

The John Flynn College



"You shall know the truth"

2011 HANDBOOK

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WELCOME TO THE JOHN FLYNN COLLEGE

In 1960, the Presbyterian Church of Queensland investigated the establishment of a Residential College within the then University College of Townsville. In 1962 the Methodist Church approached the Presbyterians and proposed joint action. By 1964, approval had been given by the governing bodies of both Churches to the idea of a joint College. Its Council was formed on 23 November 1965, and it adopted the name ***The John Flynn College***. In 1966, the College was incorporated under letters patent and an appeal for funds was conducted throughout North Queensland. At the beginning of 1968, the first students moved into the original residential buildings, Harrison and Philp wings (Decks A to I).

In 1977, the Methodist Church, the majority of the Presbyterian Church of Australia, and the Congregational Church combined to form the Uniting Church in Australia. A minority of Presbyterians determined to continue upon the Basis of Union of 1901. The College Constitution was revised to enable continued government of the College by the Uniting Church and Continuing Presbyterian Church.

In 1979, Presbyterians Continuing broke their association with the College, leaving the College as a partnership of the Uniting Church and the James Cook University. With the building of Stewart Close in 1986 (Decks N & O), the Lutheran Church of Australia joined this partnership in the government and management of the College.

The College was further extended in 1992 with the opening of the three "cluster houses", McKay, Martin and Rosendale Houses (Decks P to T).

At the commencement of 2005 a new 24 room building was opened by Mrs Traeger, widow of Mr Alfred Traeger. This building, aptly named Traeger House, (Deck J and K) has all its rooms air-conditioned with two rooms sharing an ensuite.

In 2006 the College again extended its capacity with the opening of a further 12 rooms. These rooms are air-conditioned with shared ensuites (Deck L). In all, the College is able to offer 214 fully catered rooms.

During 2011 the College will begin construction of a further 19 fully air conditioned rooms, gymnasium and a music room.

Values, Purpose and Aims

The John Flynn College has its foundations firmly based on Christian values:

- Safe environment
- Respect for the individual
- Caring community
- Trust
- Commitment
- People achieving their potential
- Excellence in all things

The John Flynn College was founded to provide accommodation and tuition for men and women studying at James Cook University. It aims to provide its residents with much more than a convenient place of residence. It is an institution founded on the spirit of liberal education, and so endeavours to draw students from all faculties of the University in the expectation that this will promote the interchange of ideas and values.

The College seeks to perpetuate the sort of spirit that John Flynn possessed: to be forward-looking and creative on one hand and to be practical and down to earth on the other. It aims to develop a community in which its members may share a full life of study, discussion, and social and sporting events.

Although it is affiliated with the Uniting and Lutheran Churches, the College welcomes to its membership men and women of all cultures and faiths, on the understanding that they, in turn, accept the values, standards, and traditions which underlie the founding of the College.

As a general rule, admissions are made on the basis of academic merit, good character and need. Membership of the College is open to staff or student members of the James Cook University or of another educational institution approved by The John Flynn College Council.

Each year residents come to the College from many different countries to take advantage of what The John Flynn College has to offer. The Australians have a responsibility to make the International Residents welcome and the International students have a responsibility to enrich their lives by meeting with other nationalities. If you do not participate in activities offered by the College, you not only lose your opportunity to learn, you deprive others of their chance to learn. If all you want is a place to eat, sleep and study you are in the wrong place. Other college/halls or other forms of accommodation may suit you better!

The College Council takes great pride in the academic achievement of the residents at The John Flynn College and as such, we at the College expect the highest standards of conduct and behaviour from our residents. In the interdependent community fostered by the College, young people may mature as competent, creative agents of their future directions within society. It is our aim that Valedictorians of The John Flynn College will graduate as confident and responsible citizens contributing to Australia and beyond.

BOARD OF MANAGEMENT

The College governance is overseen by College Council consisting of the following members: eight appointed by the Queensland Synod of the Uniting Church in Australia, one by the Queensland Synod of the Lutheran Church, the Principal of the College, one appointed by the University Council, the President of the Students' Association, and from time to time at the most, two Undergraduate students from the College.

College Principal

The administration of the College is placed in the hands of the College Principal who is responsible to the Council for all aspects of leadership and administration of the College. As Head of the College, the Principal has the authority to make rules and regulations concerning resident behaviour; to exercise and/or to delegate the exercise of discipline; and has sole discretion over admission.

The College Principal lives off College but is available both in and out of office hours. He can provide assistance with both academic and personal problems, but also likes to hear of students' joys and successes!

Administration

The College Principal is assisted in the day to day management of the College by the Chief Financial Officer, Manager Student Services, Manager Corporate and Compliance, College Coordinator, Chef Manager, Administration Assistant, Chaplain and Residential Staff. The College Office is open from 9.00am to 4.00pm (Monday – Thursday) and 9.00am – 3.00pm (Friday). The Staff are able to provide a range of services during office hours which include but not limited to change for washing machines and spare keys for residents who have locked themselves out of their rooms during office hours. All staff are pleased to be able to lend a friendly ear and provide whatever assistance they can.

Maintenance

Anything that needs to be repaired should be written in the Maintenance Book held in the Office. If you are unable to come to the Office, residents are requested to send an email to maintenance@johnflynn.org outlining their maintenance request.

Housekeeping

The Housekeeping Staff are responsible for **the overall cleanliness of the College as well as providing clean linen to all Residents' rooms**. Residents are expected to clean up after themselves and should not expect the Housekeeping Staff to clean up broken bottles, snacks in the common rooms, etc. Bathrooms, toilets and deck lounge areas are cleaned daily. **Study bedrooms are cleaned weekly and residents are asked to have their bedroom in a tidy condition so housekeeping staff can access all floor areas, desk and sink tops.**

Rooms not left in a tidy condition at the end of the semester will incur a minimum \$50.00 fine for extra cleaning and will put into question the residents continued residency at The John Flynn College.

After Hours Support

Two After Hours Support people are appointed each year. After Hours Support staff are located in Wigney Lodge and Philp Wing (I Deck Flat).

The John Flynn College Senior After Hours Support person as well as an Assistant After Hours Support person are on College to give support to the Residential Assistants should it be required. These persons are contactable at all times.

Senior Residential Assistants and Residential Assistants

Senior Residential Assistants and Residential Assistants are appointed annually by the College Principal to assist in academic and pastoral care of residents of the College. They live throughout the College to assist and support the College Principal in the student management of the College and to be responsible for the oversight and care of residents. Each Senior Residential Assistant and Residential Assistant is expected to establish and maintain an effective relationship with each of the residents with whom they live, to identify any problems that may arise and to liaise with the College Principal about such problems when necessary.

Senior Residential Assistants and Residential Assistants are the College Principal's representative within the College community and as such their authority in maintaining the values and behavioural standards of the College are to be respected and followed at all times.

Five Senior Residential Assistants have been appointed for 2011. These senior students are located in F Deck (Harrison Wing), G Deck (Philp Wing), P Deck (McKay House), R Deck (Martin House) and T Deck (Rosendale House)

A further fourteen (14) Residential Assistants and eight (8) reserve Residential Assistants have also been appointed. These students will be located on every other deck within the College.

Duty Tutor

A Residential Staff member is on duty outside office hours (each night and each weekend of the academic year) to address emergencies (**Dial 777 or 0417427330**). Duties primarily involve security, safety, fire evacuation, noise monitoring and regulation. The Duty Tutor acts on behalf of the College Principal in maintaining College values and behavioural standards after hours. The Duty Tutor is the **first point of contact** for students who have medical or other difficulties that need attention during the time that she/he is on 'Duty'. This is the person to see if problems arise after office hours (**Dial 777 from any internal phone**). The name of the Duty Tutor is displayed outside the College Office. He/she always carries a mobile phone.

Chaplain

The College has one part-time Chaplain who as well as being available for counselling, helps residents to link in with local churches. The Chaplain also organises Bible Studies and various social activities on College.

The College Chaplain takes responsibility for the spiritual oversight of the College along with the College Principal. The Chaplain works closely with **all residents** that require support regardless of their personal beliefs and is on call after hours as needs arise.

Academic Support Officer

An Academic Support Officer is available at The John Flynn College to help ensure students achieve to the best of their ability.

Each First Year resident is required as a **condition of enrolment** in the College to be involved in the Academic Support activities within the College. Every First Year resident is required to have an interview with the Manager Student Services or Academic Support Officer and establish their immediate academic needs.

The Academic Support Officer organises Time Management workshops as well as gives advice on exam preparation, and guidance in writing skills, grammar and punctuation. All First Year residents are expected to attend a Time Management Workshop organised by the Academic Support Officer early in Semester One.

Residential Tutors

Residential Tutors are appointed annually to offer support, guidance and leadership to First Year residents of The John Flynn College for courses with high enrolments. However, all students are encouraged to seek help from any of the Residential Staff experienced in their subject areas. A list giving details of subjects in which individual Residential Assistants can assist is put up early in the year.

The John Flynn Students' Association Inc.

Each year the students elect from the student body a President, Vice President, Secretary, Treasurer, two Social Representatives, two Sports Representatives, two Shop Representatives, one Cultural Representative and two Fresher Representatives. This group organises and runs social activities at the College.

The John Flynn College (JFC) Students' Association Inc. is an independent entity to The John Flynn College and is an association in its own right. As such it is responsible and liable for its actions and functions.

Undergraduate residents of the College become members of The JFC Students' Association Inc. and pay the requisite fee determined by the Association. The President of the Students' Association meets regularly with the College Principal to discuss student planning and issues affecting student life in the College.

This Association is responsible for:

- promoting in every way possible cross-cultural and international understanding;
- representing members in all matters affecting their interests;
- promoting, controlling and regulating the cultural, sporting and social activities of the Association;
- Taking responsibility for maintaining the College's values in so far as it is within its power to do so.
- The Principal acting on behalf of the College Council has the right of veto on any use of College facilities by the Students' Association that is deemed in breach of government, University or College policies.

Senior Common Room Committee

Similarly the Senior Common Room members elect a new SCR Executive comprising of President, Vice President, Treasurer, Fundraising/Event Representative and Direct Past President. The Senior Common Room Committee is responsible for fostering cultural, social and sporting activities for its members.

The membership of the Senior Common Room comprises the College Principal, Manager Student Services, Manager Corporate and Compliance Services, Resident Assistants, After Hours Support Staff, members of the College who are graduates of any Institution of Advanced Education, and President of the Student Association Inc. The Senior Common Room may add to its membership ex officio, honorary or associate members as per the Senior Room Constitution.

An annual subscription, to the equivalent value of The JFC Student Association Inc. fee, is charged in lieu of The JFC Student Association Inc. fee, of which an Amenities contribution is made to The JFC Student Association Inc. as per clauses 4.1(a) and 4.2 of the Senior Common Room Constitution.

CONVENTIONS AND REGULATIONS

Resident members undertake to participate to the best of their abilities in the community life of the College, and in their conduct always show consideration and respect for their fellow residents. **Each resident is encouraged to make a contribution to some aspect of community life according to interests and abilities.** This is a responsibility, which accompanies the privilege of College membership.

As members of the University community, residents are expected to **make a major commitment to serious study.** It is assumed that they are motivated individuals who have come to the University to obtain a tertiary education. Each resident is required to pursue his or her university studies to the satisfaction of the Principal.

The College is not a boarding house, a hostel or a motel.

The conventions and regulations of the College are designed to allow maximum personal freedom within the bounds of values based community living in an academic environment. The College Principal has the power to review allegations of unacceptable conduct (as defined in the College's "Resident Conduct Policy") and to hold hearings and make decisions in relation to such matters.

If the College Principal receives an allegation or allegations of unacceptable conduct against a resident, and the alleged conduct falls within the parameters of any of the University's policies relating to student conduct, the College Principal may in the Principal's unfettered discretion, refer the matter to the University for action under the relevant University policy. When the College Principal does this, the College Principal is taken to have delegated (to the necessary extent) the exercise of discipline for that conduct to the University. Notwithstanding any such referral however, the College Principal may still exercise the power to refuse to re-admit, or to dismiss or impose a temporary suspension of membership upon, the resident student for that conduct.

Admission, Re-Admission And Continued Residency

Admission to the College is for the full academic year (ie 35 weeks). The John Flynn College **does not offer one (1) semester or six (6) month contracts** with the exception of rotational International groups.

Re-admission to the College in any year is not automatic. The College Principal may refuse to re-admit, or may dismiss or impose a temporary suspension of membership upon students whose lack of academic progress or conduct is unacceptable.

Re-admission is conditional upon successful academic performance and payment of all monies by the due dates.

FACILITIES

Study-Bedrooms

Individual study-bedrooms are arranged in groups of 12 or fewer, called “Decks”, sharing a common lounge/kitchenette area and bathroom facilities. Both male and female residents live on all decks and, as far as possible; there is a mix of year levels and faculties on each.

Your study-bedroom is, more than anywhere else at The John Flynn College, your own private area. However, you must realise that after you leave someone else will live in your room and is entitled to find the room in as good a condition as when you moved in. Additionally, while the College Management acknowledges that what a resident does in their study-bedroom is the resident’s business, it is the responsibility of the College’s Management to see that no laws are violated or actions take place that go against the interest of The John Flynn College or its residents. For these reasons, the College Management has the right to enter any study-bedroom or other room at any time if it is felt to be necessary in the interest of individual safety and that of other residents.

Your room is a single room. It is **NOT ACCEPTABLE OR PERMITTED** to share it with a partner and any guest must be approved by the College. Failure to comply will be met with a formal written warning and continued refusal to comply will result in the termination of residency.

Rooms are allocated by the College Principal or his nominee and may not be changed without his permission. Room allocation is based largely, but not entirely, on seniority. Returning students are given the opportunity to nominate their room preferences for the following year before second semester exams. However in some instances, it is not possible to satisfy all requests, and the decision of the College Principal will be final.

The key to your room is your responsibility. Losing your key or failing to turn it in at the end of the semester or year means it is necessary to completely change the lock. The cost of replacing the key or the lock will be charged to you.

Room Inspections

The College Principal reserves the right to inspect any student room by giving 24 hours notice. This notice will be waived if the safety of other students is a concern. A formal notice of inspection detailing concerns will be posted under the bedroom door or by email.

Contents Provided

When you move into your room, a Room Inventory and Condition Form must be completed. This form lists the items in the room and their condition. The form will be checked before you vacate the College. The items supplied are your responsibility. You must pay for any damaged or missing items. In addition, any damage to the walls or surfaces in the room, including the windows, is your responsibility.

The College provides all basic furnishings, including a desk, study chair, built-in cupboard,

bed, bed linen and bedspread. **No bed (i.e. double, queen, futon etc) other than the single bed supplied by the College is permitted.** Residents may bring their own mattress for medical reasons. Residents should consider providing their own doona or blanket for the cooler months. Residents are expected to **provide their own pillow, pillowcase, towels and toiletries.** It is also recommended that students bring their own torch.

Washing **must not** be hung from balcony railings. Approved clothes horses/airers may be used to dry clothing in rooms or on balconies.

The College holds the right for its representatives or its tradesmen to enter a room, after giving reasonable notice where possible except in the case of an emergency, to inspect and to effect maintenance. During the mid semester recess and mid year vacation, maintenance staff will conduct a room check.

Alcohol Free Common Rooms

For the first time in 2011 the College will introduce **ALCOHOL FREE COMMON ROOMS TO ALL DECKS** on a trial basis to ascertain the effectiveness of providing this choice to our residents.

Rules relating to Alcohol Free Common Rooms:

- No alcohol is to be consumed on any deck Common Room at anytime.
- Alcohol may not be stored in any of the Common Room fridges.
- Residents are not permitted to have alcohol in any form which includes closed/open bottles, cans and cups in their possession or consuming alcohol on or in the doorways, windows, corridors or, balconies of Common Rooms.
- Residents are free to consume alcohol in their room, the JCR and, as per The John Flynn College Alcohol Policy (Appendix II page 28)

Personal Contents Insurance

The College cannot provide insurance cover for resident's personal items kept in rooms and therefore encourages all residents to take out personal contents insurance. The College will not be responsible for any damage or loss, however caused, to any private property located on College premises or within resident's rooms.

The College does not accept responsibility for any damage to or loss of property (including motor cars, motor cycles and bicycles) brought to College or within its premises.

Residents are advised to take out an all risk policy on their possessions. The best insurance against theft is to keep your room locked anytime you are not in it. To leave your room unlocked is to invite theft.

Thefts should in all cases be reported to the office staff who will advise any further action.

Lounges and Kitchenettes

Deck residents are responsible for the functioning of kitchenettes, the condition of the equipment, and supper arrangements. Since the kitchenettes are part of the lounges, it is in the deck members' own interests to keep them tidy and clean. A roster of deck members will be devised by Residential Assistants to allocate responsibilities. Damage to lounges, kitchenettes and other common areas shall be the liability of all the residents using them. Financial Penalties will apply if deck lounges are not kept in a clean and tidy state which also includes returning all Dining Room items back to the Kitchen in a timely manner.

Toasters and sandwich makers constitute a fire risk and must not be used on deck Common Rooms. There is a toaster available in the kitchenette in the JCR.

Telephone

Residents in The John Flynn College have telephone connections in their room (with the exception of L Deck, F9 and F10). These numbers may be dialled directly from outside the College. Residents wishing to have a phone connected in their room must pay a non-refundable connection/rental fee of \$60. Residents must provide their own approved phone. A minimum \$10.00 call credit for room phones can be paid to the Office to make outgoing calls with the exception of L Deck and F9 and F10 which requires a Pre Paid phone card (available from The Lil Shop or the Post Office in the Student Services Mall).

NB. Telstra classifies the College as a business; therefore domestic specials on phone calls are not available.

Telephone numbers and contacts for The John Flynn College are as follows:

Office: Ph: (07) 4727 7500
 Monday – Thursday 9.00am - 4.00pm
 Friday 9.00am – 3.00pm

Fax: (07) 4775 2330
Email: info@johnflynn.org
Webpage: www.johnflynn.org

Emergency calls out of hours may be directed to:

Duty Tutor: 0417 427 330

After Hours Support: Kate Crossan 4727 7502
 0413 973523
 Lucas Hickey 4727 7510
 0488 344 615

Computing and Printing Facilities (see Appendix I)

Ethernet connections to the University computer network and Internet are provided in all rooms. Walkabout Wireless Internet Access is also available in McCubben Place, Dining Hall and Conference Room.

PC's with Ethernet links to the University network and the Internet are available in the Junior Common Room. Basic software is installed on these PC's. Users should store their own files on their own external storage devices for security. The hard disks on the College computers will be cleared as necessary and the College can take no responsibility for files lost. Printers are also provided however students need to supply their own paper.

Computer room facilities are **only for current College residents**.

Washing and Ironing Facilities

Laundry facilities are available at the rear of the ground floors on Harrison and Philp Wings, Stewart Close and Traeger House. The washing machines are coin operated and currently cost between 80 cents and \$2.00 per load. Washing machines may not be used before 8.00am on weekdays (9.00am at weekends), nor after 9.00pm; they must not be left unattended for more than 30 minutes.

Ironing boards are provided for the use of residents. For safety reasons residents are advised to **provide their own irons**.

Air Conditioning

A number of rooms on College are air-conditioned. Residents are reminded that when the air-conditioner is operating, **all doors and windows must be closed** to ensure efficient operation. **Units must not be left running when the room is left vacant** for long periods as this is a waste of electrical energy and is also damaging to the environment.

Residents who fail to observe the correct use of the air conditioner will receive one formal written warning. Failure to comply again will mean the unit will be disconnected for a two week period. Any subsequent offence will mean the air conditioner will be permanently disconnected and the air conditioning fee refunded on a prorata basis.

There is a prevailing attitude that some residents believe they are paying for air conditioning so do not turn the unit off when they are at classes or away. Charges are calculated on 35 weeks x average daily use x life cycle replacement x electricity costs.

Abuse of air conditioners will mean this service will become too expensive for most residents due to the College having to increase charges.

College Grounds

It is not permitted to drive off College roads into the grounds of the College. Trolleys are available to residents to assist with the moving of large items to and from vehicles.

DINING HALL

All meals must be eaten in the Dining Hall, except in the case of illness. Dining rights are not transferable.

Crockery, cutlery, and other equipment removed from the Dining Hall create significant losses yearly and fines will apply to decks failing to return items. Disposable crockery, cutlery, and other equipment are supplied for students requiring meals to be eaten in their rooms.

Residents should not enter the kitchen without permission from the catering staff. "Tidy casual" dress is expected at all meals. This excludes pyjamas, swimming costumes, dressing gowns or bare torsos. **FOOTWEAR MUST BE WORN** in the Dining Hall at all times.

Residents with dietary requirements or those desiring additional food, or supplies for field trips etc should notify the College Office. A vegetarian option is available. Residents with special dietary requirements (excluding special milk, bread and peanut allergy requirements) must supply to the College Principal, a medical certificate from their Medical Practitioner stating their special dietary requirement. **For specially prepared dietary meals, a surcharge will be applicable.**

Inviting a Guest

Parents and family friends are particularly welcome to enjoy a meal in the College Dining Room. Residents must make arrangement for **payment in advance** or at the time of the meal **complete a casual meal voucher** and present it to the kitchen staff **before receiving the meal**. Residents are responsible for their guest's behaviour and conduct at all times.

Formal Dinners

Formal Dinners are held from time to time. Dress is "northern formal" (smart semi-formal clothes equivalent to that you would wear to a good restaurant). Males must wear a collared long sleeved, buttoned front shirt and tie. The meal begins with grace.

Late Meals

Late meals are available if lectures or organised sporting commitments necessitate these. Let the kitchen know by entering your name in the appropriate book before the end of lunch if you require an early or late meal at night. The kitchen will provide food and facilities for students to prepare their own cut lunches at breakfast.

Meal Times

Monday to Friday	BREAKFAST	Light	7.00am to 9.00am
		Cooked	7.30am to 8.30am
	LUNCH	Cold	Noon to 1.30pm
		Hot	Noon to 1.15pm
	DINNER		6.00pm to 7.00pm
			Mon – Thurs
			5.30pm to 6.30pm
			Fri
Saturday, Sunday & Public Holidays	BRUNCH		7.30am to 11.30am
	COLD LUNCH		11.30am to 12.30pm
	DINNER		5.30pm to 6.30pm
Examination Periods	BREAKFAST		7.00am to 9.00am
	LUNCH		11.30am to 1.00pm
	DINNER		5.30pm to 6.30pm

A sandwich bar is also provided from 11.00am to 1.00pm Monday - Friday but not during lecture recess, examination periods and study vacation.

RECREATIONAL FACILITIES

JCR (Junior Common Room)

The Junior Common Room is located in the Sir George Fisher Facilities Building. A pool table, flat screen TV and DVD player is provided and maintained by The JFC Student Association Inc. These facilities are provided for the use of all residents. Individuals who abuse or mistreat them are not welcome at the College.

SCR (Senior Common Room)

The Senior Common Room is located next door to the Junior Common Room in the Sir George Fisher Building. The SCR Association is responsible for the maintenance, management and operation of the Senior Common Room facilities.

Sporting Facilities

The John Flynn College has a small gym, a beach volleyball court and a jumbo chess board.

University sporting facilities adjacent to The John Flynn College include a swimming pool, tennis courts, squash courts, sports ovals, and gymnasium. There are numerous University sporting clubs as well as regular inter-collegiate sporting events each year.

MISCELLANEOUS

After Hours Lock-Up

Week nights at 11.00pm and 10.00pm on weekends, the Duty Tutor checks and locks all deck common room doors. It is the responsibility of residents entering after these hours to secure the door behind them.

Cooking

In all areas, cooking in resident rooms is forbidden. Facilities in these rooms do not comply with the Health and Safety Requirements for cooking. A full Kitchen facility is available off the Junior Common Room for residents wishing to prepare food.

Residents using the Kitchen facility are responsible for leaving the Kitchen in a clean and tidy state.

Electrical Appliances

Personal refrigerators are only allowed with the permission of the College Principal or College Coordinator and must not exceed 120 litre capacity (small bar fridge). An annual charge is made to residents who have their own refrigerators. Residents are expected to have their electrical appliances checked. Hair straightening tools must be used on a separate power point due to the ampage drawn. **Any damage caused by any personal electrical appliances (ie hair straighteners) will be at the users expense and charged to their account.**

Mail

Mail is delivered Monday to Friday and placed in pigeon holes in the Junior Common Room after midday for residents to collect. Parcels, express parcels and registered mail are kept in the Office and may be collected by the recipient after providing identification.

Parking

Residents wishing to park in the College grounds must **register their vehicle with the College Office and obtain a parking permit**. Parking spots are available in the main student car park at the back of the College or the side of Traeger House. The main drive way, Visitors Car Park, delivery road near the kitchen, and loading area east of Harrison Wing are out of bounds for parking and are marked as such.

The Visitor Car Parking facility is reserved for people visiting the College on business. Note that any vehicle parked in the visitor parking between 8.00am - 4.00pm, or at any time across the delivery and loading areas will incur an automatic fine.

Pets

The University is a fauna reserve and a Veterinary Research Station.
No birds, reptiles or animals may be kept at College.

Parties

Permission will not be given under any circumstances **for parties** of any description on College. It is suggested that residents wanting to have a birthday party or other gathering make arrangements for an alternative venue due to liability and security issues.

However from time to time Residential Assistants may apply in writing to the College Principal or his nominee for a deck BBQ. In such instances the College Principal or his nominee will assess the level of organisation and grant approval or otherwise.

Visitors

The College realises that residents may sometimes wish to have a guest stay overnight. Mattress and sheets are available. Requests to the Office should be made before 2.00pm.

Legal requirements and safety demand that we know the **names of everyone who resides in the College at any given time**. If you have an overnight guest his or her name must be entered in the Guest Register held in the Office. After hours the Duty Tutor will hold this register. No visitor is permitted to stay overnight at the College if his or her name is not registered. **Guests can stay a maximum of three nights** and will be charged \$10.00 each night plus \$10.00 per meal. Extensions of the three night limit are rare and will be at the discretion of the College Principal.

Underage visitors or High School students are not allowed on College without written permission from the College Principal or his nominee or, unless they are accompanied by their parent or guardian at all times.

Underage siblings are not allowed to stay overnight at the College.

No overnight guests are allowed during O-Week, study vacations or during examination periods.

Valedictorians

Valedictorians of The John Flynn College are recognised by the College Council, staff and residents at the annual Valedictory Dinner, usually held in October. In order to be a Valedictorian you must meet the following criteria:

1. expect to graduate at the end of this Academic Year,

OR

2. have a maximum of 2 units to complete within the following semester (evidence must be given to support this),

OR

3. have completed 70% of coursework and cannot remain in residence because of compulsory clinical placement;

AND

4. must be a current resident member and have been a resident member of The John Flynn College for at least five semesters.

The Manager Student Services may consider requests to be a Valedictorian from residents who may not meet these requirements.

POSSIBLE PROBLEMS

Alcohol (see Appendix II)

The College makes no attempt to prohibit the use of alcohol. However, residents must recognise the responsibilities involved with this privilege. **Abuse of alcohol will not be regarded as an excuse for misbehaviour but as justification for disciplinary action, including possible dismissal from the College.** The College Council has resolved that the alcohol policy given in detail in Appendix II be implemented. It is your responsibility to know these rules.

Residents are reminded that Queensland Law prohibits the sale, consumption or serving of alcohol to persons under the age of 18.

Drugs & Illegal Substances (see Appendix III)

Possession, cultivation, use or distribution of illegal drugs and the misuse of prescribed drugs including the possession of an implement which could be used for the digestion, smoking or injection of a prohibited substance are prohibited.

- **Drug-related activities are grounds for immediate dismissal from the College.**
- **Police will be contacted in relation to all matters relating to illegal substance abuse.**
- **The College has zero tolerance to drugs.**

Harassment

Harassment, especially sexual harassment, is viewed most seriously. The College supports and implements the University Policies and Procedures (www.jcu.edu.au/policy/hr/grievance/JCUDEV_005372.html) for sexual harassment grievances. All residents are provided with information about these procedures by the University. Any resident who believes she/he is the subject of harassment is encouraged to discuss the matter confidentially with the College Principal or, if preferred, with one of the University's advisers outside the College. The College always attempts to ensure that at least one of its staff members is an accredited University adviser.

Recording and Distribution of Images:

The capturing, recording, saving or distribution of inappropriate photographs, videos or other type of media (whether in digital or other format) of an individual, without that person's knowledge and/or consent, is a serious breach of the College's Resident Conduct Policy (see Appendix VII) and may constitute grounds for immediate dismissal from the College. Actual or suspected instances of this type of conduct will, in addition to being dealt with by the College, be referred to both the Police and the University.

Noise

In the tropical environment, windows and doors are left open for comfort for most of the year, so noise can be particularly troublesome. Several elementary, common sense principles should govern the general behaviour of all members of the College community regarding **quietness**:

- (a) Most importantly, a resident's conduct (or the conduct of his/her guest(s) should **at no time** interfere with the studies or general comfort of fellow students.
- (b) At all times and in undertaking any activity, be it sporting, social, group study or whatever, it is the responsibility of the residents involved to take due consideration of any other residents who may be affected. This particularly applies to TV sets, CD players, radios, musical instruments and computer games.
- (c) During examination periods it is an absolute requirement that noise be minimal around the College.

Noise Guidelines

Here are the steps you should follow when you find noise levels around you are disturbing:

- STEP 1 If you feel comfortable approach the noisemaker/s and politely ask him/her to reduce it. College Residents are usually very considerate so the noise should stop immediately.
- STEP 2 If the noise level continues contact your Residential Assistant or the Duty Tutor. (Phone 777 from any internal phone or 0417 427 330 from your mobile)
- STEP 3 If the noise level is not reduced and the person making the noise persists the College Principal will be obliged to take action.

Firearms, Weapons and Explosives

There is an automatic fine for the detonation of any kind of explosive, including firecrackers. Firearms, whips, hunting knives, swords, bows and arrows and other dangerous weapons shall not be brought into the College. The College is included in University regulations concerning weapons.

Candles, implements or items such as incense sticks and toasters constitutes a major fire hazard and must not be used in any building.

Passageways and Parapets

Residents must not walk on the parapets at any time except during emergencies. Your residency will be terminated if you are on a parapet. The John Flynn College accepts no responsibility for accidents that occur through the illegal use of parapets.

Passageways must not have push bikes, shoes, furniture (e.g. chairs), packing boxes or equipment placed in them. Access must be unrestricted at all times.

Smoking (see Appendix IV)

Smoking is a health hazard, not only for the smoker. It is also increasingly accepted as an anti-social activity. **Smoking is not permitted anywhere on The John Flynn College.** Since smoking is a fire hazard which may endanger other residents, smoking in rooms will result in dismissal from the College.

The John Flynn College is a smoke free environment as of 1 January 2010.

Candles / Incense Sticks / Insect Coils etc are totally prohibited.

EMERGENCIES

For emergencies such as power failures, broken pipes, leaking gas, fallen electric lines, etc please notify the Office immediately. Contact the After Hours Support or Duty Tutor for after hours emergencies.

Fire (see Appendix VIII)

Fire drills will be conducted at the commencement of each semester.

Please read the emergency notice in your bedroom and make yourself familiar with all aspects of evacuation and meeting points. You must abide by all instructions.

The Fire Brigade **will charge** The John Flynn College up to **\$1020.00** for false alarms. If, due to carelessness or intent, a resident causes a fire alarm to sound they will be charged for the visit of the Fire Brigade. For this reason thermal detectors and smoke detectors should not be touched. Tampering with them is illegal and will cause them to send a silent signal to the main alarm system causing the alarm to sound and the Fire Brigade to attend. It is a simple matter to look at the fire alarm and see from which level the alarm sounded.

There is an **automatic fine of \$500.00 for the interference of fire fighting equipment.**

Safety and Security

In general Residents should take caution walking around campus after dark. Women should not walk alone. Ask someone to accompany you.

In the event of an intruder, or a person posing a threat to the security and well being of Residents and property of the College, the Office, After Hours Support or Duty Tutor should be notified immediately. Under no circumstances physically remove or restrain anyone. This is a job for those trained to do this. Never hesitate to ask a stranger at the College if you can assist them. If they have legitimate business at The John Flynn College they will appreciate your help - if they do not, your offer will hasten their departure. Professional Security patrols the College on a regular basis.

Personal Injury – Major

If an accident or injury occurs, notify the Office, College Principal, After Hours Support or Duty Tutor immediately. As a general principle, for residents who suffer major injury the Ambulance will be called.

Personal Injury – Minor

For minor accidents a first aid kit is available in the Office, with Residential Assistants and in the Senior Common Room. The first aid kit is for emergency use only. It is up to each resident to furnish their own band-aids, aspirin, sports bandages and the like.

Sickness – (see Appendix IX)

The UniHealth Medical Centre is situated adjacent to the Blood Bank at the Townville General Hospital. The Student Counselling Service is open on weekdays. At weekends and out of hours, residents may make use of nearby medical centres or hospital emergency departments.

UniHealth 47596300

JCU Counselling 47814711
Ext. 4711 from any internal phone

If anyone is ill, the Duty Tutor, After Hours Support, and the College Principal are to be advised. Residents may arrange with the Office or Duty Tutor for the provision of meals for anyone confined to bed. Residents contracting communicable diseases or suffering extended illness may be **required to seek hospital admission or return home**, as the College possesses neither isolation facilities nor nursing resources.

Residents are asked to take particular care to ensure that they have no water containers in their rooms or on their balconies which might serve as breeding grounds for mosquitoes involved in the spread of Dengue Fever and Ross River Virus.

PROCEDURES

Fees

Every effort is made to keep the fees for residence at The John Flynn College as low as possible. However, it has to be appreciated that, as in any home, fees have to cover both immediate costs and provision for the future. The College is totally self-funding and is a not-for-profit organisation.

Fees should be paid in advance. However, if you are on a scholarship or need special arrangements for the payment of fees, you should contact the Manager Student Services as soon as possible.

Should fees become more than four (4) weeks in arrears the person will be asked to show cause why their residence should not be terminated.

Damages

1. Unreported breakages, losses of College equipment (e.g. crockery, cutlery, chairs, lounge chair cushions etc), vandalism and other losses to the College - individual residents will be liable.
2. Should there be a loss of equipment from, or damages to, a resident's room, (fair 'wear & tear' accepted), the cost of replacement or repair will be charged against the resident.
3. Where loss or damage has occurred on a particular deck (fair 'wear and tear' accepted), the residents on that deck will be liable. If the loss or damage has occurred in a communal area of the College (fair 'wear and tear' excepted) and the responsibility can be traced to an individual (or individuals) the College will invoice the individual directly for the repair/replacement.

Checking In at the Start of the Year

Residents should notify the Office the date of arrival. On arrival residents should register at the Office, obtain their key and any necessary instructions and information.

Checking Out at the End of the Year

See the College Co-ordinator for settling your fees at least 24 hours prior to leaving unless prior arrangements have been made with the College Principal.

Leave your vacation address with the Office if you want mail forwarded. The College Office is normally closed for two weeks over the Christmas vacation and mail remains in the University mail room.

Before departure residents should empty their rooms completely of all personal belongings, furniture and furnishings including pot plants. Residents are to pick up all rubbish including such items as bottle tops, bobby pins, paper clips, staples and pins as

these items damage vacuum cleaners. Garbage bags, a broom and a dustpan will be provided on each deck to enable these items to be picked up. Penalties will apply if these items are found after you vacate your room as well as a charge for excess cleaning. Scrape any stickers and blu tac off walls. All windows and doors must be locked. A reasonable amount of personal belongings may be stored in College storage only by those returning the next semester. Residents should return their key to the Office and sign out.

Unless special permission is obtained **residents must vacate their room 24 hours after their last exam or 10.00am the Saturday after the last Friday of the examination period whichever is earliest.**

Fans, lights and air conditioning units found left on after a resident has vacated will attract a fine.

Storage

Storage containers are supplied on site for storage of student belongings during mid year and end of year breaks. Students are required to pay a refundable deposit on standardised packing boxes. Returning students are allocated four general storage boxes and two book boxes. Refunds are credited back to student accounts when the boxes are returned in good order.

NON STANDARDISED BOXES WILL NOT BE STORED.

Termination of Residency Agreement/Contract

Residents admitted to the College are expected to remain in residence for the full academic year. Any resident wishing to terminate his/her Contract should read the conditions that are clearly outlined in clause 7.2..

Please note: Should a Resident break his/her agreement/contract with the College, fees must be paid for the remainder of the Academic Year.

Absences from the College

Residents should notify their deck Residential Assistant if they take overnight or weekend leave, giving details as to where they may be contacted in an emergency. This is important in case of urgent family matters, fire, or other such circumstances.

Accommodation during Vacation Periods

The College is often used during vacations and lecture recesses for vacation schools and conferences or, for major maintenance and refurbishment. Residents may stay on College during these periods, with the permission of the College Principal. **Permission must be applied for in advance, in writing.** It may be necessary however to move to another room.

Residents staying on College during the Vacation period do so on the understanding that if major maintenance and refurbishment is carried out, that noise could be troublesome between 7.00am and 3.00pm. Administration staff and Manager of Corporate and

Compliance will endeavour to keep this to a minimum and ensure students are removed from the worksites as far as possible.

Interviews with the College Principal

The College Principal is readily available to meet with all residents throughout the year when the need arises. It is advisable to make an appointment, but he has an “open door” policy and can often talk with residents who just drop in. All residents are expected to have an interview with the College Principal at least once during the year. The College Co-ordinator will advise all new residents of a time for their initial interview with the College Principal.

Transport

Public transport is readily available, with a bus service to the campus during the day approximately every 20 minutes. There is also a less frequent night service. The Douglas campus is 15 km from the city centre, and 5 km from the nearest shopping centre. Many students share cars, some ride motor bikes, while bicycles are very popular. The College Principal's permission is necessary to keep a car or a motor bike at the College, and these must be kept in the defined areas.

Bicycles - In accordance with fire regulations, bicycles **are not to be kept on the decks, corridors or on pathways**. Please make use of the bicycle racks outside some decks or the lockable bike enclosures. Cycling residents are expected to be in possession of, and use, approved bicycle safety helmets, and to be equipped with approved night lighting. It is strongly recommended that cyclists have identification engraved on the frames of their bikes.

Vandalism

Wilful damage to College property and grounds unfortunately occurs from time to time. Any resident who is responsible for vandalism will be disciplined and required to pay for the damage caused. In addition he/she may be asked to leave College. Prosecution will be considered in extreme cases.

APPENDIX I – INTERNET POLICY

Introduction:

This statement will detail what constitutes as acceptable usage of internet facilities (including e-mail) by residents and visitors of The John Flynn College and possible repercussions should usage of the facilities be abused.

It should be pointed out at this time, that Internet facility users at The John Flynn College have already accepted and are bound by the Conditions of Use of University Computing and Communications Facilities¹.

Benefits:

- Access to services provided through the Internet gives residents of The John Flynn College another medium for supplying information within the college.
- The Internet provides both information and communication with peers or experts within your Discipline and learning area.
- The information provided through the internet can be the most up-to-date and relevant available in some areas.

Risks:

- The information on the internet is not well selected, nor well organized
- The information provided may sometimes be illegal, dangerous or offensive. Issues of sexual harassment and copyright violation can arise from the use of material available on the Internet without appropriate warnings.
- Time can be wasted both by fruitless searches and by distractions from the task at hand.
- Privacy is not assured in the use of Internet services. Internet electronic mail can be intercepted and read by complete strangers.
- Delivery of Internet electronic Mail cannot be guaranteed. A proportion is delayed, mis-delivered or destroyed.
- Programs and application files (such as word processing documents) arriving through the Internet could be carrying computer viruses.
- Computer and network resources can be slowed or stopped by users receiving very large files or large numbers of files.

Responsibilities of Users:

- Internet facilities are being provided to residents and visitors for the purpose of research, professional development and communication.
- It is important for users to:

- a) focus on the task at hand to avoid wasting time and other resources by becoming distracted by the wide variety of materials available, thus restricting access to other residents;
 - b) avoid inappropriate content, especially material that is illegal, dangerous or offensive; and
 - c) be courteous in their communications with others. Without voice or body language cues, words which might be meant to be taken light-heartedly may give offence in text.
- Users should:
 - a) regard any mail sent to an Internet electronic mail address as potentially a public document, even if it has been sent from a secure electronic mail service; and
 - b) Remember that their Internet usage impacts upon others sharing the resource. For example, sending or retrieving large files, or large numbers of files, restricts the access of others. Send electronic mail only to people who really require it, and ignore any email which requests that you send it to as many people as possible.

Residents and visitors to The John Flynn College are not permitted to use internet access and e-mail facilities to:

- Visit web sites that contain pornographic material;
- Knowingly refer other residents or visitors to web sites containing any racial denigration or discriminatory or pornographic content or any content that will knowingly cause another resident or visitor distress;
- Enter other resident or visitor e-mail addresses into web sites;
- Send an e-mail that contains defamatory or derogatory character reference or otherwise demeans any other resident or visitor of the College
- Store or distribute any e-mail that contains any racial denigration or discriminatory or pornographic content or any content that will knowingly cause distress to another resident or visitor;
- Review stored e-mail of another resident or visitor by conscious security breach.

Failure to follow The John Flynn College Resident Use of Internet Access policy and/ or the Conditions of Use of University Computing and Communication Facilities may result in disciplinary action and could result in termination of residency.

¹ Hard copies of Conditions for Use of University Computing and Communication Facilities are kept in The John Flynn College Office, or can be found at

http://www.jcu.edu.au/policy/information/computing/JCUDEV_005368.html

http://www.jcu.edu.au/policy/information/computing/JCUDEV_010337.html

APPENDIX II – ALCOHOL POLICY

The Alcohol Policy at The John Flynn College has been formulated with the following points in mind:

- (a) The College requires strict regulation in the provision of alcohol and encourages moderation in the consumption of alcohol for the well being of both the individual and the College community.
- (b) The College does not allow the service of any type of stimulus type “soft drink” containing high levels of caffeine or similar products to be sold or supplied at functions where alcohol is provided.
- (c) The College does not allow the mixing of spirit type drinks at any function held on College but will allow the service of pre mixed products to be sold or provided.
- (d) The College must adhere to Government and University regulations concerning consumption and service of alcohol. This pertains particularly to provision of alcohol to those under the age of 18 years.
- (e) No College Resident, College staff, College property or grounds should be subject to disruption owing to misuse of alcohol.

The following general rules apply:

- a) Subject to Rule (d) (above) and the specific rules in relation to functions, consumption of alcohol in the common areas of the College is prohibited other than **in the Junior Common Room** from 7.00pm on **Thursday evening until 10.00 pm** and Friday and Saturday evenings. Times on Friday and Saturday may be extended providing noise is kept at a reasonable level. The Junior common Room must be vacated at these times or as directed by the Duty Tutor and left in a tidy condition
- b) Authorisation must be obtained from the College Principal or his nominee for alcohol consumption in the dining hall or grounds of the College, with appropriate licences if applicable.
- c) Residents may drink alcohol in moderation in their rooms, with friends, provided the gathering does not become a "party" as judged by the Deck or Duty Tutor, or other staff. (4 persons maximum in room is regarded as a reasonable and manageable gathering for a study bedroom where alcohol is being consumed.)
- d) **Intoxication is not an excuse for bad behaviour.** Residents who as a result of intoxication or otherwise, behave in a disruptive, insulting, or abusive (e.g. vomiting, loudness, violence) manner towards other residents or staff of the College may as a result have their residency terminated.
- e) Any relevant University Regulation about alcohol must be observed (e.g. home brew may not be made on campus)
- f) In the case of a funded resident being hospitalised from alcohol abuse or for repeated drunken behaviour their Guarantor will be immediately contacted regardless of the persons age.
- g) It is highly recommended that all Student Executive members have current Responsible Service of Alcohol training, however the Students' Association Executive must ensure that at least four members of the Executive completes a course by a recognised Responsible Service of Alcohol Provider before any permit will be signed by the College Principal or his nominee.

Specific Rules Applying to Functions

Allowance will be made for several types of functions at which alcohol can be consumed in moderation.

1. Functions organised by the Student Association where alcohol is sold

- (i) The College Principal's permission must be sought 5 weeks in advance by written application (to satisfy the notice periods in (ii) and (iii)).
- (ii) A University liquor license approval is required (2 weeks notice).
- (iii) A Licensing Commission permit is required (3 weeks notice plus 2 weeks for the University approval).
- (iv) The Student Association as part of the Events Management Plan in consultation with the College Principal or his nominee should demonstrate how the quantity of alcohol to be sold / provided was calculated based on the number of participants and what is regarded as by health professionals as safe level of alcohol consumption over the period of the event.
- (v) The Students' Association is **financially responsibly for professional security** for the entire evening.

2. Functions organised by the Student Association at which alcohol is consumed but is not sold or a cover price is charged, require (i) and (ii) above

The College Principal may grant permission subject to satisfaction of the following conditions:

- 1) The Student Association as part of the Events Management Plan in consultation with the College Principal or his nominee should demonstrate how the quantity of alcohol to be sold / provided was calculated based on the number of participants and what is regarded as by health professionals as safe level of alcohol consumption over the period of the event.
- 2) Procedures must be set in place to ensure that alcohol is not accessible to persons underage or who appear intoxicated.
- 3) Consumption of alcohol is permitted only in the area specified in the application.
- 4) Cheap alcohol shall not be used as an inducement in advertising the function.
- 5) No function will be allowed which invites excessive consumption which includes games associated with the consumption of alcohol. Functions charging entry and allowing all you can drink are not allowed.
- 6) Student Association funds are not normally to be used to provide free or subsidised drinks.**
- 7) Good quality soft drinks, cold water and finger food as a minimum must be available.
- 8) Kegs are not permitted.**
- 9) Organisers take responsibility for any damage to College property and must ensure a thorough **clean up after** the function so that the life of the College community is not disrupted.
- 10) Activities encouraging abuse of alcohol (e.g. laybacks, shooters) are not allowed. (See General Rule C under Policy)
- 11) Leftover alcohol should be returned not stored.
- 12) Those serving alcohol should be sober and should not drink before the event or while serving.
- 13) **Alcohol can only be served by people who have completed the recognised Responsible Service of Alcohol course.** A copy of RSA certificates of people serving alcohol must be attached to Event Management Plan.
- 14) Licensing Commission regulations must be obeyed, otherwise no University approval will be granted.
- 15) There must be trained security present for any function where alcohol is supplied/served.**

- 16) No functions are allowed in the study-vacation/examination period.
- 17) Any serious physical violence, harassment, and/or property damage will be dealt with directly by the Police.

3. Functions not organised by the Student Association

Permission will not be given for parties of any description on College. It is suggested that residents wanting to have a birthday party or other gathering make arrangements for an alternative venue due to liability and security issues.

Residential Assistants may apply in writing to the College Principal or his nominee for a deck BBQ. In such instances the College Principal or his nominee will assess the level of organisation and grant approval or otherwise.

The Uniting Church Queensland Synod Policy on Alcohol passed at the 23rd Synod, October 2002 was noted in the formulation of this Policy.

APPENDIX III – DRUG & ILLEGAL SUBSTANCE POLICY

The John Flynn College has a responsibility and strong commitment to its residents to provide a safe and secure place to live.

The College has zero tolerance to illegal drugs.

Substance abuse is the misuse of both legal and illegal drugs, controlled substances such as marijuana, barbiturates etc., or alcohol and prescribed or over the counter medications.

The Police will be contacted in relation to all matters relating to illegal substances.

- **Possession, distribution or sales of drugs or controlled substances are prohibited and will be immediate termination of residency**
- **Drug related activities are grounds for immediate dismissal from the College.**
- **Possession of an implement which could be used for the digestion, smoking or injection of a prohibited substance will be immediate termination of residency**
- **Repeated alcohol abuse will be immediate termination of residency (see Alcohol Policy and College rules relating to the consumption of alcohol)**

APPENDIX IV – SMOKING POLICY

As of 1 January 2010, The John Flynn College is a SMOKE FREE environment.

Smoking is prohibited on College grounds, in College buildings and vehicles.

Smoking in rooms is immediate termination as it is a serious breach of College Fire Safety Policy

APPENDIX V – DISCRIMINATION, HARASSMENT, BULLYING & HAZING POLICY

It should be pointed out that residents have already accepted and are bound by the Discrimination and Harassment Policy and Procedure of James Cook University.

Hard copies of Discrimination and Harassment: Policy and Procedure are kept in The John Flynn College Office, or can be found at

http://www.jcu.edu.au/policy/hr/grievance/JCUDEV_005372.html

The John Flynn College Council Policy on Discrimination and Harassment

The John Flynn College Council has adopted a policy that makes clear a zero tolerance for discrimination and harassment of any kind.

A complaint in accordance with the procedures below should be made as soon as practicable, and must be made within twelve months of the alleged offence. These procedures apply only if the complainant and respondent were, at the time of the alleged offence, enrolled College residents, tutors, Residential Assistants or if the behaviour complained of took place between a Member of College and a visitor on the College Campus.

“Anti-Discrimination Act Queensland 1991

(As amended by all amendments that commenced on or before 8 December 2005)

An Act to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity and from sexual harassment and certain associated objectionable conduct.”

The College acknowledges its responsibility to ensure that Staff and Members are made aware of what constitutes unacceptable behaviour within the College and that all Staff and Members are aware of their responsibility for ensuring the maintenance of proper standards of conduct within the College.

The College will do everything in its power to ensure that people are able to study and live in an environment where there is no harassment or discrimination.

Discrimination or harassment of any form will not be tolerated and offenders may be excluded from the College

This policy and its procedures apply as well to behaviour between Members of College and visitors within the College buildings or environs or on official College activities involving Members.

1.1 Definitions

Queensland: Anti-Discrimination Act (1991)

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 following attributes, and may result in heavy penalties.

Attributes:

- Sex
- Relationship status
- Pregnancy
- Parental status
- Breastfeeding
- Age
- Race
- Impairment
- Religious belief or activity
- Political belief or activity
- Trade union activity
- Lawful sexual activity
- Gender identity
- Sexuality
- Family responsibilities
- Association with, or relation to, a person identified on the basis of any of the above attributes.

Vilification under the Queensland Act is any public act, which incites hatred towards, serious contempt for or severe ridicule of a person or group of persons because of their race or religion.

Harassment: Harassment, 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 in the Policy. 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 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 person 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.

Sexual Harassment 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.

Examples:

- Displaying any pornography (soft or hard), or any sexual or naked pictures anywhere where any other person can see them
- Stalking another student, employee, or visitor
- Naked display of sexual parts of your own or someone else's body
- Indecent or sexual assault (from simple touching of the parts of the body to more serious forms of assault),
- Sexual or suggestive remarks
- Making fun of someone because of their race, disability, age, sex, sexuality, and so on
- Unwanted sexual propositions
- Repeated, unwelcome invitations to go out with someone
- Spreading sexual rumours about someone
- Obscene or racist, sexist, anti-gay (and so on) language, telephone calls, letters, faxes, or email messages, or illustrations in any publication, creation of offensive web sites.
- A publication such as offensive emails, graphics and text messages.

Harassment (Bullying) has been defined in a number of ways including the following: Bullying can include behaviour that can intimidate, degrade and humiliate another person, sometimes 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.

Bullying is harassment, which

- Is directed at an individual person or group of people; and
- Is offensive, intimidating, humiliating or threatening; and
- Is unwelcome and unsolicited; and
- A reasonable person would consider it to be offensive, intimidating, humiliating or threatening for the individual person or group of people.

Examples:

- Physical violence, pushing or shoving
- Imitating someone's accent or disability
- Repeated, unwelcome questions about someone else's personal life
- Damaging a person's personal property
- Continually ignoring or dismissing someone's contribution in a meeting or discussion

Hazing is a form of harassment common to "initiation" rites and has been associated with University 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 or any university policy. Hazing in any form is unacceptable and any member of The John Flynn College who is found to be involved is liable to severe penalties, up to and including termination of residency. The College Principal may in the Principal's unfettered discretion, refer such matters to the University for action under relevant University policy. When the College Principal does this, the Principal is taken to have delegated (to the necessary extent) the exercise of discipline for that conduct to the University.

1.2 Procedures

If you believe you are the victim of a discriminatory act or any form of harassment, you should contact your Residential Assistant who will ensure that you meet with the Manager Student Services or College Principal as soon as possible or you may go directly to the Manager Student Services or College Principal. These people all have an obligation to treat all complaints seriously and to deal with them expeditiously while giving regard to the due process confidentiality and natural justice to all parties involved.

If you believe you are the victim of harassment or if you are aware of behaviour contrary to this Policy (sexual or otherwise) you should take action. Doing nothing will not resolve the problem, and putting off action because of fear of reprisals or getting someone into trouble is not in your own best interests.

Victims of discrimination and harassment and those who are the subject of a complaint should be assured that they will be protected, that confidentiality will be respected and that the College is committed to a fair hearing for all concerned.

Harassment may be unlawful and may result in heavy penalties. Offenders may be excluded from the College. Any form of Harassment is contrary to this Policy.

**APPENDIX VI - AFFILIATED COLLEGES AND HALLS OF
RESIDENCE INTER-COLLEGIATE
HARASSMENT AND DISCRIMINATION POLICY**

1. The JCU Halls of Residence and Affiliated Colleges assert and affirm their responsibility for the maintenance of residential communities of students of the University which are free of discrimination and harassment.
2. The Colleges and Halls of Residence are bound under the JCU Policy on Discrimination and Harassment and by State and Commonwealth Law in these matters
3. All Affiliated Colleges and Halls of Residence will ensure that instruction on the University and College/Hall policies on discrimination and Harassment is made a mandatory part of Orientation Week programs for all new residents.
4. Any complaints arising from alleged acts of discrimination or harassment will be dealt with by the Head of Hall or College expeditiously and in conformity with the JCU Policy.
5. Heads of Colleges and Halls will take action to prohibit any form of institutionalised harassment of new or continuing student residents through songs, chants, "initiation" ceremonies or required uniforms or items of clothing of a degrading nature.
6. All College and Hall Orientation and other student activities will require voluntary participation by residents and the decision of a resident not to engage in any activity will be supported by the College or Hall Management and staff.
7. All Colleges and Halls will ensure that this Policy is reproduced each year in the College/Hall Handbook and distributed to all residents on arrival.

Approved by the James Cook University Heads of Colleges and Halls for implementation August 2010

APPENDIX VII – RESIDENT CONDUCT POLICY

The conventions and regulations of the College are designed to allow maximum personal freedom within the bounds of community living in an academic environment. Disciplinary powers are held by the College Principal acting for the College Council. The Principal may exercise those rights referred to in the College's Resident Conduct Policy.

Residents are encouraged to familiarise themselves with that Policy as it contains important information relating to the standard of conduct expected of Residents, and the procedures that will be followed when the College becomes aware of an alleged breach of that policy.

Hard Copy of The John Flynn College Resident Conduct Policy is kept in The John Flynn College office.

It should be pointed out that residents have already accepted and are bound by the Discrimination and Harassment Policy and Procedure of James Cook University.

Hard copies of University Student Conduct Policy and Procedure are kept in The John Flynn College Office, or can be found at www.jcu.edu.au/policy/student/rights/JCUDEV_005377.html

APPENDIX VIII – FIRE PROCEDURES

Please familiarise yourself with the **nearest exit** - see the plan on the back of your door and common areas.

MARSHALLING AREA ONE..... situated above the **QUAD** – See signage

MARSHALLING AREA TWO (alternative)..... situated at **MAIN ENTRANCE** of College –
See signage

In the case of **FIRE**: Call a Warning - "**FIRE** "

- Smoke detectors are fitted in all buildings. When these detectors set off an alarm, the room is pinpointed on the alarm board and the fire brigade is summoned automatically.
- Advise the Duty Tutor/Resident Staff, After Hours Support, and College Principal, immediately.
- Duty Tutor and Residential Staff shall assume control as per the Fire Management Plan.
- Upon sounding of the alarm, calmly walk to the marshalling area.
- Go to the marshalling area and assemble in deck order to enable the Deck Tutor to check numbers.
- **Do not leave the Marshalling area until the all clear is given by Queensland Fire and Rescue.**

DO NOT WANDER AWAY

APPENDIX IX – SICKNESS & INJURIES PROCEDURE

If a College Resident is injured, or becomes ill, and if the condition appears to be serious:

- Summon an ambulance: the emergency phone no. is 000
- OR
- Drive to the Casualty Department of either the Townsville General Hospital or to a 24 hour Surgery.
 - Notify the Duty Tutor, After Hours Support and/or the College Office **as soon as possible**.

Note that the General Hospital is free of charge.

Within the College

If the injury appears serious or if spinal injuries are remotely possible

DO NOT MOVE THE PATIENT-

CALL AN AMBULANCE

(from a College phone, dial 0, wait for a dial tone and then dial 000).

If the patient is mobile take to Casualty at the Hospital or to a 24 hour surgery (see above).

Responsibility of Duty Tutor when an Ambulance is called:

- Before the ambulance arrives, check the Medical Register for allergies, etc.
- Ensure that the patient is accompanied to the Hospital.

Regardless of the cause of injury or the nature of the illness, advise the Office, the College Principal, After Hours Support or a Residential Assistant as soon as possible. Parents rightly expect that the College will know and take appropriate action about illness or accident involving their daughter or son. The Duty Tutor or any Residential Assistant available is to take immediate responsibility. Patient care is the first and last concern, regardless of the circumstances. A few minutes spent at this time may save critical hours of treatment. Duty Tutors / Residential Assistants are briefed as to procedures to be followed.

On Week Days

If an injury does not appear to be serious, or in the case of illness, refer to the UniHealth Medical Centre (phone: 47596300).

AT ALL TIMES the College Principal or Administration staff must be notified as soon as possible.

This is essential for several reasons:

- A. The College has a record of any known allergies or special conditions which may be needed by the Doctor.
- B. It is the College's responsibility to notify a family of sickness or accident, never a fellow student's.
- C. If the patient is to be discharged from the hospital, the College must determine if it has the necessary after care facilities.
- D. If the patient is to be admitted to hospital, the College will establish initial liaison with the hospital and attempts to provide for the student's needs.

APPENDIX X – CYCLONE PROCEDURES

While a major cyclone may only be expected in Townsville about once every twenty years, the next could occur at any time between October and April. Simple measures can protect life and minimise damage. The following procedures are to apply in the case of a cyclone.

ON RED ALERT *THE COLLEGE PRINCIPAL OR HIS APPOINTED AFTER HOURS SUPPORT SHALL BE IN ABSOLUTE CONTROL.*

1. The Residential Assistant is responsible for cyclone procedures on each deck.
2. Ensure that all doors, windows, and louvers are closed on each deck.
3. On no account leave the building.
4. Evacuate the top decks in each wing, taking your mattress with you.
5. The major damage at Flynn will be water damage. Wrap all books and enclose in plastic bags and store in high cupboards.
6. Bring all loose furniture, waste bins, flower pots, etc., in from the decks and balconies.
7. Close all internal doors.
8. Jam mattresses against windows of occupied ground floor rooms.
9. Move to the hallway of the buildings and shut bedroom doors to avoid broken glass.
10. College Staff should remain at home, whether rostered on or not. If in doubt telephone the College Principal or other senior staff member.

FLYNN OF THE INLAND

(1880-1951)

The College is named after The Very Reverend John Flynn, O.B.E., and D.D., perhaps one of the most famous and revered of Australians. As a young student, John Flynn became interested in the lonely places of the inland and northern Australia. His ministry at Beltane in South Australia convinced him that the Christian Faith was irrelevant on the frontiers of Australia if it did not concern the whole life of men and women, body, mind and spirit.

He persuaded the Presbyterian Church to establish the Australian Inland Mission, with padres patrolling the isolated areas, bush nurses placed at strategic centres, and established seaside homes and welfare centres for outback children. By means of patience, determination and persuasive appeal, he gathered around him a team of men and women whose purpose was to cast a "*mantle of safety*" over the inland and the north, using the then newly developed techniques of radio, and air services. By skilful publicity and political lobbying, Flynn also awakened an interest in development and investment in the centre and north.

After his death, several memorials were built, the best known being the "great cathedral" he had envisaged for the centre, the Flynn Memorial Church at Alice Springs. His work continued in such practical projects as the building of the "Old Timers' Home" in Alice Springs, new hospitals at centres such as Cone and Port Headland, St Phillip's College, Alice Springs, The John Flynn College in Townsville, and in the creation of the United Church of Northern Australia.

"John Flynn, Apostle to the Inland" by W. Scott Cheat is an excellent biography of Flynn. (London: Hotter and Stoughton, 1963), obtainable in the College Library.

The John Flynn College Prayer

*O God, our Father, you gave to your servant John Flynn,
The gifts of courage, faith and cheerfulness and sent him forth to cast a mantle of safety
over the isolated places of Australia;
Grant we ask You, a like Spirit to this College, founded in thankfulness for his work.
Further in all things the purpose of the College, that it might be a true community in
seeking the truth, which alone can make men free;
And, if it be Your Holy Will, let it abide as a centre of light and learning.
Through Jesus Christ, our Lord. Amen*

The John Flynn College Motto

"You shall know the truth"

John 8:32

The John Flynn College Colours

Light Blue and Dark Blue

The John Flynn College Emblem

The John Flynn College Emblem signifies the various traditions which have helped to create the College.

The Shield reflects the architecture of the Flynn memorial church in Alice Springs which commemorates the ministry of The Rev John Flynn. The shape of the shield is that of the Church. The azure-blue field depicts the dawn sky of Central Australia illuminated by the stars of the Southern Cross. White against pastel blue suggests the contrast of the blue of the winter noon day sky with its scudding clouds. The arrow-shaped pediments and subscripts symbolise both the boomerang of the original Australians and the aircraft wing of the Flying Doctor's mercy craft in pastel and white.

The centre of the badge combines the symbols of the three Reformation traditions which the College represents. The burning bush of the Presbyterians is in vivid red while the 'outline' is in claret; the dove of the Methodists represents the Holy Spirit, depicted in white and touched with pastel blue against the Latin cross of the Lutherans, in white.



The John Flynn College

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Fax: 07 47752330

Email: info@johnflynn.org

“Your Residential College of First Choice”