted internet under this Policy.

This disclaimer of liability is in addition to and does not supersede, limit or replace any other applicable limitation of liability in any Raymont Lodge restricted internet terms and conditions or other agreement.

11.5 Waiver

Should Raymont Lodge Residential College not act in relation to a breach by the Client of this Policy, this does not waive Raymont Lodge Residential College's right to act with respect to any subsequent breaches by the Client.

11.6 Changes

Raymont Lodge Residential College may vary this Policy at any time and it is incumbent on the Client to regularly review the Policy on the Raymont Lodge website for changes that may affect the Client. Continued use of the Services by the Client after changes to the policy will be deemed to be acceptance of those changes.

10. Orientation Weekend

Orientation Weekend is a fun weekend designed especially for residents to get to know each other and also to learn about the college. We expect both new and returning residents to attend as important new information is provided at this time. Non-attendance at orientation will not be an excuse for not being aware of or understanding college rules and regulations etc.

If you are unable to attend, a letter to the college must be written explaining why the resident will not be attending the orientation weekend.

To be held on the weekend of 20 and 21 Feb 2010, Orientation Weekend has been planned to contain fun filled activities to help us get to know each other better. We will provide information to help you settle into residential life, and it will be a forum for you to ask any questions. This will be one part of the year that you don't want to miss. Unless we hear to the contrary, we will assume that you are attending.

Payment of the fee is compulsory regardless of whether you attend or not.

The full weekend programme will be in your Orientation Pack available on arrival at Raymont Lodge.

11. Important Dates

Start of Raymont Lodge Year	10 Feb 2010
Orientation Weekend 2010	20 - 21 Feb 2010
Formal Dinner	March 2010
Theme Night (theme TBA)	May 2010
Christmas in July	July / August 2010
Formal Gala	Oct 2010
End of Raymont Lodge Year	24 Nov 2010



12. Contact Numbers

College Office

Internal phone	903
External phone	(07) 3377 9903
Email	admin@raymont.com.au
Fax	(07) 3377 9790

Kitchen

Internal phone	740
External phone	(07) 3377 9740

Senior Residential Assistant

Internal phone (after hours)	903
External phone (after hours)	(07) 3377 9903
Mobile	0417 755 340

Residential Assistant (after hours lockouts)

Internal phone	555
Mobile	0408 152 384

University of Queensland

Enrolments	(07) 3365 1111
Examinations	(07) 3365 1111
Emergencies	(07) 3365 3333

Queensland University of Technology

Enrolments	(07) 3138 2000
Examinations	(07) 3138 2000
Emergencies	(07) 3138 8888

Local Medical Assistance

Auchenflower Family Practice (415 Milton Rd)	(07) 3870 7666
Taringa 7 day Medical Practice (15 Morrow St)	(07) 3870 7239
Auchenflower Medical Centre (15 Munro St) – bulk bills	(07) 3371 1522

Transport

Transinfo (buses, trains and ferries)	131230
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Emergency

For any life threatening emergency	0 - 000
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Note the **extra zero** required to gain an outside line

13 Accidents and Emergencies

13.1 Medical/First Aid Assistance

Most staff hold a Senior First Aid Certificate; therefore, if you require assistance, there is 24-hour help available. All residents are covered for Ambulance when on campus.

Residents of the College should be aware that after-hours assistance and/ or arranging emergency transport to medical facilities would normally be provided in circumstances of serious accidents or acute medical conditions only.

The College will not normally provide transport for residents who have minor ailments or need to attend medical appointments. In those circumstances residents should organise transport/ rides with fellow residents or public transport.

If a resident is injured, even if the accident has not occurred at the College, the office staff or SRA should be notified immediately, especially if hospitalisation is required. In case of any emergencies, management should be contacted as soon as possible.

13.2 Reporting Accidents or Injuries

Any illness or accident requiring medical attention MUST be reported to management as soon as possible during business hours or to the SRAs' after hours. Even if it may be considered a trivial matter, the appropriate people must be informed so that full care can be ensured and any problems with equipment/ facilities can be rectified.

13.3 Health Insurance

All residents will require their own Medicare Card and/or Health Care card. Overseas residents will require private travel insurance (e.g. OSHC World Care Assist).

Please note that the College's Accident Insurance Policy is not a Health Insurance Policy. The primary purpose of the policy is to provide payment for specified outcomes of accidents, such as the loss of a limb.

13.4 Access to Rooms

In the event of a fire alarm, and in an emergency, emergency wardens may enter resident's rooms for the purpose of determining whether or not the room is occupied. Rooms will be secured upon departure from the room.

13.5 Fire Procedures

All residents are required under the Fire Safety Act 1974 - 1985, to acquire knowledge of the Fire Safety Equipment, Fire Exits and Fire Safety Procedures in existence at Raymont Lodge during their first week of residency. All residents are required to attend mandatory fire training on the evening of 19 February 2010.

A detailed evacuation plan and procedure can be found on the back of each bedroom door.

Within the first 30 days of each semester staff will go through a fire drill with all residents.

Anyone setting off a false alarm or damaging fire equipment will be fined. All rooms must be kept tidy and free from litter, flammable materials and sources of ignition (e.g. multiple leads, etc.)

All doors and passageways must be kept free of obstructions at all times.

13.6 Fire Fighting / Early Warning Equipment

Below is an extract from the **FIRE AND RESCUE SERVICE ACT 1990** that clearly states that it is an offence to tamper with any fire safety equipment that is in place throughout Raymont Lodge.

s147 Offences

(1) A person commits an offence against this Act if the person does or, as the case may be, fails to do any of the following acts—

(d) wilfully and unlawfully destroys damages, removes, covers or otherwise interferes with an alarm or other apparatus for the warning of fire or any apparatus for the prevention of fire or for use in the event of fire;

(e) wilfully and unlawfully encloses any fireplug thereby rendering difficult the locating or use of the fireplug or wilfully and unlawfully obliterates or covers any mark or sign used for locating a fireplug;

(f) wilfully gives a false alarm of fire.

13.7 Building Evacuation

Evacuation signs are posted in the buildings and all of the rooms indicating your location in relation to the nearest exit and steps to take to vacate the premises. Please familiarise yourself with the location of all exits from your building. Evacuation maps are part of the fire equipment and must not be tampered with.

If the fire alarm sounds everyone must remain alert and be prepared to evacuate the building and follow the directions of the Fire Wardens. In the event of an evacuation, please report to your assigned assembly point for further instructions. Failure to evacuate when an emergency alarm sounds or when instructed to do so by a staff member, or wilful use of fire fighting equipment, may result in termination of residency or prosecution of offenders for a Fire Code violation.

14 Health and Safety

14.1 Communicable Diseases

A communicable disease is defined as a disease by which the causative agent is carried or transmitted from one person to another directly or indirectly. A range of microbes including bacteria, parasites, fungi and viruses causes such disease.

Viral infections, where there are no cures presently available are of a great concern, within the community, for example about Hepatitis B (Hep B) and Acquired Immune Deficiency Syndrome (AIDS).

At present the best way to protect against these infections is through preventive strategies aimed at limiting our exposure to such agents. It is assumed that each member of the College community will exercise a duty of care to others.

14.2 Fungal Infections

People with warts or fungal infections, such as tinea, should ensure that they do not infect other residents via the bathrooms. The wearing of rubber thongs or plastic sandals is recommended when showering.

14.3 Hepatitis B

Primarily this is a disease that affects the function of the liver. However, the virus is present in, and therefore contaminates, all body fluids. The most common modes of transmission are through contact with contaminated blood or sexual secretions. Therefore, there is a high risk of infection through sharing of needles, syringes, razor blades and toothbrushes contaminated with blood. It can also be transmitted through sexual intimacy, skin abrasions and cuts.

Most sufferers recover from acute infection after seeking proper medical care; however a person can carry the virus without showing symptoms and unknowingly transmit it to other people. The best form of treatment is preventive; vaccination is available for those individuals working in high risk areas.

14.4 AIDS

The Human Immunodeficiency Virus (HIV), as the AIDS virus is called, attacks a population of white blood cells involved in immunity, weakening the individual's defence against infection. The AIDS virus does not directly kill, but renders the person susceptible to other life-threatening infections. When exposed to the virus, within 2-3 weeks the individual will produce antibodies to the foreign microbe and will be referred to as HIV positive. This is the first step to developing full blown AIDS, but the condition may not manifest itself for many years.

Like the Hepatitis B virus, it is present in all body fluids especially blood and sexual secretions. Infection can occur as a result of sexual intimacy, sharing needles or syringes or receiving contaminated blood/ blood products. However, there are no reported cases of AIDS as a result of exposure to contaminated saliva. Research has shown that the virus is not particularly viable in the external environment; therefore surfaces and equipment are readily decontaminated after exposure to the virus by using common household disinfectants.

14.5 Universal Precautions

When rendering assistance in an emergency to a person who is bleeding, it is advisable to assume that the blood and/ or blood stained body fluids are contaminated with a communicable disease.

14.5.1 Hand washing

Intact skin is an effective barrier against infection; however cuts and abrasions need to be covered with a waterproof dressing or bandage. In any case, you must wash your hands with soap and water as soon as possible after contact with blood.

14.5.2 Gloves

Gloves should be worn if you anticipate direct contact with blood or contaminated surfaces. Clean gloves, preferably sterile in the cases of treating haemorrhage, should be used. After use they should not be washed or disinfected (the agents used can lead to the deterioration of the effective physical barrier).

Gloves are stored with the First Aid Kits located in the Reception area, SRA house and the kitchen.

Gloves do not prevent injuries from sharp objects. If torn or damaged, then new gloves are necessary.

Household gloves are suitable for decontamination of surfaces and equipment. Again they should not be used if there is any evidence of deterioration.

15 Caveat

To the best of our knowledge, the information contained in this handbook was correct at the time of compilation. Management accepts no responsibility for any errors contained herein.

Management reserves the right to waive or vary the rules, conditions, fees and charges with little or no notice.

To Be Returned

Medical Form

Resident's Details

Surname: _____ Given Names: _____

Date of Birth: _____ Phone No: _____

Home Address: _____

Suburb: _____ Postcode: _____

Emergency Contact Details

Name: _____ Relationship: _____

Phone No: _____ Mob _____

Resident's Medical Details

Do you have medical insurance? _____ Company _____

Number _____

Medicare No _____

Has the resident ever suffered from any of the following	Yes	No	If YES give details and fill out section for prescribed treatment
Heart Problems			
Respiratory Problems			
• Asthma			
• Other			
Allergies			
• Foods			
• Drugs/ medication			
• Insects			
• Other			
Diabetes			
Blood Pressure			
Recent Operations			
Epilepsy			
Recent Illness			
Phobias			
Other medical conditions – please list			
Has the resident had their appendix removed?			

When was the resident's last **TETANUS** booster? _____

Medications/Medicines:

Please give details of any medication being taken at present including dosage, frequency etc.

Clear written instructions on any personal medication, which the resident may be currently taking, need to be listed here, as this would alleviate any possible confusion, which could arise from verbal instructions.

Doctors

Regular/Family GP

Name: _____ Phone: _____

Since Moving to Raymont

Name: _____ Phone: _____

DECLARATION

I hereby give my consent and authorise the person in charge, or his/her representative, holding in confidence the information now supplied and authorise that person in medical and life threatening situations to release it in order to obtain for me/my child the necessary medical attention and care.

RESIDENT SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE** _____

(Parent or Guardian to sign for residents under 18 years)

The information requested on this form is used in conjunction with all other information provided by the resident or their parents/guardians in regards to their residence at Raymont Lodge. The information will be used to perform all administrative functions associated with you being a resident at Raymont Lodge. The information is also used to ensure that you have a safe and enjoyable stay whilst in residence. Failure to supply the information will limit our ability to both care for you and provide an environment that is safe and enjoyable.

Any health information requested will be used for the sole purpose of ensuring that you receive optimal health care.

If we want to use the information for other purposes, we will ask for your consent. You are entitled to request access to your personal information by writing to the College or by calling our Privacy Contact.

Our Personal Information Document is available from the College's reception. Our Privacy Contact, who can be contacted by telephone on (07) 3377 9832, Eddie Carleton, is happy to answer any questions you may have concerning the policy.

To Be Returned

RAYMONT LODGE INTERNET SERVICES (RLIS)

Personal Details

Full Name: _____

Computer Details

Operating System: _____

Email Address (must provide current address) _____

Mobile Phone Number (if applicable) _____

I agree to take full and personal responsibility for any violations of copyright law and agree to indemnify Raymont Lodge and Information Technology Services from any responsibility for my actions.

RESIDENT SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

(Parent or Guardian to sign for residents under 18 years)

To Be Returned

Raymont Lodge Residential College Photographic Permissions Form

At times Raymont Lodge Residential College will update our website and publish brochures. We may like to add photos of recent events at the college and you/ your child may be in the photos taken that we want to publish.

This consent form gives us permission to place you/ your child's photograph on our website or advertising material we may publish.

In respect of my appearing in still photography made by Raymont Lodge, I hereby acknowledge and agree that the copyright in the photographs belong to Raymont Lodge.

That Raymont Lodge and/or its licensees or assignees are entitled to make whatever use of the photograph(s), part or parts of photograph(s), drawings or other forms of illustration they decide.

That the said photograph(s) whether or not retouched or altered, and all reproduction thereof, and any statements and/or words published in conjunction with or in relation thereto shall be deemed to represent and refer to an imaginary person AND NOT MYSELF.

That unless my name is published, used or referred to in connection with the publication of the photograph(s), neither the photograph(s), nor any reproductions thereof nor any statement or words published or reproduced in conjunction with or in relation thereto shall be deemed to be attributed to me personally.

Resident's Name: _____
(please print)

Signed: _____
(Parent or Guardian to sign for residents under 18 years)

Name in Full: _____
(please print):

Date: / /

To Be Returned

Arrival Date Form:

You may not know the exact date you will be arriving but please indicate as close a date as possible to help us with the preparation of your room. This date can be changed if necessary by just phoning or emailing the office.

Arrival Date: _____

Course that I am enrolled in: _____

Campus that I will be studying at: _____

I will / will not have a car / motorbike with me during my residency at Raymont Lodge Residential College.

Make: _____ Model: _____ Colour: _____ Rego No: _____

Personal Declaration 2010

I, _____ have **read and understand the conditions of residency** as set out in this handbook, and I agree to abide by the terms and conditions as set out therein. I understand that should I breach those conditions, I may be subject to disciplinary action or be required to leave.

I also understand that this contract is for the whole tertiary year of 2010 and if termination of my residency by either party occurs, the College has a 'No Refund Policy' unless the room can be re let.

RESIDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

(Parent or Guardian to sign for residents under 18 years)

FORMS TO BE RETURNED CHECKLIST:

Please check that you have included:	
Medical Form	<input type="checkbox"/>
Raymont Lodge Internet Services Form	<input type="checkbox"/>
Photographic Permissions Form	<input type="checkbox"/>
Arrival Date and Personal Declaration	<input type="checkbox"/>