Curtin University offers a comprehensive housing service to its students. With 1,175 bed places on or adjacent to the Bentley campus and an extensive database of private accommodation options, we can help you find suitable housing with minimum delay. The Housing Advisory Service provides students with impartial information about on and off-campus housing alternatives. Staff assist with applications for on-campus residency and locating off-campus accommodation. In addition to this, an extensive database of off-campus housing is maintained at the Housing Advisory Office.
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## LIVING IN RESIDENCE AT CURTIN, BENTLEY CAMPUS

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## RESIDENTIAL INFORMATION

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The Residential Management Team, Senior Housing Assistant and Housing Assistants, Residential Licence Agreement, Breaches of the Residential Licence Agreement

## UNACCEPTABLE BEHAVIOURS OF STUDENTS LIVING IN RESIDENCE

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## RESIDENTIAL INFORMATION: A TO Z

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Activities; After Hours Emergencies; Alcohol Consumption; Balconies/Patios; Barbeques; Bedding; Bicycles; Bottles, Newspapers and Magazines; Campus Assistance Call Point; Candles/Incense; Car Parking; Car Washing; Cleaning, Hygiene and Safety; Cleaning – Charges for Deficient Cleaning; Common Room; Communicating Issues; Courtesy Bus; Damages; Discrimination, Harassment and Threatening Behaviour; Driver’s Licence; Electrical Safety and Power Outages; Electricity, Gas and Water (Utilities); Equipment Required; Flat/Unit Representatives; Fire Safety; Furniture; Garden Beds; Heaters or Coolers; Illegal Substances/Implements; Images; Inspections, Insurance – Personal Property; Keys/Access Cards; Laundry; Light Globes; Lost or Discarded Property; Mail; Maintenance; Medical Issues; Network Access; Noise Control; Offensive Material; Outdoor Equipment; Parties; Party/unauthorised gathering–special flat cleaning; Pets; Posters or Stick-ons; Property Condition Report; Reapplying for On-Campus Accommodation; Recreation @ Curtin; Recycling; Room Changes; Rubbish/Waste–Bottles, Newspapers and Magazines; Sanctions for Unpaid Fees; Security; Shopping/Shopping Trolleys; Smoke-Free Campus; Surveys; Telephones; Transport; Trespassers; University Life @ Curtin; Visitors; Visitors Requested to Leave

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Minor disagreements; Handling serious or sensitive Infringements of the Residential Licence Agreement

## COPYRIGHT

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## CURTIN UNIVERSITY OF TECHNOLOGY ACT 1966 LAND AND TRAFFIC AMENDMENT BY-LAWS 2011

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Part 1 – General Provisions
Part 2 – Land By-Laws
Part 3 – Traffic By-Laws
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## REVISION HISTORY

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Important housing / residence dates for 2013
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LIVING IN RESIDENCE AT CURTIN, BENTLEY CAMPUS

HOUSING SERVICES ADMINISTERS FOUR RESIDENCES ON OR ADJACENT TO THE MAIN BENTLEY CAMPUS:

Erica Underwood House

Guild House:
  Jackson Road,
  Kent Street.

Kurrajong Village:
  Don Watts House,
  George James House,
  Japan House, and
  Rotary International House.

Vickery House

Thanks to the efforts of our staff and students, these residences have developed a distinctive reputation for quality student accommodation with excellent facilities. Each House provides a multi-cultural living environment and accommodates students of varying ages, from many different countries and cultural backgrounds as well as students from interstate, regional and metropolitan Western Australia. This diversity offers a wealth of opportunity for students to understand different cultures and make friends from many parts of the world.

It also fosters growth, learning, tolerance, independence and understanding.

In the on campus residences you will live and study in a communal environment where consideration and support of others is of utmost importance. Residents are encouraged to contribute to our community by being sincere and dedicated students and through participation in social, cultural and sporting activities. If this is the atmosphere that you would like to live and study in, and the type of experience you wish to have, then you are choosing wisely and will be made very welcome.

André T Lee
Associate Director, Housing Services

Tel: 9266 4430
Fax: 9266 7455
Email: housing@curtin.edu.au
Web: housing.curtin.edu.au

<table>
<thead>
<tr>
<th>Contacts for Residence</th>
<th>Erica Underwood House</th>
<th>Kurrajong Village</th>
<th>Vickery House</th>
<th>Guild House</th>
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<tbody>
<tr>
<td>Office Telephone</td>
<td>9266 1320</td>
<td>9266 4646</td>
<td>9266 1122</td>
<td>9266 9393</td>
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<tr>
<td>Office Fax</td>
<td>9266 1321</td>
<td>9266 4640</td>
<td>9266 1120</td>
<td>9266 9390</td>
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<tr>
<td>Housing Assistant</td>
<td>9266 1316</td>
<td>9266 4647</td>
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<td>9266 9393</td>
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<tr>
<td>Email address</td>
<td><a href="mailto:Euh@curtin.edu.au">Euh@curtin.edu.au</a></td>
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<td><a href="mailto:Vickery@curtin.edu.au">Vickery@curtin.edu.au</a></td>
<td><a href="mailto:Guildhouse@curtin.edu.au">Guildhouse@curtin.edu.au</a></td>
</tr>
<tr>
<td>Manager</td>
<td>Leslie Bloxham</td>
<td>Norm Johnson</td>
<td>Paul Yates</td>
<td>Lana Dewar</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Tom McFarlane</td>
<td>Amanda Tan</td>
<td>Shellie Collins</td>
<td>Mokshada Ramsurrun</td>
</tr>
<tr>
<td>Officer</td>
<td>Carole Fletcher</td>
<td>Erin McCartin</td>
<td>Jeanette Liddiard</td>
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Administrative Office Hours are 8.30am to 4.30pm Monday to Friday.

Housing Assistant Hours (Please refer to the information provided by the Residence Office).
RESIDENTIAL INFORMATION

THE RESIDENTIAL MANAGEMENT TEAM
The Residential Management Team is responsible for the proper administration and maintenance of each residence. It aims to provide a safe, caring environment for all residents, so that they can live and study in an atmosphere of trust and self-reliance.

All residents should feel free to approach the Manager or staff should they require assistance.

Each Residential Management Team will include the following staff members:
- Residence Manager
- Housing Supervisor
- Housing Officer
- Senior Housing Assistants
- Housing Assistants

SENIOR HOUSING ASSISTANTS AND HOUSING ASSISTANTS
Housing Assistants are casual staff who fulfil a roster throughout the week. Housing Assistants provide extra support to residents after standard office hours. The Office of each residence will be open, on a limited basis, through the Housing Assistants (see residence office for Housing Assistant duty hours).

The Housing Assistant programme seeks to promote community spirit throughout the residence by providing ongoing activities, events and pastoral care.

RESIDENTIAL LICENCE AGREEMENT
Every new and returning resident is required to sign a Residential Licence Agreement. Under the agreement all residents pay for accommodation regardless of their voluntary absences during the contracted period.

The Residential Licence Agreement is signed from the date of arrival or commencement of the licence period to the end of the Academic year. Residents may only depart without penalty if they can clearly prove they fall into one of the following categories:
- Postgraduate or undergraduate students who complete their degree at the end of the first licence period.
- Residents who totally withdraw from their course of study or those who have been terminated from their course.
- Study Abroad and Exchange Students who are only enrolled for the first licence period.

Any resident who wishes to withdraw outside these exceptions must apply to the Manager for permission to leave at least fourteen (14) days prior to their departure date or the “HECS” census dates. If permission is granted to withdraw no refund of the semester rental will be made after the Curtin Universities “HECS census dates. (As of 2011 it is the Friday of the fourth week of the academic semester). Prior to these dates a 50% refund of the period will normally be granted.

BREACHES OF THE RESIDENTIAL LICENCE AGREEMENT
Breaches of the Residential Licence Agreement and/or Residence Handbook may result in consequences ranging from verbal warnings, written warnings, to the possibility of immediate termination from student housing. In addition the cost of any damage to property and facilities will be charged. Any resident found in breach of their Agreement or Handbook may be refused entry to that or other residences when applying for subsequent years.
The following behaviours are unacceptable in Residence and are deemed to be serious breaches of the rules. These behaviours will not be tolerated and will result in disciplinary action.

These include:
- A written warning
- Request to produce a written apology
- Immediate termination of the Residential Licence Agreement.

1. Actions which are threatening, humiliating or degrading to resident(s), visitors or staff.
2. Harassment or discrimination in any form (e.g. sexual, racial, verbal or physical).
3. Self harm (e.g. where a person deliberately injures themselves).
4. Invasion of privacy (e.g. inappropriate use of an image capturing device, uninvited entry into a room of another resident).
5. Indecent behaviour, suggestions or exposure, including the displaying of sexually explicit or offensive material.
6. Consuming, manufacturing, distributing/selling or possessing an illegal substance within the residential area.
7. Possession of any offensive weapon within the residential area (e.g. knives, pellet or air pistols).
8. Activities that endanger or potentially endanger residents, visitors or staff or activities which are latently dangerous by their very nature (e.g. climbing on building structures, security fences and roofs).
9. Interference with residential safety equipment, fire, telephone, security or locking systems (e.g. giving keys/access cards to other persons or leaving entry doors open).
10. Unacceptable noise which impacts negatively on residents, visitors and staff (e.g. slamming doors, disruptive visitors, loud music or noise after the hours as advised in Noise Control).
11. Drunk and/or disorderly behaviour where conduct negatively affects other residents, visitors or staff (e.g. noise, abuse, threats, intimidating behaviour, damage to property).
12. Deliberate damage to property within the Residence, including defacing any residential property or signs with graffiti.
13. Refusal to follow a reasonable instruction from a Residential staff member or Curtin Security Staff.
14. Refusal to participate in maintaining the cleaning standards.
15. Behaviour which in the Residence Manager’s opinion is considered not conducive to maintaining a living environment in which the rights of fellow residents are fully respected.
16. Using social networking sites (i.e. Myspace, Facebook or Twitter) to promote unauthorised gatherings or activities within the residence (e.g. parties or drinking games) or as defined in the Information and Communication Technology (ICT) Social Media Guidelines. http://is.curtin.edu.au/local/docs/ICT-SocialMediaGuidelines.pdf.
17. Dishonestly and Misrepresentation, knowingly furnishing false or written or oral information including false identification to staff.
18. Failure to evacuate and or follow instructions from fire wardens, staff or F.E.S.A in the course of building evacuation being instigated.
ACTIVITIES
Social activities are organised throughout the semester. Residents are encouraged to attend these activities as a means to meet other residents.

AFTER HOURS EMERGENCIES
Curtin Security Office can be contacted after hours by dialling 4444 or 1300 00 4444 on your flat/unit phone. In an emergency call 000 and state whether you require police, ambulance or fire brigade. For general police inquiries call 131 444.

PLEASE DO NOT ABUSE THIS FACILITY. Internal flat telephones will be automatically connected to Curtin Security if you take the receiver off the hook for an extended period of time.

ALCOHOL CONSUMPTION
The consumption of alcohol is permitted for residents of legal age but must be kept to a sensible level so as not to cause stress or inconvenience to other people. The following rules apply:

- Alcohol must not be supplied to or stored in a manner, which allows any person under the age of eighteen years access.
- Alcohol must not be supplied to any person who is intoxicated.
- Drunkenness is unacceptable in residence, and residency may be terminated on these grounds.
- Drunkenness is not an acceptable excuse for inappropriate behaviour of any nature.
- Residents are NOT permitted to allow any non-resident who is under the influence of alcohol entry to the residence or flat/unit, to visit or sleep. This includes people who reside at other on-campus residences.
- Cost of repairs for damages incurred as a result of alcohol abuse or inappropriate behaviour by a resident or their visitor will be recouped from the resident/s responsible.
- Drinking games and the use of drinking games implements (eg funnels etc) that encourage binge drinking and the excessive consumption of alcohol are prohibited. Drinking games implements if found will be confiscated.

If someone you know is being effected by the consumption of alcohol, you may like to seek assistance or advice from one or all of the following: the Management of your residence, Counsellors, Counselling Service and/or a Doctor.
**BALCONIES/PATIOS**
Clotheslines must not be strung on balconies/patios, however clothes stands may be used. Objects must not be thrown over balconies as this is a safety hazard. Living and bedroom furniture is not to be used on the balconies or patios.

**BARBEQUES**
Barbeques are provided at each residence and must be booked through the Residence Office. Gatherings of more than eight (8) people will need to seek approval two (2) days prior to the event. Barbeque Booking Forms are available from the residence office. All equipment needs to be thoroughly cleaned after use. No other form of outdoor cooking is permitted. (e.g. portable cooker, gas, wood or electric)

**BEDDING**
Mattress protectors are provided and must be used appropriately and Mattresses are not to be directly slept on. Residents must supply their own linen and pillow. Do not place mattresses on the floor. Please inspect your mattress carefully on both sides and report any damage or stains/marks on your completed Property Condition Report. If the mattress stains/marks or damage are not acceptable please advise the Residence Staff immediately. Longer beds are available on request, however numbers are limited and are provided at the discretion of the Management. Residents are not permitted to supply their own bed or furniture.

**BICYCLES**
Bicycles should be stored in storage sheds where provided. When leaving bikes at the front of flats/units, make sure they are properly secured. Bicycles must not be kept in your bedroom, near emergency exits, passageways, common areas, balconies or stairwells as they cause a safety hazard. Residents are restricted to storing one (1) bicycle per person.

**BOTTLES, NEWSPAPERS AND MAGAZINES**
Bottles are to be disposed of after use. Do not allow papers, newspapers, and magazines to accumulate in the flats/units as this attracts vermin.

**CAMPUS ASSISTANCE CALL POINT**
A call point is located at each Residence Office for after hours lockouts. Push to talk to Curtin Security. Each point has a surveillance camera. Your flat/unit phone can still be used to request assistance.

**CANDLES/INCENSE**
The burning of candles or, incense or any object that has a flame, either naked or contained is prohibited within the Flats/Units as this is deemed an extreme fire hazard.

**CAR PARKING**
Car parking is available free of charge at each residence for residents who display the correct parking permit. These are available by completing the necessary form obtained from the Residence Office and providing proof of vehicle ownership. There is a limited quantity of car parking at each residence so please contact the Residence Office before you bring (or consider purchasing) a car. Residents with residence parking permits cannot park in other student car parks at the University. Misuse of parking permits or cable gate remotes may result in loss of parking privileges. Residents who park in the reserved/service bays may incur a University fine. Always lock your car and do not leave valuables inside. A steering lock or immobiliser system is advisable. Driving on grassed areas or parking beside flat/units is not permitted unless you have received prior permission for special circumstances.
CAR WASHING
A hose and vacuum cleaner are available at all residences for cleaning your car.

Please wash your car in the car park.

CLEANING, HYGIENE AND SAFETY
Each resident is given kitchen cupboard space and must share the pantry cupboard and fridge space. Immediately after use, food preparation areas and stoves must be cleaned, food items stored and crockery, cutlery and utensils washed and put away. Dirty dishes must not be left on the sink or bench tops. For health reasons, all food should be stored correctly if not currently being consumed. All rubbish and food scraps should be removed to the green bins outside each building when cleaning up. Do not allow rubbish to build up in the kitchen. Residence Management will not tolerate a kitchen that is not kept clean AT ALL TIMES – it is an obvious health hazard and may result in penalties being issued. Dining/lounge areas are to be kept clean and tidy at all times. All residents are responsible for meeting the cleaning roster that is provided to all flats/units. The cleaning roster provided must be met on a daily basis. Vacuum cleaners are provided, please ensure the suction pipe is clear at all times and the internal dust bag is emptied after each use. Do not vacuum wet areas, this could result in electrocution.

Bathrooms, shower recesses, basins and mirrors should be cleaned in accordance with the flat/unit cleaning roster. Bench tops around basins must be dried thoroughly after use. The bathroom area is not to be used to wash or dry your clothes. Please use the washing machines and basins in Laundry and the cloth lines provided.

For the safety of all concerned ensure that all common areas of the flat/unit are kept clean and clear AT ALL TIMES. The following are not permitted to be stored in the common areas: shoes, clothing, clothing racks, luggage, recreational/sporting equipment, boxes and musical instruments.

Bedrooms are to be kept clean and tidy at all times for safety reason, as Residence Staff may require access at any time.
CLEANING - CHARGES FOR DEFICIENT CLEANING
Deficient cleaning is determined by an inspection (whether scheduled or immediate) of the flat/unit by an authorised member of the Residence Management Team.

Failure to undertake the cleaning or where the cleaning is not satisfactorily rectified the authorised member of the Residence Management Team has the right to require professional cleaning be undertaken. A non compliance charge will be incurred by the resident/s responsible if additional professional cleaning is required.

COMMON ROOM
Facilities vary according to each residence. Some include table tennis, pool table, dartboard, TV lounge, kitchen, and barbecues. Common Room facilities can be booked by residents for special occasions such as birthday parties. Bookings must be made at least five (5) working days prior to the event.

The Common Room should be used in preference to the common areas of your flat/unit if you have friends who are visiting. It is the responsibility of each group booking the Common Room for parties or functions to clean the whole premises including bathrooms after use. Failure to do so will incur a cleaning fee. Prior approval must be obtained for any function held within the boundaries of your residence from the Residence Manager. Common Room and BBQ Bookings Forms are available from the Residence Office and must be submitted for approval at least five (5) working days prior to the event.

COMMUNICATING ISSUES
During your stay in student housing, issues or problems may arise that you may find difficult to deal with. Included in this Residence Handbook is a section, Communicating Issues, which outlines the appropriate way to deal with any disagreements and who you can contact for assistance.

COURTESY BUS
Curtin Security Office operates a free courtesy bus from the Bentley campus to all the student residences Monday to Friday evenings during semester. Students affected by or carrying alcohol will not be permitted on the bus. The Courtesy Bus timetable is contained in the Curtin Security, Parking and Traffic Information Brochure, which is available at the Residence Office or http://properties.curtin.edu.au/roles/am/security/sec_services/courtesybus.cfm. Additionally a Courtesy Bus timetable current at the time of printing is located in the back pages of this handbook. Residents are encouraged to use this service for their safety after hours. Student ID will be required to board the bus.

DAMAGES
Any damage to any part of the interior or exterior including walls, floors, equipment, furnishings, fittings, fixtures, carpet or damage to furnishings in the common areas or to the grounds or gardens will be charged to the person(s) responsible. In the case of damages to common areas, where the person responsible is unknown and does not come forward, the cost will be equally divided between all members of the flat/unit (refer to Sanctions for Unpaid Fees).

Please note that residents are responsible for any damage caused by their visitors. Damage due to fair wear and tear will be repaired free of charge. Any resident who activates the fire alarm for any reason may be charged for the fire panel to be reset, this charge will exceed $400.00.

DISCRIMINATION, HARASSMENT AND THREATENING BEHAVIOUR
Any person who discriminates in any manner or threatens the safety or well being of any resident(s), verbally, physically, sexually or in writing, may be subject to immediate termination of their Residential Licence Agreement.
DRIVER’S LICENCE
If you intend to drive a vehicle, you should check if your current driver’s licence is valid for use in Western Australia. You can contact the Department of Planning and Infrastructure on 13 11 56. Or visit http://transport.wa.gov.au/licensing/yourlicence/566.asp

ELECTRICAL SAFETY AND POWER OUTAGES
Your unit/flat is fitted with a Residual Current Device (RCD) for safety when using electrical equipment. Your RCD will switch off automatically if any item of equipment is malfunctioning or unsafe for use.

- Power outages should be reported to Residence Staff immediately so that all electrical equipment in use can be checked for malfunction. Power can then be safely restored.
- Double adaptors are not permitted for use with electrical equipment in any residence.
- Power boards are an acceptable option, but must be fitted with on/off switches to each power outlet on the board.
- Electrical power cords should be tucked safely away to avoid any tripping hazard.
- Cables of any kind are NOT permitted to be run/laid outside of bedrooms or throughout the flat/unit at any time.
- Vacuum cleaners are for dry areas only and should NOT be used to clean wet areas due to risk of electrocution.

ELECTRICITY, GAS AND WATER (UTILITIES)
An allowance of $20.00 per person per week is provided in your licence fee for utilities. Any charges in excess of this allowance will be divided equally amongst the residents of your flat/unit. Be economical in your usage. Turn off lights and heaters when not in use. Do not go to classes and leave heaters on in your room or dry clothes using heaters. This is wasteful and dangerous. The use of heaters other than those provided by the University is not permitted.

EQUIPMENT REQUIRED
Residents must supply their own cooking and eating utensils, bed linen and electrical appliances. Microwaves, fans, heaters and study lamps are supplied at all residence. Televisions and DVD players are supplied in the common living area at Erica Underwood House and Kurrajong Village.
FLAT/UNIT REPRESENTATIVES
A representative for each flat or unit should be elected at the commencement of each semester. The election of representatives is beneficial in assuring and improving the flow of communication between the residents and Residence Staff. The Residence Office will circulate election forms at the commencement of each period.

FIRE SAFETY
Instructions to be followed in case of fire are on the inside of your bedroom door. Please read them carefully. Should the alarm indicate evacuation, please do so in an orderly manner. Congregate at the emergency assembly area until the all clear is given. Fire drills will take place at random times. Treat evacuation drills seriously. Failure to evacuate the flat/unit if the alarm is activated will result in disciplinary action and could result in the termination of your Licence agreement.

Any resident who activates the fire alarm for any non essential reason including tampering and/or misuse of the equipment, break glass alarms will be held liable. Interfering with the closing mechanism on any door or obstructing the emergency exits is also considered a breach of the Residential Licence Agreement. Objects that are found to be obstructing emergency exits or doorways WILL be confiscated. Any costs associated with inspecting, re-setting or re-calibrating any part of the system will be charged to the resident(s) responsible. This charge could exceed $400.00.

Residents who tamper with or misuse the fire safety equipment will have their Residential Licence Agreement terminated.

FURNITURE
Residents are provided with adequate furniture and are not permitted to bring any additional furniture or bulky items (i.e. surfboards) as they may not fit into the flat/unit/bedroom and no storage is available. Residents and visitors are not permitted to sleep on living room furniture. Living and bedroom furniture must not be removed from the common areas/bedroom or placed on balconies/patios.

GARDEN BEDS
Garden beds are to be kept clear of rubbish at all times and will be checked for cleanliness. Vandalism of reticulation or plants is a breach of your Residential Licence Agreement and the Land and Traffic By-Laws and will resulting in disciplinary action.

HEATERS OR COOLERS
All bedrooms are supplied with a standard heater. Any additional heating or cooling equipment may pose a safety hazard and increased electricity charges. For this reason, they are not permitted and will be confiscated.

ILLEGAL SUBSTANCES/IMPLEMENTS
Anyone found in possession of, or using illegal substances or implements associated with its use, will be dealt with by Residence Management and the relevant authorities. Immediate termination of the Residential Licence Agreement will result from the use or possession of illegal drugs. If someone you know is being affected by the use of illegal substances, you may like to seek assistance or advice from one or all of the following: the Management of your residence, Counsellors, Counselling Service and/or a doctor.
IMAGES
On signing your Residential Licence Agreement you have agreed to allow both your and your visitor(s) image to be captured and used when required.

INSPECTIONS
All flat/units and rooms are checked for cleanliness at regular intervals. Residents will be given prior notice of the dates for these inspections. The Residence Manager reserves the right under the Residential Licence Agreement to authorise immediate entry to a resident’s room by administrative/maintenance personnel without prior notice if the circumstances so require.

Residents are required to keep their own room and flat/unit clean and tidy at all times. Vacuum cleaners and other cleaning equipment are provided in each flat/unit; however, residents must provide their own cleaning products. Unclean premises are health hazards and residents are expected to maintain a high standard of cleanliness at all times. Residents with unclean premises may be placed on more frequent inspections and/or receive a non compliance cleaning charge.

INSURANCE – PERSONAL PROPERTY
Residents should arrange insurance on personal property. Insurance is highly recommended. Curtin is not responsible/liable for any residents’ electrical equipment malfunctioning, property loss or damage.

KEYS/ACCESS CARDS
Lost keys/access cards must be reported to the Residence Staff immediately. If lost after hours Curtin Security should be contacted on 9266 4444.

Temporary keys/access cards may be issued but they must be returned as requested. Lost keys/access cards will incur a replacement charge including but not limited to the cost of the keys and any recoding required to ensure the flat/unit’s security.

LAUNDRY
A coin-operated laundry is located on site. Please do not use any other token or foreign coins as this jams the slides and causes the machines to malfunction. Report any out of order equipment to the Residence Office. Place rubbish in the bins provided.

To guard against theft do not leave washing unattended on the lines. Clothes should be pegged to the clothesline not draped. Clothes found lying around will be removed and treated as lost property. Do not string lines for drying clothes in your bedroom, the common areas, or balconies/patios in your flat/unit. An ironing board is provided in each flat/unit, though residents will need to provide their own iron. Guild House residents can request an ironing board from the Guild House Office.

LIGHT GLOBES
Replacement light globes for desk lamp and ceiling lights are available from your Residence Office.

LOST OR DISCARDED PROPERTY
Lost property or property left on departure is held in the Residence Office for a period of one week before disposal.

MAIL
Mail is delivered weekdays to each flat/unit letterbox. Parcels, express post, registered and certified mail is delivered to the Residence Office and held for collection. You will receive either a notification card in your letterbox or an email via your Curtin student email account. Student email accounts must be checked regularly as they are the official method of communication between the University and Curtin students.
If you are studying at another institution please advise the Residence Office of your preferred email address. Mail will not be held or redirected after your departure. Once you depart, please change your address at the university and with ALL relevant parties or have your mail held by Australia Post. http://www.movingservices.com.au/manage_your_mail/hold/

**MAINTENANCE**

Please enter a detailed description of the maintenance required in the maintenance book located at the Residence Office. Any maintenance or defect should be reported immediately. Maintenance NOT reported immediately, that causes excessive damage may incur a charge. Maintenance required due to fair wear and tear will be repaired free of charge. Don’t rely on claims from others that the report has already been made as this may not be the case. The Residence Office may not be aware that your problem exists. After Office hours in case of an EMERGENCY maintenance issue contact Curtin Security, 9266 4444 and request immediate attention.

**MEDICAL ISSUES**

Any resident feeling unwell may contact their Residence Staff for assistance in making a doctors appointment or for transport to the Curtin Health Services. For a detailed list of health services providers refer to Heath Service Information within this handbook. After hours medical assistance may also be sort from Curtin Security by dialling 4444 in an emergency from flat/unit telephone. If you are unable to contact Curtin Security and an ambulance is required for emergency medical attention dial 000 and request an ambulance and provide all requested information to the operator. Curtin Health Services website http://healthservices.curtin.edu.au/

In the case of illness that needs hospital attention but is not an emergency, transport to the hospital is a private matter. We recommend the use of a taxi where this is appropriate. If you choose to go in a private vehicle, we recommend that a friend in addition to the driver accompany you. The only transport in an emergency is an ambulance and Residence Staff may call an ambulance if they deem it necessary.

Ambulance costs are the responsibility of the person seeking, requiring or having been deemed to require urgent medical care. It is recommended that you have health cover that includes ambulance travel.
**NETWORK ACCESS**
Residents have several options for network access.
All Curtin students have a free network account that is available through several computer laboratories at the University.

Network access is also available at the following student residences:
- Kurrajong Village
- Erica Underwood House
- Vickery House
- Guild House (Kent St only)

This service is provided by an external provider BigAir Community Broadband.

Please contact your Residence Office for information on the current rates and charges or contact them direct on 1300 739 822 or via email: bcb.info@bigair.net.au

All residents except Jackson Road at Guild House also have the ability to connect a phone line in their room and then contract with any internet provider they choose. Jackson Road residents can use wireless mobile access.

**NOISE CONTROL**
Noise control is essential in a communal environment. Residents should remember that we all have different levels of concentration. Some can study with noise, others cannot. Please practice consideration for others when listening to music or watching television. Unreasonable noise will not be tolerated. If a resident near you is making too much noise, approach them politely yourself. If you do not receive a cooperative response then you should speak with your Residence Staff.

The following noise rules should be observed:
- Musical instruments such as guitars or drums or amplifiers should not be used in flats/units but used in Common Rooms
- The playing of music from sound equipment should not be heard in adjoining rooms or flat/units
- Room doors and windows should not be left open to allow noise to pervade the house
- After 10.00pm Sunday-Thursday and midnight Friday and Saturday, there should be no noise around the complex
- Use the Common Room to entertain your visitors instead of your flat/unit to allow residents who want to work quietly in their room to do so.

A total noise ban will be in effect during examination periods. Noise will not be tolerated in any form during this period. Any resident found creating noise during a total noise ban period will face disciplinary action, which may result in their Residential Licence Agreement being terminated.

Residents should report any noise complaints as and when they occur. You should direct your complaints to the Residence office during office hours and to Housing Assistants when they are on duty. For all after hours complaints, please contact Curtin Security to have your complaint recorded and addressed at the time of the Incident.

**OFFENSIVE MATERIAL**
Displaying or distributing (printed, electronic or audio) or any other material considered by Management to be offensive will be removed and further action will be taken depending on the type, nature and severity of the offence.

**OUTDOOR EQUIPMENT**
To ensure the safety of residents, staff, visitors and the community the following items are prohibited in or around the
residence: pools of any kind (wading, paddle or swimming), tents, portable shade structures, slippery slides of any kind, outdoor furniture or objects that are not provided or approved by the Residence Management. If these are found within the residence they will be confiscated and may be disposed of by the Management if required.

PARTIES
Residents wishing or wanting to hold a function/party must obtain a party permit approved by the Housing Manager at least 5 working days prior to the function date. Please note that at least 50% of your invited guests must be current residents of your residence. Your function/party permit must:
- list the names of all invited guests
- state the quantity and type of alcohol to be consumed at the function.

The permit application will require the signature of two residents who will be held responsible for the cost of damages and the behaviour of their visitors. Curtin approved security guards will be required for groups of twenty five plus (25+) people at your cost.

Party games that encourage the excessive consumption of alcohol or the use of drinking apparatus or equipment that promote binge drinking are prohibited.

Management will confiscate and hold sheeskapipes and/or drinking funnel/implements. These will be returned to the residents when they vacate the residence.

A risk management plan may be required to support your permit application. Please be advised that a congregation of two or more people within the residence can be considered an unauthorised gathering/party and may result in a breach of the Residential Licence Agreement.

PARTY/UNAUTHORISED GATHERING-SPECIAL FLAT CLEANING
If residents are found to have breached the “parties policy (see Residence handbook page 15) by hosting an unauthorised party/gathering, then the flat involved will incur a full flat inspection.

If the flat is deemed to be in an unacceptable condition then a SPECIAL FLAT CLEAN will be conducted without prior warning or notification given to the residents of the flat. The full cost of the SPECIAL FLAT CLEAN will then be passed to the residents of the flat for payment. The cost of the flat clean will be $55.00 inclusive of GST per person.

If a situation arises where proof can be submitted that not all residents of the flat are involved then after negotiation with the Residence Management, they may be excluded from the cleaning charge and their share of the charges will be passed on to and divided equally amongst the remaining persons involved.

PETS
Curtin University of Technology By-Laws prohibits the keeping of animals. Please do not encourage or feed stray animals as they may kill Australian native birdlife and suffer badly when deserted at the end of semester.

POSTERS OR STICK-ONS
Do not affix posters, pictures, stick-on hooks or brackets to walls, doors, ceilings or furniture of bedrooms or common areas. Any damage caused by these items, or the use of screws, Blu-Tac or other adhesive materials will be charged on departure.
PROPERTY CONDITION REPORT
All Residents are required to complete a Property Condition Report, In accordance with their signed Residential Licence Agreement, TERMS AND CONDITIONS clause 12. (Page 4).

Please inspect all areas of the Flat/Unit and your Bedroom as per the list of Items provided in the Property Condition Report and note any Items of concern. We recommend that you pay particular attention to the following items; all work surfaces (i.e. kitchen benches, tables, study desk), mattress on both sides, floor coverings and painted surfaces, and report any damage or stains/marks on your completed Property Condition Report. On departure, your room will be checked against the property condition report for discrepancies.

REAPPLYING FOR ON-CAMPUS ACCOMMODATION
Accommodation is not guaranteed for the duration of your course. Re-admission to residence is not automatic and is by invitation only. Residence staff will request applications from continuing residents during the month of September and residents will be notified of their status within two weeks. Applicants will be assessed in terms of their contribution to the residence, need for continuing accommodation, access to personal transportation and length of previous stay. Housing Services’ priority for allocation of rooms to new incoming students will also be a factor in the decisions made.

RECREATION @ CURTIN
Recreation Services recognises the need to provide students with activities and facilities to complement their academic endeavours.

Curtin Stadium: “Health, Recreation and Events” with three indoor courts marked for basketball, netball, badminton and volleyball. The indoor facilities can also be adapted for a diverse range of other indoor activities.

Join the Fitness Centre with its new and modern equipment and experience staff. There is also the option of a separate Ladies Studio for females. Group Fitness programs are run throughout the week. A social sports program is run each semester, which include sports such as: Netball, Basketball, Indoor Soccer, Outdoor Soccer, Ultimate, Touch, Beach Volleyball, Indoor 6 a-side Volleyball, Dodge ball, and Floor ball etc.

The Intervarsity sports program allows you to represent Curtin to compete against other WA university teams. In addition you may qualify for the annual Australian University Games which brings together teams from across Australia. For competitive sports in local competition there are Curtin teams in sports such as Australian Rules Football, Rugby, Soccer, Cricket, etc.
For all enquiries phone: 9266 7870, or Ext: 7870 from your flat/unit phone. More information can be found at http://recreation.curtin.edu.au

RECYCLING
Residents are encouraged to recycle their waste/rubbish as it is seen as a very important process for our environment. Recycling preserves raw materials that would otherwise be discarded and these items assist in making other products from the recycled materials, which in turn uses less energy. This process reduces the need for land to be used as landfill, which reduces the amount of toxic material leaching into the ground. Please refer to the information and instructions provided within your residence on WHAT is recyclable and HOW to process it and WHERE to place your recycled materials.

ROOM CHANGES
An opportunity to change rooms will be given at the end of each semester, however if you wish to change rooms you must apply in writing to the manager. A fee will be charged for the administrative costs involved.
Changes will be made only on the basis of:
• Places being available
• Maintaining a harmonious environment
• Agreement of the residents of the proposed flat/unit
• Administrative ability to arrange the change.

RUBBISH/WASTE-BOTTLES, NEWSPAPERS AND MAGAZINES
Rubbish/waste bin must be emptied on a daily basis or as and when required. Do not allow internal rubbish bin to overflow and cause a health risk or hazard. Do not accumulate bottles, boxes, papers and magazines as it attracts vermin and this is also deemed to be a hazard.

SANCTION FOR UNPAID FEES
Any resident who has not paid all of the relevant fees or charges by the due date will have a sanction applied to their student record. A sanction may prevent the student from accessing results, re-enrolling or graduating. The sanction applied for non-payment of fees or outstanding charges will be removed when full payment is received.

SECURITY
Security screens and doors are installed for your safety. Please ensure that doors are kept locked at all times. Curtin Security Officers undertake regular patrols of the campus including student residences and are available by phone 24 hours a day, seven days a week by dialling 4444 on your flat/unit phone. For detailed information please refer to Security and Safety Tips for Student Housing page within this handbook, visit http://properties.curtin.edu.au/roles/am/security/
SHOPPING / SHOPPING TROLLEYS
Shops are located within walking distance of each residence. Larger shopping complexes can be easily accessed by public transport. Shopping trolleys must not be brought into the Residence.

Removing a shopping trolley from the shopping complex is a criminal offence. Any student found stealing a shopping trolley and having it at the Residence will face disciplinary action.

SMOKE-FREE CAMPUS
Curtin University is now a SMOKE free environment. As such all Residences are smoke free. Residents who smoke MUST leave the residence to smoke, cigarette buts are litter so please dispose of them correctly.

For further information on this, visit http://edusafe.edu.au/curtin/smoking.html

SURVEYS
Surveys are NOT permitted to be conducted within or around the Residences. If you are a resident found to be conducting a survey, your survey forms will be confiscated and destroyed, along with any results collected. The Unit Coordinator for your course will be notified, that you conducted a survey without permission, which may result in you and/or your group failing the assessment of the unit.

If you are asked to complete a survey of any kind that is not being conducted or approved through Housing Service or the Residence office, please advise your residence office as soon as possible, with as much information relating to the survey. Telephone surveys: Do NOT enter into discussions with people conducting telephone surveys, as these kind of survey, in the past have been of a very personal nature, where very inappropriate questions have been asked.

We recommend that you:
• Hang up the phone immediately.
• Take note of the date and time of that the call was received.
• Notify the Residence Office as soon as possible.

TELEPHONES
A telephone is provided in the living area of each flat/unit for incoming and outgoing calls. Outgoing calls are made using a pre paid calling card, which are available for purchase at various retail outlets and online. Accepting reverse charge calls is prohibited and an infringement of this nature will result in disciplinary action. The telephone equipment and line provided are Curtin University, property and anyone using this equipment are subject to Information and Communication Technology (ICT) Use Policy, which can be found at; http://policies.curtin.edu.au/policies/informationmanagement.cfm.

TRANSPORT
A bus port is located on Hayman Road and bus stops are located around the perimeter of campus. Bus timetables are available from all Residence Offices. The Transperth website is www.transperth.wa.gov.au or you can call them on 13 62 13.

TRESPASSERS
The residence grounds and facilities are private property and any person/s who are not authorised to enter or have not been invited by a current resident will be deemed to be a trespasser and will be required to leave immediately. Failure to do so will result in Curtin Security and/or the Police being called to remove any trespasser.
UNIVERSITY LIFE @ CURTIN

Being a student is a unique time in your life, and presents many opportunities and challenges.

The Support Services and activities listed on the website are designed to help you cope with the transition to Curtin and the requirements of you as a student. The services will not only support your transition to University but will also help you get the most out of life on campus, both now and in the future. For further information visit unilife.curtin.edu.au

VISITORS

Visitors are welcome and as a guide are permitted between 8:30am and 11:00pm and must abide by the following conditions. Visitors must:

- remain in the company of the resident they are visiting at ALL times
- show consideration to the other occupants of the flat/unit and residence
- abide by the visiting hours permitted (between 8:30am and 11:00pm)
- **NOT** stay overnight (unauthorised stays will incur the minimum short stay fee)
- depart from the residence if they become intoxicated or affected by drugs
- ensure that they park in the designated visitors parking area to avoid incurring a fine.

Remember that they are visitors not residents and as such act accordingly.

Residents are reminded that visitors are their responsibility at ALL times and that any breaches of the above conditions and those set out in their signed Residential Licence Agreement and this Residence Handbook will result in disciplinary action.

VISITORS REQUESTED TO LEAVE

The Residence Manager reserves the right to request any visitor to leave the residence facilities and/or grounds if they are deemed to be detrimental to the Residential Licence Agreements’ “quiet enjoyment” of the residence by other residents.

Failure to do so will result in Curtin Security and/or the Police being called to remove the visitor.

Residents are reminded that they are responsible for the behaviour of their visitor at all times.
PRACTICAL ISSUES

“Petty theft may be avoided if you keep your room and windows locked at all times.”
COMMON SENSE IN ROOMS
- Do not leave curtains open at night when lights are on or when dressing, as people walking by can see into the room.
- Do not dry your clothes beside the heaters or leave heaters on unattended.
- Do not leave valuables in view on windowsills, beside windows or on desks. This includes laptop computers, portable music devices, watches, wallets, Passports and mobile phones.
- Petty theft may be avoided if you keep your room and windows locked at all times.

COMMON SENSE IN KITCHENS
- Always turn on the exhaust fan when cooking.
- Never leave a stove unattended when cooking, or heating oil.
- Never attempt to extinguish an oil or fat fire with water. Never move burning pots or pans. Extinguish with some sort of cover or damp towel or fire blanket affixed to the kitchen wall.
- Only use approved plastic or glass containers in the microwave ovens. Never place anything metallic in the microwave ovens. Cover all containers being heated in the microwave to make cleaning easier. Food splatters cause rapid deterioration of the microwave so clean immediately after use.
- Always cover food with foil or wrap when left in the fridge.
- Do not leave food in opened packaging or cans. After opening, place the remaining contents in foil, plastic wrap/bag or in a sealed container and refrigerate if required.
- Do not refreeze food that has been defrosted. This is a health risk.
- Regularly clear food that has expired or gone bad from the kitchen.
PRACTICAL ISSUES continued

- Empty internal bins and bags daily to the external rubbish bins provided.
- Foil should be used on the stove top and grill tray. This makes for easy cleaning.
- As you are required to keep your flat/unit and bedroom clean on a daily basis, we recommend that you share the cost, when purchasing good quality cleaning products that are appropriate for the various cleaning tasks required. Using dishwashing liquid to make soapy water for cleaning will not remove the build up of grease around the stove nor will it clean mould and soap scum from shower recesses.

RULES - USE OF RESIDENTIAL ROOM
The following rules apply to use of residential rooms:
- Residents are not permitted to sublet their rooms.
- No person, other than the licensee of the room, is permitted to live/sleep in that room.
- Nails, staples, drawing pins, adhesive tape, masking tape or Blu-tac etc must not be used on any surface in the rooms.
- Do not use kettles, microwaves, irons, fridges, candles or any naked flame in your room.
- Do not iron on the floor.
- Food must not be consumed in rooms. Foodstuffs stored in rooms must be in sealed containers.
- When you vacate your room you must leave it suitable for immediate occupation. A charge will be made for cleaning unsatisfactory rooms.
- When you move into the room you will be required to complete and sign a detailed property condition report. On departure, your room will be checked against the property condition report for discrepancies.
- Room changes can be made only by applying to the Residence Office for permission. A room change may not always be possible. Cleaning costs will be charged for room changes.
- Room keys/access cards may not be copied or loaned.
- Mattresses must not be placed on the floor.
- Mattress protectors are supplied and must be used. It is your responsibility to ensure that the mattress is covered at all times. The cost of damaged or stained mattresses will be charged.
- Do not hang clothes on string lines in the bedrooms, bathrooms or balconies/patios.
COMMUNICATING ISSUES

During the course of your stay in shared accommodation, an issue may arise which causes you a problem that you find difficult to deal with.

The types of situations which can arise are usually directly related to living in a communal environment with a diversity of people with differing standards, differing needs and differing cultures. Some issues are simply related to maintenance of the residence and these are a little easier to handle.

Your Residential Licence Agreement and the Residence Handbook (inclusive of the Land and Traffic By Laws), is designed to establish and reinforce standards of courtesy and acceptable behaviour. It includes clear rules to cover a variety of possible infringements of the agreement. For example, the rules are quite clear in regard to visitors staying overnight, noise pollution and cleanliness. Even with these rules, you may find some people who will choose to ignore the needs of others. This attitude may impact on your own standards, beliefs, and even your ability to cope and study. However, a complaint made in the correct way can help to assist you with handling the situation.

MINOR DISAGreements

Minor issues, e.g. excessive noise, cleaning duties or telephone use, should be handled in the following way:

1) Speak to your flat mate(s) directly about the problem/infringement and try to resolve the smaller issues in a mature way. You can do this personally OR ask your Flat Representative to assist you with a general meeting. It is important that the meeting is open, friendly and attended by all flat members. Don’t speak about anyone in his or her absence as this can cause problems if they hear the grievance or comments second hand. Bring the issue out into the open and try to discuss the matter in a language that all present can understand. Remember to arrange a time for a second meeting to see if the situation has improved and be sure to acknowledge if it has.

2) If, however, your meeting is not successful and the problem/infringement persists, please seek the support of your Residence Staff. Residence Staff will facilitate another meeting, if they feel it appropriate, and discuss with you some options to consider to resolve the issue.

3) If the problem becomes persistent, your next step would be to speak with the Residence Manager.

Please do not rely on “gossip” or “hearsay” when addressing problems. The information you receive through gossip may be wrong and will only worsen the situation. Seek clarification from the Residence Office on a situation that you feel is not fair or not being dealt with in the correct manner.
HANDLING SERIOUS OR SENSITIVE INFRINGEMENTS OF THE RESIDENTIAL LICENCE AGREEMENT

You must not permit yourself to be forced or coerced by anyone into supporting, or not reporting, situations which are clearly a serious infringement of the Residential Licence Agreement e.g. alcohol or substance abuse or shared rooms and overnight visitors. It may be difficult, if you find yourself under pressure from your peers not to report the matter, but this type of stand over tactic is clearly harassment and should not be tolerated. You have a right to speak out. We encourage you to come forward and talk confidentially about the situation.

If the issue is of a very sensitive nature, you may wish to go straight to your Residence Manager personally or write a letter of complaint. Letters should be dated and signed by the complainant and the Manager will endeavour to assist with a resolution as well as respect your confidentiality.

It is impossible for anyone to deal with an “anonymous situation” especially if the flat/unit or person concerned is not clearly mentioned. It is also difficult to address any problem if the details are “hearsay” and inaccurate.

“There are always two sides to every situation and consideration must be given to all concerned.”
Curtin students are subject to the provisions of the Copyright Act 1968, so it’s essential to be aware of what you can and can’t copy. Some copyright owners are now pursuing their rights very vigorously and are taking students to court for breaching their rights.

There are some circumstances when it’s permissible to copy material for your own PRIVATE, DOMESTIC use.

There’s also a handy brochure on “Copyright Do’s and Don’ts for Students” – see http://copyright.curtin.edu.au/resources/ AMENDED - September 2009 – Bruce Ridley, Compliance and Copyright Officer, Legal and Compliance, Vice Chancellory.

“For further information on copyright restrictions and entitlements that apply to your university work see the Copyright website at http://copyright.curtin.edu.au/essentials.cfm”
As a Curtin student you are given access to the University’s ICT services and facilities to help you study, research and work more effectively. However the University will impose severe disciplinary penalties on you, which may include restricting access, suspension or termination of enrolment, dismissal and/or criminal prosecution, if you use these privileges inappropriately or do not abide by Curtin policies and procedures. If you break any law of the Commonwealth of Australia or the state of Western Australia you will be reported to the relevant authorities and criminal or civil prosecution may ensue.

The University logs and monitors access to its ICT facilities and services including email, web browsing and computer usage. Curtin also monitors and periodically reviews files stored on Curtin computers and servers. If you are using your own computer to access the Curtin network and Internet services, the University also reserves the right to check what you have downloaded and stored, if it has reasonable grounds for believing that you may have infringed copyright or undertaken some other illegal act.

All students at the University must comply with the ICT Policies and Guidelines.

“Curtin policies relating to appropriate use of ICT can be found at: http://policies.curtin.edu.au/policies/informationmanagement.cfm”
SECURITY AND SAFETY TIPS FOR STUDENT HOUSING

Your personal safety, and the security of your property, is mostly about being diligent in what you do, applying common sense, taking precautions and showing consideration towards other residents of your flat/unit. To ensure your security and safety whilst living in on-campus accommodation, we are providing the following recommendations. These recommendations may vary slightly between residences, but the advice is still worth noting no matter which residence you live in.

Curtin Security can be contacted on your flat/unit phone by dialling 4444 OR 1300 00 4444. If you are locked out of your flat/unit outside of the Office/HA duty hours or if you are returning to your residence later than the campus courtesy bus hours you may also ask Curtin Security for assistance.

Campus Assistance Point

A call point is located at each Residence Office for after hours lockouts. Push to talk to Curtin Security. Each point has a surveillance camera. Your flat/unit phone can still be used to request assistance.

- Always use the campus courtesy bus when travelling to and from campus at night OR if you prefer to walk try to do this with another person using the Safer Pathways
- Safer Pathways map can be found on the Curtin Security website please use the following link http://about.curtin.edu.au/security-at-curtin.cfm
- Do not leave external doors propped open with chairs or other items.
- Your flat/unit doors are assisted to close with door closers, but you need to double check that they have automatically locked when you come and go.
- Do not open the rear door of your flat/unit to visitors. This door is a fire escape door and should not be used as an entry door.
- Ask your visitors and flat/unit mates to use the front entry where they can be seen through the glass or peep hole.
SECURITY AND SAFETY TIPS FOR STUDENT HOUSING continued

- Do not invite anyone in unless the person they are visiting is in the flat/unit. It is best to ask them to remain at the door whilst you check that their friend is actually in the flat/unit.
- Keep the balcony/patio security grille door locked at all times. Do not use this door as an entry or exit.
- Do not leave the patio doors unlocked when you leave the living area or when you are in your bedroom.
- Do not leave valuables in the living room/kitchen area.
- Lock your bedroom door when you leave the flat/unit.
- Close your curtains when you are dressing or when you leave the room.
- Keep laptop (notebook) computers away from view of the windows.
- Do not leave valuable items on the window sill or on your desk in view from outside.
- If you receive nuisance or abusive calls on the flat/unit telephone, do not speak to the caller or comment, just hang up and report it to the Residence Manager.
- Lock your vehicle when parked in the car park.
- Do not leave valuables, clothing or loose coins in sight in your vehicle.
- Do not leave shoes outside the front doors or balcony/patio doors.
- Do not leave clothing unattended in the washers, dryers or clotheslines at any time.
- Do not leave your bicycle outside the flat/unit at any time (even for a short period of time) without a chain and lock.
- When walking around e.g. local shops, city or food outlets after dark, ask someone to accompany you.
- Avoid carrying large amounts of money.
- Engrave any valuable items to avoid petty theft and to assist in property identification. You are also advised to keep an inventory of your belongings with detailed descriptions and serial numbers where available.

"Curtin Security can be contacted on your flat/unit phone by dialling 4444 OR 1300 00 4444."
To support your welfare and learning, Curtin has established a student wellbeing hotline (available during office hours) and email address.

We strongly encourage you to contact our experienced staff to discuss any issue.

Incident or activity that might threaten or affect your sense of wellbeing. Our staff will work with you to resolve the issue and in the event that we can’t resolve this immediately,

An appropriate person will contact you to help you further. If you are unsure of where to go and who to ask, you are also welcome to contact this Service with any query or concern.

Tel: 9266 2662
Toll free: 1800 244 043
Email: studentwellbeing@curtin.edu.au

CURTIN UNIVERSITY’S MULTI FAITH SERVICES
Information regarding places of worship and faith communities can be accessed at Curtin University’s multi faith services website multifaith.curtin.edu.au
It’s important to us that you feel happy, safe and healthy. If you have concerns that are affecting your sense of wellbeing, contact:

Student Wellbeing hotline
1800 244 043
to speak confidentially with trained staff who can help you with your concerns or email studentwellbeing@curtin.edu.au
HEALTH SERVICES INFORMATION

CURTIN HEALTH SERVICE
Web:  http://healthservices.curtin.edu.au
Location: Building 109
Curtin University
Kent Street, Bentley
Tel:  9266 7345
Hours: Mon – Fri 8:30am – 4:15pm (doctors)
     Mon – Fri 8.30am – 7:30pm (nurses)

UNIVERSITY COUNSELLING AND DISABILTY SERVICES
Web:  http://counselling.curtin.edu.au
Location: Building 109
Curtin University
Kent Street, Bentley
Tel:  9266 7850
Hours: Mon – Thu 8am – 6pm
     Fri 8am – 4.30pm
     (Appointment Only)

STUDENT SUPPORT AND OUTREACH SERVICES
This service will support you in identifying social wellbeing concerns, and providing you with help towards healthy and useful solutions. The Student Support and Outreach Service is facilitating and coordinating seminars in the residences. Please be aware that the seminars will provide you with advice and information, and are targeting different social wellbeing concerns to help you stay healthy.
Please call 9266 7850 to schedule an appointment to meet with a Student Support and Outreach Coordinator in Building 109, level 2.

TRIAGE COUNSELLOR
Hours:  Mon, Tue, Thu 9am – 11am and 1pm – 3pm
       Wed 9am – 11am
       Fri 9am – 11am and 1pm – 2pm
       (No appointment necessary)

SOUTHERN MEDICAL CLINIC
Location: 148 Douglas Ave and Canning Hwy, South Perth
Tel:  9367 6211 or 9367 7944
Hours: Mon – Wed 8am – 6:45pm
      Thu – Fri 8am – 6.00pm
      Sat 9am – 11:30am Appointment only

SOUTHSIDE MEDICAL SERVICE
Location: 8 Oak Street, Cannington
Tel:  9451 3488
Hours: Mon – Fri 9am – 5pm

ROYAL PERTH HOSPITAL
Web:  www.rph.wa.gov.au
Location: Wellington Street, Perth
Tel:  9224 2244

ST. JOHN OF GOD HEALTH CARE
Web:  www.sjog.org.au
Location: 100 Murdoch Drive, Murdoch
Tel:  9366 1111 (fee applies)

FREMENTLE HOSPITAL
Web:  www.fhhs.health.wa.gov.au
Location: Alma Street, Fremantle
Tel:  9431 3333
     After Hours General Practitioner (GP)

For information about other after-hours GP Clinics or 24 hour medical advice, please contact Health Direct, 1800 022 222, www.healthdirect.org.au or to find a health service near you contact HealthInfo on 1300 135 030.

Alternatively, enquire at your Residence Office for an extended list of Medical Services providers.
These By-laws are made by the Council of the University, 
with the approval of the Governor, under the powers conferred 
on the University by section 20A of the Curtin University of 
Technology Act 1966.

1. Citation These By-laws may be cited as the ’Land and Traffic Amendment By-laws 2011’.

2. Commencement These By-laws take effect from 1 January 2012 or the 
date that they are published in the Government Gazette, whichever is the 
later.

3. By-laws amended
These By-laws amend the Land and Traffic By-laws 2008.

4. By-law 2.16A inserted After By-law 2.16 insert–
“2.16A Prohibition on smoking
(1) A person must not smoke in any place on the University lands.
(2) For the purposes of this By-law, a place does not include an ‘enclosed 
public place’ or any other ‘public place’ where smoking is prohibited 
under the Tobacco Products Control Act 2006.”

The Common Seal of Curtin University of Technology was hereto affixed on the 
22nd day of March 2011 by the authority of the Vice-Chancellor–

JEANETTE HACKET, Vice-Chancellor.
JOSEPHINE DIFAVA, Administrative Secretary.

PART 1 – GENERAL PROVISIONS

1.1 Citation
These By-laws may be cited as the ’Land and Traffic By-laws 2008’.

1.2 Commencement
These By-laws take effect from the date that they are published in the Government Gazette.

1.3 Interpretation
(1) In these By-laws, unless the contrary intention appears: ‘access permit’ means a valid permit granted under By-law 2.1.
‘Act’ means the Curtin University of Technology Act 1966.
‘authorised’, in relation to an activity or thing, means authorised by 
a permit or by an authorised person, and “without authority” means 
without the authority of a permit or an authorised person.
‘authorised person’ means:
(a) the Vice-Chancellor; or
(b) any member of the staff of the University authorised by the 
Vice- Chancellor in respect of the matter referred to in the 
By-law in which the expression is used.
‘electronic parking ticket’ means a notice or sign displayed by any 
electronic or other device indicating that the parking of a vehicle is permitted.

‘fee collection machine’ means a machine installed in or in relation 
to a parking area which, on the insertion of money or other form of 
authorised payment, produces a parking ticket.
‘holder’ means the holder, or person acting on behalf of the holder, of 
a permit.
‘infringement notice’ means a notice issued under By-law 4.5.1
‘modified penalty’, in relation to a breach of a By-law, is the 
amount appearing in the final column of the table in the Schedule 
directly opposite the reference to that By-law.
‘owner’:
(a) where used in relation to a vehicle licensed under the Road 
Traffic Act 1974, means the person in whose name the vehicle 
has been licensed under that Act; and
(b) where used in relation to any other vehicle, means the person 
who owns, or is entitled to possession of, the vehicle.

‘park’ means allow a vehicle, whether attended or not, to remain 
stationary, except for the purpose of:
(a) avoiding conflict with other traffic; or
(b) complying with any written law.
‘parking area’ means a road, place or facility, or any part of a road, 
place or facility:
(a) that is determined to be, or is set apart as, a parking area by 
the Council, the Vice-Chancellor or an authorised person under 
By-law 3.6; and
(b) that is available to the public generally, or to a specified class 
of persons, for the parking of a vehicle, whether or not a fee is 
charged.
‘parking bay’ means a section of a parking area that is marked or 
defined in any way to indicate where a vehicle may park.
‘parking permit’ means a valid permit to park a vehicle issued under 
By-law 3.1.
‘parking ticket’ means:
(a) a physical parking ticket; or
(b) an electronic parking ticket, that permits the parking of a 
vehicle.
‘permit’ means a parking permit or an access permit.
‘physical parking ticket’ means a parking ticket, comprised of 
paper or other material, that is issued from a fee collection machine.
‘police officer’ means a member of the Police Force, including a 
special constable, under the Police Act 1892.
‘traffic sign’ means an authorised marking, notice, device or sign to 
regulate or control:
(a) the movement of vehicles and traffic generally; or
(b) the parking of vehicles.
‘University lands’ has the same meaning as the definition of 
‘University land’ in section 20A(1) of the Act.

Note: section 20A(1) of the Act defines ‘University lands’ to 
mean:
‘land described in Schedule 1 and any other land vested in or under the management and control of the University for the purposes of this Act and includes all buildings, structures and erections of whatsoever kind or nature and whether permanent or temporary, standing or being on any such lands.’

‘vehicle’ includes car, truck, bus, motor cycle, motor scooter, bicycle, semi-trailer or caravan and any other form of conveyance or trailer, however ridden, driven or propelled.

‘Vice-Chancellor’, in relation to a particular function, includes a person to whom the Vice-Chancellor has delegated that function.

(2) Statute No. 2 - Interpretation applies to, and is taken to be incorporated in, these By-laws.

1.4 Application
These By-laws apply:
(a) within the boundaries of the University lands, and to every part of the University lands; and
(b) to every person who is at any time on the University lands.

1.5 Delegation and authorisation
The Vice-Chancellor may:
(a) delegate to any person any of his or her functions under these By-laws;
(b) authorise any person to carry out, on behalf of the Vice-Chancellor, any of the Vice-Chancellor’s functions under these By-laws; and
(c) authorise any member of the staff of the University to be an authorised person.

1.6 Revocation
The Curtin University of Technology Land and Traffic By-Laws published in the Government Gazette on 7 March 1975 are revoked.

PART 2 - LAND BY-LAWS
DIVISION 1 - ACCESS PERMITS

2.1 Grant of access permits
(1) The Council, the Vice-Chancellor or an authorised person may grant to any person an access permit.

(2) An access permit:
(a) is to be in the form approved by the Vice-Chancellor;
(b) may be granted subject to conditions;
(c) may specify:
   (i) the period during which it is, or is to be, valid; and
   (ii) the place, facility or other part of the University lands to which it applies; and
(d) is not transferable.

(3) Unless varied, suspended or revoked, an access permit is to be current until the date of expiry specified on the access permit.

2.2 Rights and obligations of holder
(1) An access permit entitles the holder to access that part of the University lands to which the permit applies in accordance with the terms, and during the currency, of the permit.

(2) The holder of an access permit must comply with:
(a) any condition to which the permit is subject; and
(b) these By-laws.

(3) The holder of an access permit must:
(a) have the permit with him or her at all times while he or she is on University lands; and
(b) produce the permit, when requested or directed to do so, to an authorised person.

2.3 Power to vary, suspend or revoke
(1) If the holder of a access permit breaches a By-law, an authorised person:
(a) may, after giving the holder an opportunity to be heard, vary, suspend or revoke the permit; and
(b) must give written notification to the holder of the variation, suspension or revocation.

(2) Within 7 days of being given written notification under this By-law, a person whose access permit has been varied, suspended or revoked may appeal against the variation, suspension or revocation to a committee consisting of such persons as the Vice-Chancellor may determine.

(3) The committee may affirm, vary or revoke the variation, suspension or revocation.

2.4 Access permit breaches
A person must not:
(a) give false or misleading information in connection with an application for an access permit;
(b) falsify or interfere with an access permit; or
(c) display or represent anything to be an access permit that is not an access permit issued under these By-laws.

DIVISION 2 - POWERS TO RESTRICT ENTRY OR USES

2.5 Declaration of specific permitted uses
The Council, or the Vice-Chancellor, may declare that:
(a) a part of the University lands be set apart for a purpose specified in the declaration; and
(b) the part so set aside may be used only for that purpose, and by such persons (if any) and at such times (if any) as are specified in the declaration.
2.6 Power to prohibit entry by individuals

(1) The Vice-Chancellor may notify, and if so directed by the Council must notify, in writing a person whose presence on the University lands (or any part of the University lands) is, in the opinion of the Council or the Vice-Chancellor, not in the interests of the University, that he or she is prohibited from entering or remaining on the University lands (or any part of the University lands).

(2) A person who is notified under this By-law:
(a) must comply with the terms of the notification; and
(b) who attempts to enter or remain on University lands in breach of the notification may, for the purpose of giving effect to the notification:
(i) be prevented by an authorised person or a police officer from entering the University lands; and
(ii) be removed by an authorised person or a police officer from the University lands.

(3) A notification under this By-law:
(a) is to specify whether it takes effect immediately or, if not, when it takes effect;
(b) may specify a particular time and date during which it remains in force, or may specify that it remains in force until any further notification under this By-law; and
(c) may be varied or revoked at any time by the Vice-Chancellor.

(4) Within 21 days of being notified under this By-law, the person who is so notified may appeal:
(a) to the Vice-Chancellor, if the notification was given by a delegate of the Vice-Chancellor; or
(b) to the Council, if the notification was given by the Vice-Chancellor.

Note: By-law 1.5 states:
1.5 Delegation and authorisation
The Vice-Chancellor may:
(a) delegate to any person of his or her functions under these By-laws; ...'

(5) Unless and until the appeal is allowed the notification is to have full force and effect.

2.7 Power to declare a 'no-go' area

(1) The Vice-Chancellor may give a written direction that a part of the University lands that is specified in the direction be vacated by, and closed to, anyone who is not an authorised person.

(2) A direction given under this By-law:
(a) is to specify whether it takes effect immediately or, if not, when it takes effect;
(b) may specify a particular time and date during which it remains in force, or may specify that it remains in force until a further direction under this By-law; and
(c) may be varied or revoked at any time by the Vice-Chancellor.

(3) A person who is informed of a direction under this By-law 6:
(a) must comply with the terms of the direction; and
(b) who attempts to enter or remain on that part of the University lands that is specified in the direction may be prevented from entering, and may be removed from, that part of the University lands by an authorised person or a police officer.

a. RESTRICTIONS ON ENTRY OR USE.

2.8 Restrictions on entry

(1) A person must not enter or remain on University lands unless he or she is:
(a) a member of the Council of the University, a member of the staff of the University or the Student Guild, a student or an employee of a business established or conducted on the University lands;
(b) a person pursuing a course of study at the University;
(c) a person lawfully using the University’s facilities, or is otherwise lawfully on University lands;
(d) a person who holds an access permit and who has complied with all the terms and conditions of the permit; or
(e) a person who enters or remains on the University lands in good faith for the purpose of visiting the University or for transacting lawful business or having lawful dealings with the University or with a person lawfully on the University lands unless the business or other dealing has been prohibited by the University.

(2) A person must not, without authority, enter or remain on any part of the University lands which is not customarily open to entry to that person or to which the Vice-Chancellor has prohibited entry.

2.9 Littering

A person must not throw or leave rubbish, refuse, paper, bottles, glass (broken or otherwise) or litter of any kind except in a receptacle provided for the purpose.

2.10 Offensive behaviour

A person must not:
(a) assault or attempt to threaten to assault any other person;
(b) use abusive or insulting language or do or engage in any offensive, indecent, or improper act, conduct or behaviour; or
(c) otherwise act in such a way as to cause or be likely to cause a nuisance or annoyance to other persons on or in the vicinity of the University lands.

2.11 Indecent publications

A person must not write, print, distribute or publish any indecent or obscene words or pictures or representations of any kind.
2.12 Unauthorised publications
A person must not, without authority:
(a) post, paint or otherwise affix to any building, sign, structure, vehicle or tree on the University lands or publish or distribute within the University lands any placard, paper, notice or advertisement or other written, printed or graphic matter; or
(b) write on, draw on, paint or deface any building, sign, structure, vehicle or tree on the University lands,

but this By-law does not apply to the posting of notices on boards provided for the purpose or the distribution of matter in the course of lawful and customary University or student activities.

2.13 Liquor
A person must not bring or keep, or cause to be brought or kept, or consume intoxicating liquor on any part of the University lands, unless he or she:
(a) does so in accordance with a licence under the Liquor Control Act 1988 or is otherwise permitted so to do under that Act; or
(b) is otherwise authorised to do so.

2.14 Protection of flora
A person must not, without authority:
(a) cut, break, deface, pick, injure, destroy or remove any tree, shrub, plant, flower or garden or lawn;
(b) damage, remove or interfere with any stake or label on or near any tree, shrub, plant, flower garden or lawn; or
(c) walk on or cause damage to, any bed containing or being prepared for shrubs or flowers.

2.15 Protection of fauna
A person must not, without authority, disturb, frighten, shoot at or throw missiles at, or attempt to capture or kill, an animal.

2.16 Prohibited uses
A person must not, without authority:
(a) use any part of the University lands contrary to the terms of a declaration made under By-law 2.5;
(b) enter or remain in any pond, lake or ornamental water;
(c) enter an area which is temporarily enclosed and on or by which is a notice prohibiting entry;
(d) damage, interfere with or move any part of the University lands or any fixed or moveable article on the University lands;
(e) carry, or discharge a firearm;
(f) set off or throw a firework;
(g) set off a fire balloon;
(h) kindle or make a fire except where fireplaces are provided; or
(i) throw or discharge a stone or missile.

2.17 Soliciting for sale etc
A person must not, without authority, sell or hire, expose or offer for sale or hire, or solicit orders for the purchase or hire of any goods, or services or solicit donations for charity, or beg.

2.18 Animals
A person must not, without authority, bring any animal on to the University lands.

2.19 Public performance
A person must not, without authority, arrange, advertise or take part in:
(a) any fete, picnic or concert or other performance; or
(b) any public speaking or preaching;

but this By-law does not apply to any activity exempted either generally or specially by the Vice-Chancellor, or any activity specified in a declaration made under By-law 2.5.

2.20 Betting
A person must not without authority:
(a) bet or offer to bet or accept a bet;
(b) sell, purchase or offer for sale or purchase any ticket or coupon for or which purports to be for a sweep, horse race or other lottery; or
(c) play cards for money or engage in any form of gambling, but no proceedings for a breach of this By-law are to be taken unless the alleged offender has received a prior warning and direction to cease being in breach of this By-law.

2.21 Children
A child apparently under the age of 15 years must not enter or be taken into or allowed to remain on the University lands unless at all times in the charge of an adult person.

2.22 Acting contrary to signs
A person must not do or engage in any act or behave in any manner that is declared by an authorised sign to be prohibited or not allowed.

2.23 Obstruction
A person must not obstruct:
(a) a police officer or member of the staff of the University in the discharge of his or her duties; or
(b) any person in the exercise or enjoyment by him or her of any lawful activity.
2.24 Obeys requirements of an authorised person
A person must, if and when required to do so by an authorised person or a police officer:
(a) forthwith produce his or her permit, if any, and his or her student or staff identity card for inspection;
(b) give his or her name and address; and
(c) leave the University lands or such parts of the University lands as may be specified by the authorised person or the police officer.

2.25 Power to remove
An authorised person or a police officer may remove from the University lands any person who is committing or has committed a breach of any of these By-laws.

PART 3 – TRAFFIC BY LAWS
DIVISION 1 - PARKING PERMITS
3.1 Application for parking permit
(1) An application for a parking permit must be:
(a) in writing;
(b) in a form approved by the Vice-Chancellor;
(c) accompanied by the prescribed fee (if any); and
(d) made to an authorised person.
(2) The authorised person to whom an application is made is to:
(a) approve the application;
(b) approve the application subject to conditions; or
(c) refuse to approve the application.
(3) It is a condition of any parking permit that:
(a) the holder parks on University Land at his or her own risk; and
(b) the University is not liable or responsible in any way for the safe custody of the vehicle or the contents of the vehicle in respect of which the permit is issued.
(4) Where an application is approved, with or without conditions, the authorised person is to issue to the applicant a parking permit in the form approved by the Vice-Chancellor.
(5) Unless varied, suspended or revoked, a parking permit is to be current until the date of expiry specified on the permit.

3.2 Rights and obligations of holder
(1) A parking permit entitles the holder to park the vehicle in respect of which the permit is issued in a parking bay (if one is available) in accordance with the terms, and during the currency, of the permit.
(2) The holder of a parking permit must comply with:
(a) any condition to which the permit is subject; and
(b) these By-laws.
(3) The holder of a parking permit is responsible for the vehicle in respect of which the permit is issued, despite the vehicle being driven or parked by another person.

3.3 Change of vehicle
(1) If the holder of a parking permit changes the vehicle, or the registration number of the vehicle, in respect of which the permit has been issued, he or she must give written notice, within 7 days of the change, to an authorised person.
(2) An authorised person may vary, or reissue, the parking permit in accordance with the notified changes.

3.4 Power to vary, suspend or revoke
(1) If the holder of a parking permit breaches a By-law, an authorised person:
(a) may, after giving the holder an opportunity to be heard, vary, suspend or revoke the permit; and
(b) must give written notification to the holder of the variation, suspension or revocation.
(2) Within 7 days of being given the written notification under this By-law, a person whose parking permit has been varied, suspended or revoked may appeal against the variation, suspension or revocation to a committee consisting of such persons as the Vice-Chancellor may determine.
(3) The committee may affirm, vary or revoke the variation, suspension or revocation.
(4) The decision of the committee is final.

3.5 Parking permit breaches
A person must not:
(a) give false or misleading information in connection with an application for a parking permit;
(b) falsify or interfere with a parking permit; or
(c) display or represent anything to be a parking permit that is not a parking permit issued under these By-laws.

3.6 Parking areas
The Council, the Vice-Chancellor or an authorised person:
(a) may determine that any road, place or facility, or any part of a road, place or facility, is to be a parking area; and
(b) may set apart any road, place or facility, or any part of a road, place or facility, as a parking area.
3.7 Parking fees
The Council may prescribe the parking fees, to be paid by an applicant for a parking permit or by a person parking a vehicle in a parking area.

3.8 Regulation of traffic and parking
(1) The Council, the Vice-Chancellor or an authorised person:
   (a) may determine the content and location of a traffic sign; and
   (b) may, by a traffic sign, regulate and control:
       (i) the movement of vehicles and traffic generally; and
       (ii) the parking of vehicles.
(2) An authorised person may, by a traffic sign placed on or near a parking bay in a parking area, reserve the parking bay for a specific purpose or a specified person or class of persons.

3.9 Special events management
(1) In accordance with a direction from the Vice-Chancellor, an authorised person is to have complete control and management over:
   (a) the movement of vehicles and traffic generally; and
   (b) the parking of vehicles.
(2) Where a direction is given under this By-law:
   (a) a person driving or in charge of a vehicle is to obey any signal, order or direction of an authorised person; and
   (b) a signal, order or direction of an authorised person is to take precedence over:
       (i) any traffic sign; and
       (ii) any parking permit or parking ticket, that is inconsistent with the signal, order or direction.
(3) A direction from the Vice-Chancellor under this By-law:
   (a) may be given in writing or may be given orally;
   (b) is to be in force on the day or night, at the times, or for the period, specified by the Vice-Chancellor; and
   (c) unless the Council determines otherwise, is not be in force for a period exceeding 5 consecutive days.

3.10 Removal of vehicles
(1) An authorised person may remove, relocate to a place determined by the Vice-Chancellor or an authorised person, impound and keep a vehicle that:
   (a) is parked in breach of these By-laws;
   (b) is in a position that interferes with traffic or obstructs other vehicles, or is likely to interfere with traffic or obstruct other vehicles; or
   (c) appears to the authorised person to have been abandoned.
(2) An authorised person may take whatever action may be reasonably necessary or appropriate to gain entry to the vehicle, including by way of force, and to effect its removal, impounding and keeping.
(3) Where a vehicle is removed, impounded and kept under this By-law:
   (a) the owner of the vehicle must pay all costs and expenses incurred by the University in its removal, impounding and keeping;
   (b) the costs and expenses under paragraph (a) are to be a debt owed to the University that may be recovered in a court of competent jurisdiction;
   (c) the University may retain possession of the vehicle until the costs and expenses under paragraph (a), and any further costs and expenses payable as a result of recovery action under paragraph (b), have been paid; and
   (d) neither the University, nor any officer, employee or agent of the University, is to be liable to the owner of the vehicle, or to any other person, for any loss or damage that may be suffered in connection with the removal, impounding and keeping of the vehicle.

3.11 Power to sell or dispose
(1) The University may sell or otherwise dispose of a vehicle:
   (a) that appears to have been abandoned;
   (b) that is unregistered; or
   (c) the owner of which cannot be found.
(2) A vehicle must not be sold or disposed of under this By-law unless:
   (a) at least 30 days have elapsed since an authorised person first became aware that:
       (i) the vehicle appeared to have been abandoned;
       (ii) the vehicle appeared to have been unregistered; or
       (iii) the owner of the vehicle could not be found; and
   (b) the Vice-Chancellor is satisfied that reasonable enquiries have been made to attempt to locate and contact the owner of the vehicle to determine whether, in fact, the vehicle:
       (i) has been abandoned; or
       (ii) is unregistered.

c. PARKING AND TRAFFIC RESTRICTIONS.

3.12 Vehicle access
A person must not, without authority, drive, or bring on the University lands, a vehicle except on the established roadways or a parking area.

3.13 Careless or dangerous driving
A person must not drive a vehicle on University lands in a dangerous or careless manner or without all reasonable consideration for other persons and vehicles in the vicinity.

3.14 Speeding
A person must not drive a vehicle at a speed exceeding 40 kilometres per hour or such lower maximum speed as may be specified by a traffic sign.
3.15 Giving way
(1) A person driving a vehicle must give way to pedestrians at all times.
(2) A person who is about to drive or is driving a vehicle into or out of a parking area must give way to all other vehicles passing along a roadway.

3.16 Obeying directions of authorised person
A person driving or in charge of a vehicle must obey every signal, order or direction addressed to him or her by an authorised person in relation to the movement or control of traffic.

3.17 Obeying traffic signs
A person must comply with all directions relating to traffic shown on a traffic sign.

3.18 Other legislative requirements
(1) A person driving or in charge of a vehicle within the University lands must not do an act which, if done on a ‘road’ within the meaning of that term in the Road Traffic Act 1974, would be a breach of that Act.
(2) This By-law does not apply to any act that is a breach of the Road Traffic Act 1974.

3.19 Authorised parking
A person must not park a vehicle otherwise than in accordance with:
(a) these By-laws; and
(b) where required by a traffic sign, a valid parking permit, or a valid parking ticket.

3.20 Parking tickets
(1) A parking ticket is valid only for:
(a) the time; and
(b) the parking bay (if any) or parking area, marked or displayed on or by the parking ticket.
(2) Subject to By-law 3.21, a person may park a vehicle in a parking bay:
(a) in a parking area that is marked by a traffic sign as being for the use of visitors; and
(b) where indicated by a traffic sign, only in accordance with a valid parking ticket.
(3) A physical parking ticket must be displayed on or in the vehicle, as required by the physical parking ticket, or the relevant traffic sign.

3.21 Parking restrictions
A person must not, without authority:
(a) park a vehicle otherwise than in accordance with a traffic sign and these By-laws;
(b) park a vehicle other than wholly within the marked boundary of a parking bay in a parking area;
(c) park a vehicle in a position that:
  (i) interferes with traffic or obstructs other vehicles; or
  (ii) is likely to interfere with traffic or obstruct other vehicles;
(d) park a motor cycle, motor scooter or bicycle wholly or partly within a parking bay appropriate for the parking for a four-wheeled vehicle;
(e) park a bicycle other than in a bicycle rack;
(f) park a vehicle in a parking bay designated for use by a person with a disability, or
(g) park a vehicle otherwise than in a parking area.

PART 4 – OFFENCES AND PENALTIES
4.1 Offences
(1) A person who fails to comply with a By-law commits an offence and liable to a penalty not exceeding $500.
(2) A person who fails to comply with a By-law may also:
(a) be liable to pay compensation for any damage done by him or her to University property; and
(b) be subject to disciplinary proceedings under Statute No.10 – Student Disciplinary Statute.

4.2 Court proceedings
Proceedings may be taken in any court of summary jurisdiction in accordance with the Magistrate’s Court Act 2004 in respect of any offence committed under these By-laws and any penalty imposed or compensation made payable may be recovered in a summary manner in accordance with that Act.

4.3 Proceedings by an authorised person
(1) Proceedings may be taken on behalf of the University by any authorised person in his or her own name or in the name of the University.
(2) A person taking proceedings is to be reimbursed out of the funds of the University for all costs, charges, expenses or damages which he or she may incur or become liable for by reason of taking the proceedings.

4.4 Deeming provisions
(1) If:
(a) a vehicle is driven or parked in breach of these By-laws; and
(b) the vehicle is the subject of a current parking permit, the holder of the parking permit is deemed to have been the driver or person in charge of the vehicle at the time of the breach, and to have committed the breach.
(2) If, in the circumstances described in By-law 4.4(1)(a), there is no current parking permit in respect of the vehicle, the owner of the vehicle is deemed to have been the driver or person in charge of the vehicle at the time of the breach, and to have committed the breach.
(3) It is a defence to a charge under this By-law that the vehicle was reported to the police or other relevant government agency as stolen or was being used unlawfully at the time of the breach.

(4) Nothing in this By-law is to prevent action being taken against any person who actually committed the breach, or to prevent that person from being punished accordingly, but if the person who actually committed the breach is so punished, no action may be taken under this By-law against any other person.

4.5 Infringement notices

(1) If an authorised person considers that there has been a breach of a By-law, the authorised person may issue an infringement notice, in a form approved by the Vice-Chancellor, that:

(a) is identified by a serial number;
(b) where the breach involves a vehicle, describes the vehicle by make and registration number;
(c) states that it is alleged that a breach of a By-law has been committed and in general terms describes the breach which it is alleged has been committed;
(d) states the modified penalty that is payable in respect of that breach; and
(e) states that the breach will be reported and that further action may be taken unless within the time and manner stated in the notice –

(i) the modified penalty is paid; or
(ii) within 7 days an explanation in writing addressed to the Vice-Chancellor is given for the breach, in which case further notice will be given either that the explanation is accepted or that the explanation is not accepted, and further action will be taken failing payment of the modified penalty indicated on the notice within 14 days after the date of the further notice.

(2) If the alleged breach involves a vehicle, the authorised person may affix the infringement notice to the vehicle or give it to the driver or the person apparently in charge of the vehicle.

(3) If the alleged breach does not involve a vehicle, the authorised person must give the infringement notice to the person who appears to have committed the breach.

(4) If an authorised person is unable to give an infringement notice under By-law 4.5(2) or (3), the authorised person may:

(a) where the breach involves a vehicle, give the infringement notice by posting it to the holder of the parking permit (if any) issued with respect to the vehicle, or to the owner of the vehicle at his or her last known place of abode; or

(b) in any other case, give the infringement notice by posting it to the person who appears to have committed the breach at his or her last known place of abode.

(5) An infringement notice may also be given to a person in any of the ways provided for by sections 75 and 76 of the Interpretation Act 1984.

(6) If the person to whom an infringement notice under this By-law is given, gives a written explanation to the Vice-Chancellor in accordance with the terms of the notice, the Vice-Chancellor may:

(a) accept the explanation or not accept it; and

(b) if not accepted, give the person a further notice stating that further action may be taken if the modified penalty indicated on the notice is not paid within 14 days after the date of the further notice.

4.6 Modified penalties

(1) A person who does not contest an allegation that he or she has committed a breach of these By-laws may pay to an authorised person within the time specified by a notice given under By-law 4.5, the modified penalty for that breach.

(2) The production of an acknowledgement from an authorised person of the payment of the modified penalty is a defence to a charge of the breach in respect of which the modified penalty is paid.

(3) If it appears to an authorised person that an alleged breach of these By-laws cannot be adequately punished by the payment of the modified penalty, the authorised person may refuse to accept payment of the modified penalty and may take proceedings against the alleged offender in a court of competent jurisdiction.

MODIFIED PENALTIES

<table>
<thead>
<tr>
<th>Item no.</th>
<th>By-law breach</th>
<th>Modified Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A breach of By-law 2.4 or 3.5.</td>
<td>$200.00</td>
</tr>
<tr>
<td>2.</td>
<td>A breach of By-law 3.2(2), 3.2(5), 3.12, 3.17, 3.19, 3.20(3), 3.21(b), 3.21(d) or 3.21(g); or exceeding the speed limit by less than 10km/h in breach of By-law 3.14.</td>
<td>$100.00</td>
</tr>
<tr>
<td>3.</td>
<td>Exceeding the speed limit by at least 10 km/h but less than 20km/h in breach of By-law 3.14.</td>
<td>$75.00</td>
</tr>
<tr>
<td>4.</td>
<td>A breach of By-law 3.2(2), 3.2(5), 3.12, 3.17, 3.19, 3.20(3), 3.21(b), 3.21(d) or 3.21(g); or exceeding the speed limit by less than 10 km/h in breach of by-law 3.14; or a breach of any other By-law not specified in this Schedule.</td>
<td>$45.00</td>
</tr>
<tr>
<td>5.</td>
<td>A breach of By-law 3.21(e).</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
Established -
C 2/75 (19/2/75) –
Land and Traffic By-Laws (noted resolution of the Emergency Committee meeting held on 30/1/75 to approve the Land and Traffic By-Laws). Gazetted 7/3/75, with an erratum 14/3/75.
C 200/74 (20/11/74) – approved in principle, the draft Land and Traffic By-Laws – no document reference (as amended per the resolution).

Established -
C 33/70 (15/4/70) –
University Traffic By-Laws Appendix to Legal and General Purposes Committee minutes.
Gazetted 3/7/70.

Established -
I/C 59/69 (19/3/69) –

Curtin University.
2013 CALENDAR

January

February

March

April

May

June

July

August

September

October

November

December

IMPORTANT HOUSING / RESIDENCE DATES FOR 2013

1ST SEMESTER
- 18th February 2013 - Start of Residential Licence Agreement period.
- 29th March 2013 - Housing Refund Policy.
- 24th May 2013 - Payment due for second period Residential Licence Agreement fees.
- 7th July 2013 - End of Residential Licence Agreement period.
- 8th July 2013 - Residents concluding one period agreement must depart by 10am.

2ND SEMESTER
- 8th July 2013 - Start of second Residential Licence Agreement period (only for two period Agreements).
- 22nd July 2013 - Start of Residential Licence Agreement period (only for one period Agreements).
- 30th August 2013 - Housing Refund Policy, 2nd Semester University Census Date.
- 16th September 2013 - Applications Open for Returning to Residence in 2014.
- 11th October 2013 - Offers for Returning to Residence sent (including unsuccessful applications).
- 8th December 2013 - End of Residential Licence Agreement period.
- 9th December 2013 - Residents concluding agreements must depart by 10am (unless approved for summer accommodation 2013/14).

STUDY PERIOD DATES

BENTLEY CAMPUS
Orientation week 25 February – 1 March
WASM Kalgoorlie orientation 27 February – 1 March

First semester starts 4 March
Due date for payment of first semester student fees* 8 March
Last day for addition of first semester units 8 March
Census date (last day for withdrawal from units without HECS-HELP/FEE-HELP liability) 29 March
Tuition-free week (including Easter) 1–5 April
Curtin staff may request teaching evaluations 15 April – 3 May (eVALUate)
Tuition-free week 22–26 April
Anzac Day public holiday 25 April
Final date for withdrawal from units (with penalty) 17 May
eVALUate open for student feedback 20 May – 30 June
Study week 10–14 June
First semester examinations 17–28 June
Results release 17 July
eVALUate online reports available 17 July
Semester break 1–26 July
Orientation week 29 July – 2 August
WASM Kalgoorlie orientation 31 July – 2 August

Second semester starts 5 August
Due date for payment of second semester student fees* 9 August
Last day for addition of second semester units 9 August
Census date (last day for withdrawal from units without HECS-HELP/FEE-HELP liability) 30 August

Note: Residential Licence Agreement periods.
Two Period Residential Licence Agreement (42 weeks in total = 20 weeks first period + 22 weeks second period).
One Period Residential Licence Agreement (20 week period).

Note: This is an optional study period. Not all students will have classes during this study period.

LEGEND
- University public holidays
- Non-Curtin public holidays
- Orientation week (Bentley)
- Orientation (WASM Kalgoorlie)
- Study week
- Tuition-free week
- Semester examination period
- Semester break
- Curtin Open Day

Dates are subject to change as required.
## ON CAMPUS RESIDENCES INTERNAL TELEPHONE NUMBER EXTENSIONS

### ERICA UNDERWOOD HOUSE
Contact: 1316

| Flat 1  | 9601 |
| Flat 2  | 9602 |
| Flat 3  | 9603 |
| Flat 4  | 9604 |
| Flat 5  | 9605 |
| Flat 6  | 9606 |
| Flat 7  | 9607 |
| Flat 8  | 9608 |
| Flat 9  | 9609 |
| Flat 10 | 9610 |
| Flat 11 | 9611 |
| Flat 12 | 9612 |
| Flat 13 | 9613 |
| Flat 14 | 9614 |
| Flat 15 | 9615 |
| Flat 16 | 9616 |
| Flat 17 | 9617 |
| Flat 18 | 9618 |
| Flat 19 | 9619 |
| Flat 20 | 9620 |
| Flat 21 | 9621 |
| Flat 22 | 9622 |
| Flat 23 | 9623 |
| Flat 24 | 9624 |
| Flat 25 | 9625 |
| Flat 26 | 9626 |
| Flat 27 | 9627 |
| Flat 28 | 9628 |
| Flat 29 | 9629 |
| Flat 30 | 9630 |
| Flat 31 | 9631 |
| Flat 32 | 9632 |
| Flat 33 | 9633 |

### Flat 34
- 9634

### Flat 35
- 9635

### Flat 36
- 9636

### Flat 37
- 9637

### Flat 38
- 9638

### Flat 39
- 9639

### Flat 40
- 9640

### Flat 41
- 9641

### Flat 42
- 9642

### Flat 43
- 9643

### Flat 44
- 9644

### Flat 45
- 9645

### Flat 46
- 9646

### Flat 47
- 9647

### Flat 48
- 9648

### Flat 49
- 9649

### Flat 50
- 9650

### Flat 51
- 9651

### Flat 52
- 9652

### Flat 53
- 9653

### Flat 54
- 9654

### KURRAJONG VILLAGE
Contact: 4647

### Rotary International House

| Flat 1  | 9501 |
| Flat 2  | 9502 |
| Flat 3  | 9503 |
| Flat 4  | 9504 |
| Flat 5  | 9505 |
| Flat 6  | 9506 |
| Flat 7  | 9507 |
| Flat 8  | 9508 |
| Flat 9  | 9509 |
| Flat 10 | 9510 |
| Flat 11 | 9511 |

### Flat 12
- 9512

### Flat 13
- 9513

### Flat 14
- 9514

### Flat 15
- 9515

### Flat 16
- 9516

### Flat 17
- 9517

### George James House

| Flat 18 | 9518 |
| Flat 19 | 9519 |
| Flat 20 | 9520 |
| Flat 21 | 9521 |
| Flat 22 | 9522 |
| Flat 23 | 9523 |
| Flat 24 | 9524 |
| Flat 25 | 9525 |
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| Flat 27 | 9527 |
| Flat 28 | 9528 |
| Flat 29 | 9529 |
| Flat 30 | 9530 |
| Flat 31 | 9531 |
| Flat 32 | 9532 |
| Flat 33 | 9533 |
| Flat 34 | 9534 |
| Flat 35 | 9535 |
| Flat 36 | 9536 |
| Flat 37 | 9537 |
| Flat 38 | 9538 |
| Flat 39 | 9539 |
| Flat 40 | 9540 |

### Don Watts

| Flat 41 | 9541 |
| Flat 42 | 9542 |
| Flat 43 | 9543 |

### Studio 43A
- 9563

### Flat 44
- 9544

### Studio 44A
- 9545

### Flat 45
- 9546

### Studio 45A
- 9547

### Flat 46
- 9548

### Studio 46A
- 9549

### Flat 47
- 9550

### Studio 47A
- 9551

### Flat 48
- 9552

### Studio 48A
- 9553

### Flat 49
- 9554

### Studio 49A
- 9555

### Flat 50
- 9556

### Studio 50A
- 9557

### Japan House
Common Room: 9599

### VICKERY HOUSE
Contact: 1126

| Unit 1  | 9401 |
| Unit 2  | 9402 |
| Unit 3  | 9403 |
| Unit 4  | 9404 |
| Unit 5  | 9405 |
| Unit 6  | 9406 |
| Unit 7  | 9407 |
| Unit 8  | 9408 |
| Unit 9  | 9409 |
| Unit 10 | 9410 |
| Unit 11 | 9411 |
| Unit 12 | 9412 |
| Unit 13 | 9413 |
| Unit 14 | 9414 |
| Unit 15 | 9415 |
| Unit 16 | 9416 |
| Unit 17 | 9417 |

### Unit 18
- 9418

### Unit 19
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### Unit 20
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### Unit 35
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### Unit 37
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### Unit 38
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### Unit 39
- 9439

### Unit 40
- 9440

### Unit 41
- 9441

### Unit 42
- 9442

### GUILD HOUSE
Contact: 9393

#### Jackson Road

| Flat 1  | 9301 |
| Flat 2  | 9302 |
| Flat 3  | 9303 |
| Flat 4  | 9304 |
| Flat 5  | 9305 |
| Flat 6  | 9306 |
| Flat 7  | 9307 |
| Flat 8  | 9308 |
| Flat 9  | 9309 |
| Flat 10 | 9310 |
| Flat 11 | 9311 |
| Flat 12 | 9312 |
| Flat 13 | 9313 |
| Flat 14 | 9314 |
| Flat 15 | 9315 |
| Flat 16 | 9316 |
| Flat 17 | 9317 |
| Flat 18 | 9318 |
| Flat 19 | 9319 |
| Flat 20 | Office |
| Flat 21 | 9321 |
| Flat 22 | 9322 |
| Flat 23 | 9323 |
| Flat 24 | 9324 |

### Kent Street

| Flat 25 | 9325 |
| Flat 26 | 9326 |
| Flat 27 | 9327 |
| Flat 28 | 9328 |
| Flat 29 | 9329 |
| Flat 30 | 9330 |
| Flat 31 | 9331 |
| Flat 32 | 9332 |
| Flat 33 | 9333 |
| Flat 34 | 9334 |
| Flat 35 | 9335 |
| Flat 36 | 9336 |

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Please add the prefix 9266 if calling from an external telephone.
CHECK OUT / DEPARTURE PROCEDURE

ADVICE OF DEPARTURE TO THE OFFICE
Residents must depart no later than 10am of the final day of their Residential Licence Agreement. All residents are required to come to the Residence Office and make an appointment for their final inspection at least two weeks prior to departure. Failure to notify us of your departure date and book an inspection time may be deemed as continued occupancy and additional fee will be incurred at the short stay rate. (2012 short stay rate was $60 per night).

INSPECTIONS ON DEPARTURE
You will need to ensure that your flat and room are thoroughly cleaned and ready for inspection prior to your departure. This hopefully will be done with the co-operation of your housemates. If this co-operation is not forthcoming, it remains the responsibility of each person leaving to ensure the flat is clean. If you fail to clean the entire flat/unit, and/or your bedroom, a deficient cleaning charge will be incurred and a sanction will be placed on your student record until the charge is paid.

DEPARTURES OUTSIDE OF OFFICE HOURS
If you will be leaving outside of Office hours (8:30am – 4:30pm Monday - Friday), you are still required to notify the Office of your intended departure date. You will need to provide us with your forwarding address. Upon your departure, you should leave your Residence keys in the top drawer of your desk and ensure that the door is locked behind you. Card access rooms will automatically lock on departure and your access will be disabled. Please ensure that you return any keys or temporary access cards prior to your departure as a charge will be incurred if they are not returned. We will inspect your room and flat/unit the following working day.

EXAM RESULTS (SANCTIONS)
Any student who has outstanding debts will have an academic sanction placed on their account. (Refer to section Residential Information A-Z, Sanctions for unpaid fees)

STANDARD FOR CLEANING
Please ensure that all areas, bathroom, toilet, kitchen and lounge/dining are cleaned thoroughly. Stove, refrigerator, freezer, sink and floors should be thoroughly cleaned as well as your own bedroom. Remove all luggage/bags or boxes from the flat/unit and bedroom so floors and carpets can be inspected.

DEFICIENT CLEANING CHARGES
Deficient cleaning is determined by an inspection (whether scheduled, immediate or on departure) of the flat/unit and bedroom by an authorised member of the Residence Management Team. The resident/s responsible will be provided with an opportunity to rectify the deficient cleaning to the satisfaction of the authorised member of the Residence Management Team.

Failure to undertake the cleaning or where the cleaning is not satisfactorily rectified the authorised member of the Residence Management Team has the right to require additional professional cleaning be undertaken. A charge will be incurred by the resident/s responsible if additional professional cleaning is required.

DISPOSING OF UNWANTED ITEMS
Any unwanted items (bedding, cooking equipment, clothing etc) can be left with the Residence Office for donation to a charitable organisation. Do not leave anything in your flat/unit or bedroom as it will be treated as abandon property and you may be charged for its removal/disposal. All residents are reminded that they are not permitted to store or provide storage in the Flat/Unit or Bedroom for returning or non residents.

CHANGE OF ADDRESS
If you are not returning to the same residence the following semester, please ensure that you notify your change of address to anyone who may be sending you mail. We will not redirect mail after you have departed. All unclaimed mail will be returned to sender. You may like to apply to Australia Post to hold your mail until you return to Perth as redirections are not available for student accommodation visit http://movingservices.com.au/manage_your_mail/hold/
ON CAMPUS ACCOMMODATION FACILITIES / BENTLEY CAMPUS MAP

LEGEND
Pedestrian Pathway
Reserved Parking
Staff Parking
All Day Parking
4 Hours Maximum Parking
Visitor Parking (Metered)
Courtesy Bay Parking
ACROD Parking
Taxi Stand
Motorcycle Parking
Student Central
Information / Detailed Map
Campus Assistance Call Point
Food and Drink
ATM / Bank
Medical Facilities
Secure Bike Area
Australia Post Pillar Mail Box

Kurrajong Village F 23
Erica Underwood House E 21
Vickery House P 20
Guild House E 16
# Campus Courtesy Bus 2013 Timetable (During Semester)

<table>
<thead>
<tr>
<th></th>
<th>Location</th>
<th>5:30 PM</th>
<th>6:30 PM</th>
<th>7:30 PM</th>
<th>8:30 PM</th>
<th>9:30 PM</th>
<th>10:30 PM</th>
<th>11:30 PM</th>
<th>12:30 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Building 105</td>
<td>5:30 PM</td>
<td>6:30 PM</td>
<td>7:30 PM</td>
<td>8:30 PM</td>
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<td>10:30 PM</td>
<td>11:30 PM</td>
<td>12:30 AM</td>
</tr>
<tr>
<td>2</td>
<td>Busport</td>
<td>5:34 PM</td>
<td>6:34 PM</td>
<td>7:34 PM</td>
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<td>9:34 PM</td>
<td>10:34 PM</td>
<td>11:34 PM</td>
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<tr>
<td>3</td>
<td>Carpark 18 - Vickery House</td>
<td>5:36 PM</td>
<td>6:36 PM</td>
<td>7:36 PM</td>
<td>8:36 PM</td>
<td>9:36 PM</td>
<td>10:36 PM</td>
<td>11:36 PM</td>
<td>12:36 AM</td>
</tr>
<tr>
<td>5</td>
<td>Erica House Front</td>
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<td>6:45 PM</td>
<td>7:45 PM</td>
<td>8:45 PM</td>
<td>9:45 PM</td>
<td>10:45 PM</td>
<td>11:45 PM</td>
<td>12:45 AM</td>
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<tr>
<td>7</td>
<td>408 Round-a-bout</td>
<td>5:52 PM</td>
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<td>7:52 PM</td>
<td>8:52 PM</td>
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<td>12:52 AM</td>
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<tr>
<td>9</td>
<td>Rob Riley Walk</td>
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<td>7:57 PM</td>
<td>8:57 PM</td>
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<td>12:57 AM</td>
</tr>
<tr>
<td>11</td>
<td>Kurrajong Village</td>
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<td>7:01 PM</td>
<td>8:01 PM</td>
<td>9:01 PM</td>
<td>10:01 PM</td>
<td>11:01 PM</td>
<td>12:01 AM</td>
<td>1:01 AM</td>
</tr>
<tr>
<td>12</td>
<td>Erica House Front</td>
<td>6:05 PM</td>
<td>7:05 PM</td>
<td>8:05 PM</td>
<td>9:05 PM</td>
<td>10:05 PM</td>
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<td>12:05 AM</td>
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<tr>
<td>13</td>
<td>Guild House</td>
<td>6:08 PM</td>
<td>7:08 PM</td>
<td>8:08 PM</td>
<td>9:08 PM</td>
<td>10:08 PM</td>
<td>11:08 PM</td>
<td>12:08 AM</td>
<td>1:08 AM</td>
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</tbody>
</table>
CONTACT
Housing Services
Building 103
Curtin University
Street: Kent Street, Bentley WA 6102
Postal: GPO Box U1987, Perth WA 6845

Tel: National (08) 9266 4430
     International +61 8 9266 4430
Fax: National (08) 9266 7455
     International +61 8 9266 7455
Email: housing@curtin.edu.au

housing.curtin.edu.au