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LIVING IN RESIDENCE
AT CURTIN, BENTLEY
CAMPUS

HOUSING SERVICES ADMINISTS 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
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 a minimum of twenty (20) or forty (40) weeks 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.
UNACCEPTABLE BEHAVIOURS OF STUDENTS LIVING IN RESIDENCE

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)

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 beinginstigated.
RESIDENTIAL INFORMATION: A TO Z

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 131 4444 or 5 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 9222 1111.

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 AND USE OR POSSESSION OF ILLEGAL SUBSTANCES
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 any person under the age of eighteen years.
– 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.

Anyone found in possession of, or using illegal substances will be dealt with by the relevant authorities. Termination of the Residential Licence Agreement will result from the use or possession of illegal drugs.

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.

CANDLES / INCENSE
The burning of candles or incense 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 besides – flat/unit 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 clothlines 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.

The residents responsible will be provided with a reasonable 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 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 & 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.

**CURTIN WELLBEING HOTLINE & EMAIL**

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.

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

**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.
- 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 $15.00 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.
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 and cigarette butts 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 result 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.

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.

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.

KEYS / ACCESS CARDS
Lost keys/access cards must be reported to the Residence Staff immediately. If lost after hours Curtin Security should be contacted – 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 their 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 cause 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 Health Service Information within this handbook. After hours medical assistance may also be sought from Curtin Security by dialling 4444 or 5 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 AccessPlus. Please contact your Residence Office for information on charges, or you can email; info@accessplus.com.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.

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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 AccessPlus. Please contact your Residence Office for information on charges, or you can email; info@accessplus.com.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.

A total no 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.

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 ARE PROHIBITED
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.

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.

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 of 6).

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

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

SANCTIONS 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. 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

SMOKING
Smoking is prohibited in all Curtin University buildings, near doorways, entrance areas, windows, air conditioning ducts and vents. This includes all areas of student accommodation. All residents of flats/units with adjoining garden beds will be required to keep the area clean and clear of cigarette butts at all times. http://edusafe.edu.au/curtin/smoking.html

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. Most residences provide the facility to connect personal telephones within the bedrooms. See your residence office for further information. Please contact a service provider of your choice. Charges apply.

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. 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

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.

Wellbeing hotline and email
Toll free: 1800 244 043
Email: studentwellbeing@curtin.edu.au
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.
- 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.

For example, it’s OK to do the following:

- RECORD a television or radio broadcast to watch or listen to at a more convenient time (Time shifting).
- COPY certain types of material that you own into a different format – e.g., scan a hardcopy book, magazine article or photograph into an electronic format (Format shifting).
- COPY a sound recording that you own, such as a CD, solely for private and domestic use – e.g., rip a CD to an ipod.
- COPY reasonable amount of material for purpose of research or study, criticism or review. Allowed under Fair Dealing provisions – usually just a single copy, for your own use or for inclusion in an assignment. Multiple copies might be permissible if your purpose is “criticism or review” – e.g., if you’re making a presentation which involves commenting on the work and you need to provide a copy to all the students in your tutorial group.

Short quotations or assorted images

- INCLUDE brief quotations or one or two images (including graphs, diagrams, illustrations, etc.) from another publication, provided that you acknowledge the source.

Copying from Internet

- COPY and COMMUNICATE material from Internet sites, provided this is allowed under any Conditions of Use or Agreement posted on the site. If no conditions specified, normal limits apply as for “Fair Dealing” above (e.g., 10% of words or one chapter). Where no explicit or implied permission is granted, you’ll need to obtain written permission from the organisation controlling the website.

Electronic products and resources

- COPY and COMMUNICATE material obtained from an electronic resource or database (e.g., CD-ROM, DVD, e-journal, e-book, electronic database), but only if this is permitted under the terms and conditions of the contract or licence agreement under which the item was obtained. You may need to check with the Library what conditions apply. Make sure you abide by any conditions imposed. If no permission is granted in the conditions of use/licence agreement, you’ll need to obtain written permission from the publisher or distributor.

Sound recordings / music

- PLAY a commercially produced CD or cassette in class to fellow Curtin students as part of a presentation.
- PLAY or PERFORM music at an official University event (such as a Graduation Ceremony or art exhibition opening) provided that no entry fee charged.
- MAKE AN AUDIO OR VIDEO RECORDING of music played at an official University event, but only for your own use.
- INCLUDE EXCERPTS OF RECORDED MUSIC IN A FILM OR VIDEO WORK that is submitted for assessment at Curtin. However, if you want to show the film/video outside Curtin (e.g., at a film festival or public screening) you’ll need to get permission from the copyright owners of the music. In all these instances you must only use recorded music that has been acquired legitimately – it’s illegal to use music that has been obtained from a pirate CD/DVD, or from an illegitimate peer-to-peer Internet site.

Artworks

- COPY and COMMUNICATE a limited number of incidental images or diagrams from text books, where these illustrate or explain text that is also being copied. If you want to copy numerous images of artistic/graphic works from the same printed source, or artistic/graphic works not accompanied by printed text, you should seek permission from the publisher or copyright holder.
- COPY and COMMUNICATE assorted images or diagrams from electronic sources, as long as this is permitted by conditions of use or licence/ contractual agreement.

Copyright Lapsed

- COPY and COMMUNICATE any material where copyright has expired (normally life of author/creator plus 70 years). No limits on amount that can be copied.

“Curtin-owned” material

- COPY and COMMUNICATE any material in which Curtin owns the copyright (except Confidential papers, etc.). No limits on amount that can be copied, but it’s courteous to acknowledge the source. Make sure that Curtin is actually the copyright owner – the copyright may be held by an individual academic staff member or may have been assigned to an external party (such as a publisher).

Copying with Permission

- COPY and COMMUNICATE any material in your publication or thesis with permission from copyright owner. Get permission in writing (an email is usually acceptable), comply with any conditions imposed, and keep a copy of the correspondence received in case any questions are raised later. In your publication or thesis refer to the fact that permission has been granted to use the material in question.

However, you mustn’t make copies of any infringing material (such as a pirate DVD or unauthorised digital download) and you mustn’t sell or distribute copies to other people.

For your personal RESEARCH or STUDY at Curtin you’re also allowed to copy certain types of material, but strict limits apply – e.g., 10% or one chapter of a book, one article from a journal, a small amount of audio-visual or graphic material. Normally you can only make a single copy for your own use.

Material which doesn’t support the educational purposes of the University cannot be downloaded, copied or communicated using personal or University equipment or computer networks in Student Housing or in the University.

The following are prohibited:

- COPY or COMMUNICATE pre-recorded commercial CDs, videos or DVDs (except limited extracts only, for personal research/study or criticism or review, as permitted under “Fair Dealing”)
- COPY or COMMUNICATE material (e.g., from Internet or electronic journal/ database) in violation of licence/ contractual conditions or agreement
- PLAY or PERFORM copyright music in commercial premises located within the University (including those run by the Guild); or at University events where an entry fee is charged (you’ll need to obtain a separate licence for these uses)
- COPY or COMMUNICATE material that hasn’t been made available to the public (e.g., private letters, manuscripts, company reports and documents, questionnaires, etc.). If you want to include such material in your publication or thesis you’ll need to get written permission from the owner.
- DOWNLOAD, COPY or SHARE any software outside the terms of the licence agreement.
- DOWNLOAD, STORE or SHARE copyright-infringing material (such as music or movie files) via the Internet or email, using Curtin computer facilities
- COPY, STORE or FORWARD any music made available in teaching materials supplied via a Curtin Intranet system (such as WebCT or Blackboard)
- COPY or COMMUNICATE teaching materials for use by people who aren’t students or staff at Curtin (or another Australian university).

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

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 & Copyright Officer, Legal & Compliance, Vice Chancellory.
APPROPRIATE USE OF CURTIN INFORMATION AND COMMUNICATION TECHNOLOGY FACILITIES

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

SCHEDULE A - APPROPRIATE USE OF UNIVERSITY ICT FACILITIES AND SERVICES

A person using Curtin ICT facilities and services is responsible for ensuring that they comply with University ICT policies.

Appropriate use of Curtin ICT facilities and services includes but is not limited to:

(a) You shall use University ICT facilities and services in a manner which is ethical, lawful and not to the detriment of others.

(b) You shall use only those University ICT facilities and services you have been authorised to use.

(c) You shall only access ICT facilities and services on sites outside Curtin with the owner’s permission and in a manner consistent with the owner’s conditions of use.

(d) You shall actively defend your access to the University’s ICT facilities and services from unauthorised use by others, including complying with the Password Policy (by keeping your password secret).

(e) When using University ICT facilities and services you shall produce your Curtin ID card if requested to do so by an authorised member of staff.

(f) You shall abide by instructions given by the Chief Information Officer or by their delegate. Such instructions may be issued by notice displayed in the vicinity of ICT facilities, by letter, by electronic communication, in person or otherwise.

(g) When you cease to be an enrolled student, a University Associate, or an employee of the University, your access to University ICT services and facilities will be terminated without notice. You are responsible for personal information you have stored on University ICT services and facilities and must make arrangements for its retention and/or removal as appropriate prior to leaving the University. Note that University records may only be disposed of in accordance with the University Recordkeeping Policy.

(h) You may use University facilities and services for incidental personal use (e.g. occasional emails and web browsing during work breaks) provided that such use does not interfere with University business operations, does not breach any Federal legislation, State legislation or University policy or an ICT vendor’s conditions of use or licence agreement. Some examples of interference with University business operations include: disrupting ICT facilities or services; burdening the University with significant costs; or impeding one’s work or other obligations to the University.

What not to do...

(i) You shall not obstruct others in use of a Curtin ICT facility or service to achieve the functions and objectives of the University.

(j) You shall not use any account that has been created for another user without authorisation, nor shall you attempt to find out the password of another user, access or alter information, services, usernames, or passwords without authorisation.

(k) You shall not attempt to subvert security measures in any way, nor use a false identity when using ICT facilities and services.

(l) Without the explicit authorisation of the Chief Information Officer, you shall not possess any tools nor undertake any activities on Curtin ICT facilities or services that could result or assist in the violation of any Curtin policy, software licence or contract. Examples of these prohibited tools include viruses, Trojan horses, worms, password breakers, network packet observers or sniffers. Examples of prohibited activities include creating ping floods; spoofing packets; performing denial-of-service attacks; forging routing information for malicious purposes; scanning for vulnerabilities; or other computer hacking techniques.

(m) You shall not attempt to adversely interfere with the operation of any of the University’s ICT facilities and services. For the purposes of this document, interfering includes willful physical damage, willful destruction of information, willful interruption of normal operations, and accessing restricted areas without the permission of the Chief Information Officer.

(n) You shall not willfully waste ICT resources. For example, wasting network bandwidth by downloading or sending large amounts of material that is neither work-related nor study-related.

(o) You shall not use the University's ICT facilities and services to send obscene, offensive, bogus, harassing or illegal messages.

(p) You shall not use the University’s ICT facilities and services for commercial purposes nor publish or circulate information about other organisations via the University’s ICT facilities and services, except where these activities clearly support the business or purpose of the University.

(q) You shall not use the University’s ICT facilities and services in a way that breaches any University policy, such as the University Copyright policy.

(r) You shall not intentionally create, view, transmit, distribute, copy or store pornography or objectionable material via University ICT facilities and services unless it can be clearly demonstrated that it is required for teaching, learning, or research purposes.

(s) You shall not intentionally create, view, transmit, distribute, copy or store any information, data or material that violates Federal legislation or State legislation. For example, you shall not view, store, send, or give access to material regarded as objectionable by the WA Classification (Publications, Films and Computer Games) Enforcement Act 1996 No. 40 (e.g. sexually explicit material involving children, incitement to violence, torture, and bestiality). You shall also not give a person under the age of eighteen years of age access to material regarded as restricted by the WA Classification (Publications, Films and Computer Games) Enforcement Act 1996 No. 40 (e.g. matters of sex, drug misuse or addiction, crime, cruelty, and violence).

(t) You shall not attempt to conceal or erase the evidence of a breach of University ICT policy.
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 131 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.

- 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/campusinfo/security.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.
- 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.
REPRESENTATIVE LOCAL PLACES OF WORSHIP AND FAITH COMMUNITIES

BAHÁ'Í FAITH
Bahá'í Centre of Learning
453 Marmion Street (Cnr Marmion St & North Lake Rd)
Myaree WA 6154
Phone: (08) 9330 6999
http://www.perth.wa.bahai.org.au/

BUDDHIST
Buddhist Meditation Teaching Session
1pm Wednesdays
Prayer Room, Building 109, Bentley Campus
Buddhist Hayagriva Buddhist Centre
64 Banksia Terrace
Kensington WA 6151
Phone: (08) 9367 4817
Email: welcome@hayagriva.org.au

Dharmapala Buddhist Centre
160 High Street
Fremantle WA 6160
Phone: (08) 9430 7877

CHRISTIAN
Anglican: St Martin in the Fields Anglican Church
Dyson Street, Kensington
Phone: (08) 9367 1918
http://www.perth.anglican.org/

Baptist: South Perth Baptist Church
2 Lawler St
South Perth WA 6151
Phone: (08) 9368 1479
Email: pastor@southperthbaptist.org
http://www.southperthbaptist.org/

Charismatic Evangelical: Zion Praise Harvest
10am Sundays
Elizabeth Jolley Lecture Theatre, Bentley Campus
http://www.zion.org.au/

Church of Christ: South Perth Church of Christ
Corner Murray Street & McNabb Loop, Como,
Western Australia 6151
Phone: +61 8 9313 1600
Email: info@spcc.org.au

Independent Evangelical: Curtin Community Church
10am Sundays
Building 405, Haydn Williams Lecture Theatre,
Bentley Campus
http://www.curtincommunitychurch.org.au/

Jehovah’s Witness: Waterford Congregation
211 Kent Street
Karawara WA 6152
Phone: (08) 9313 1574

Lutheran: St Luke Lutheran Church
30 Nicol Road
Parkwood WA 6147
Phone: (08) 9354 2022
Email: stlukes.parkwood.wa@lca.org.au

Orthodox: Coptic Orthodox Church
St Mary & Archangel Michael Church
318 Shepperton Road
East Victoria Park WA 6101
Phone: (08) 9470 5715
Parish Residence: (08) 9456 2557
Mobile Service: 0411 609 529

Pentecostal: Riverview Church
1 Thorogood St, Burswood, WA 6100
Phone: (08) 9416 0000

Roman Catholic: Curtin Catholic Association
Sunday Mass
11am Sundays
Building 201 Room 322, Bentley Campus
http://www.perthcatholic.org.au/

Salvation Army: Bentley Salvation Army Corps
Dumond Street
Bentley WA 6102
Phone: (08) 9458 1855
Residence: (08) 9458 8168
Email: CorpsBentley@aus.salvationarmy.org

Seventh-day Adventist: ACTS Church
11am Saturdays Sabbath Worship Service
Davis Theatre 302/002, Bentley Campus
http://actschurch.adventistconnect.org/

Uniting Church: Star Street Uniting Church
85-89 Edwards Street
Perth WA 6843
Phone: (08) 9260 9800
Email: wasynod@wa.uca.org.au
HINDU
Hindu Temple of WA
269 Warton Road
Canning Vale WA 6155
Phone: (08) 9455 2097
Email: emailus@hindu.org.au

ISLAMIC
Muslim Musallah
Building 510, Bentley Campus
http://www.curtinmsa.org/

JEWISH
Chabad of Western Australia
396 Alexander Drive
Dianella WA 6059
Phone: (08) 9375 3770
Email: info@chabadwa.org
http://www.chabadwa.org/

Perth Hebrew Congregation
Cnr Freedman Rd & Plantation Street
Menora WA 6050
Phone: (08) 9271 0539
http://www.theperthshule.asn.au/

Temple David Congregation
34 Clifton Crescent
Mount Lawley WA 6050
Phone: (08) 9271 1485

SIKH
Sikh Temple: Gurdwara Sahib of Western Australia
Lot 123, Saddleback Grove (off Nicholson Road),
Canning Vale WA 6155

For more information about local places of worship and faith communities, refer to Curtin University’s Multi-Faith Services website
multifaith.curtin.edu.au
HEALTH SERVICES INFORMATION

CURTIN HEALTH SERVICE
http://healthservices.curtin.edu.au
Location: Building 109
Phone: 9266 7345
Hours: Mon – Fri 8:30am – 4:15pm (doctors)
       Mon – Fri 8:30am – 7:30pm (nurses)

UNIVERSITY COUNSELLING SERVICES
http://counselling.curtin.edu.au
Location: Building 109
Phone: 9266 7850
Hours: Mon – Thu 8am – 6pm
       Fri 8am – 4:30pm
       (Appointment Only)

DUTY COUNSELLOR
Hours: Mon Tue Thu 10am – 12noon & 2pm – 4pm
      Wed 10am – 12noon
      Fri 9am – 11am & 1pm – 3pm
      (No appointment necessary)

SOUTHERN MEDICAL CLINIC
Location: Douglas Ave & Canning Hwy
Phone: 9367 6211 or 9367 7944
Hours: Mon – Fri 8am – 6:45pm Appointment Only
       Sat 9am – 11:30am Appointment Only

SOUTHSIDE MEDICAL SERVICE
Location: 8 Oak Street, Cannington
Phone: 9451 3488
Hours: Mon Tue Thu Fri 9am – 5pm
       Wed 9am – 12:30pm
       24 Hour Emergency

ROYAL PERTH HOSPITAL
www.rph.wa.gov.au
Wellington Street, Perth
9224 2244

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

FREMANTLE HOSPITAL
www.fhhs.health.wa.gov.au
Alma Street, Fremantle
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.

Wellbeing hotline and email
Toll free: 1800 244 043
Email: studentwellbeing@curtin.edu.au
PART I – GENERAL PROVISIONS

1. These By-Laws are made under Section 20A of the Curtin University of Technology Act and may be cited as the “Curtin University of Technology Land and Traffic By-Laws” and shall come into force when approved by the Governor and published in the Gazette.

2. In these by-laws, unless the context otherwise requires -
   - “authorised person” means any member of the police force, or the Vice-Chancellor, or any member of the staff of the University authorised by the Vice-Chancellor in respect of the matters referred to in the provision of the by-laws in which the expression is used;
   - “authorised” means authorised by a permit or by an authorised person, and
   - “without authority” means without the authority of a permit, the Vice-Chancellor or an authorised person;
   - “Vice-Chancellor” includes a person to whom the Vice-Chancellor has delegated his powers under these by-laws in accordance with by-law 4;
   - “owner” in relation to a vehicle, means the owner for the purposes of the Road Traffic Act and includes the hirer of a vehicle.
   - “park” or “parking” includes leaving a vehicle standing or waiting, whether it is occupied or not;
   - “parking permit” means a permit to park a vehicle issued in accordance with these by-laws;
   - “permit” means a permit or ticket issued in accordance with these by-laws;
   - “traffic sign” means an authorised marking, notice or sign to regulate or guide traffic or the parking of vehicles or to prescribe maximum speed limits;
   - “University lands” means lands vested in or held by or under the Management and control of the University and includes all buildings and structures of any kind standing or being on any such land;
   - “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;
   - The Interpretation Statute of the University as from time to time in force,
   - “Vice-Chancellor” includes a person to whom the Vice-Chancellor has authorised any person to act under and for the purposes of these by-laws.

3. These by-laws shall apply -
   - (a) within the boundaries of the University lands, and to every part of the University lands;
   - (b) to every person who is at any time on the University lands;
   - (c) to every person who is at any time on the University lands which is not customarily open to entry by him or to which the Vice-Chancellor has forbidden entry.

4. The Vice-Chancellor may delegate any power or duty conferred or imposed on him by these by-laws in accordance with Section 14 (3) of the Act and authorise any person to act under and for the purposes of these by-laws.

5. (1) Every application for a permit under these by-laws shall be made to the Vice-Chancellor or an authorised person.
   - (2) The Vice-Chancellor may prescribe such categories of parking permit as he thinks fit.

A parking permit shall have effect as described in by-law 37.

6. (1) Every application for a permit under these by-laws shall be made to the Vice-Chancellor or an authorised person.
   - (2) The Vice-Chancellor may prescribe such categories of parking permit as he thinks fit.

A parking permit shall have effect as described in by-law 37.

7. No person shall enter or remain upon University lands without authority unless he 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 who holds a permit authorising him to enter or remain on University lands and who has observed all conditions of the permit;
   - (d) 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 a permit or by an authorised person of the University;
   - (e) a person who enters or remains on any part of the University lands which is not customarily open to entry by him or to which the Vice-Chancellor has forbidden entry.

8. No person shall -
   - (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 or in the vicinity of the University lands.

9. No person shall make, print or publish any indecent or obscene book or writing, or print, draw on, publish or distribute any indecent or obscene picture or representation of any kind.

10. No person shall without authority -
    - (a) post, paint or otherwise affix to any building, structure 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, draw, paint or deface any building structure 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.

11. No person shall bring or keep or cause to be brought or kept or consume intoxicating liquor on any part of the University lands, unless he holds a licence under the Liquor Act 1970 or he is otherwise permitted so to do under that Act or the premises are licenced premises for the purposes of that Act, or he holds a permit so to do.

12. No person shall -
    - (a) cut, break, deface, pick, injure, destroy or remove any tree, shrub, plant, flower, garden or lawn;
    - (b) damage, remove or interfere with any stake or label on or near any tree, shrub, plant, flower garden or lawn;
    - (c) walk on or cause damage to any bed containing or being prepared for shrubs or flowers;
    - (d) enter or remain in any pond, lake or ornamental water;
    - (e) enter an area which is temporarily enclosed and on or by which is a notice prohibiting entry; or
    - (f) damage, interfere with or move any part of the University lands or any fixed or moveable article on the University lands.
13. No person shall, without authority -
   (a) carry, or discharge a firearm;
   (b) set off or throw a firework;
   (c) set off a fire balloon;
   (d) kindle or make a fire except where fireplaces are provided; or
   (e) throw or discharge a stone or missile.

14. No person shall, without authority, disturb, frighten, shoot at or throw missiles at, or otherwise attempt to capture or kill any bird, fish or animal.

15. No person shall, 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.

16. The Council or a Committee or person authorised by the Council may declare that a part of the University lands be set apart for a purpose specified in the declaration, and that the parts so set apart may be used only for that purpose, by such persons at such times as are specified in the declaration. No person shall use a part of the University lands contrary to the terms of such a declaration.

17. No person shall, without authority, bring any animal on to the University lands.

18. No person shall, 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 16.

19. No person shall 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 shall be taken unless the alleged offender has received a prior warning and direction to cease being in breach of this by-law.

20. No child apparently under the age of fifteen years may enter or be taken into or allowed to remain on the University lands unless at all times in charge of an adult person.

21. No person shall do or engage in any act or behave in any manner that is declared by an authorised sign to be prohibited or not allowed.

22. No person shall obstruct -
   (a) any member of the police force or member of the staff of the University in the discharge of his duties; or
   (b) any person in the exercise or enjoyment by him of any lawful activity.

23. A person shall, if and when required to do so by an authorised person in discharge of his duty -
   (a) forthwith produce his permit, if any, or his student or staff identification card for inspection;
   (b) give his name and address; and
   (c) leave the University lands or such parts of the lands as may be specified by the authorised person.

24. An authorised person may remove from the University lands any person who is committing or has committed breach of any of these by-laws.

25. (1) The Vice-Chancellor may in any case and shall if so directed by the Council, notify in writing a person whose presence on the University lands is in the opinion of the Council or the Vice-Chancellor, detrimental to the welfare of the University, that he is forbidden to enter or remain on the University lands or any part thereof and after receipt of such notification notwithstanding any other provision of these by-laws, the person so notified shall not enter or remain, or attempt to enter or remain, on the University lands or part thereof, and if he should do so or attempt to do so, any authorised person may prevent him from entering upon or remove him from the University lands.

   (2) A person notified in writing by the Vice-Chancellor that he is forbidden to enter or remain upon the University lands or any part thereof may appeal to the Council against the notification but until the Council allows the appeal, the notification shall have full force and effect.

(3) The Vice-Chancellor may in writing direct that a specified part of the University lands be forthwith cleared and closed and that all persons then or thereafter in or on that part of the University lands (other than authorised persons) shall forthwith leave it and disperse. If any person fails to leave the specified part of the University lands as so directed he shall commit a breach of these by-laws.

PART III – TRAFFIC BY LAWS

26. No person shall without authority drive, or bring a vehicle on the University lands except on the established roadways or parking areas.

27. No person shall drive a vehicle on the University lands in a dangerous or careless manner or without all reasonable consideration for other persons and vehicles in the vicinity.

28. No person shall drive a vehicle at a speed exceeding 30 kilometres per hour or such lower maximum speed as may be specified by a traffic sign with respect to a particular area or stretch of roadway.

29. A person who is about to drive or is driving a vehicle into or out of a parking area shall give way to all other vehicles passing along a roadway.

30. A person driving or in charge of a vehicle shall obey every signal, order or direction addressed to him by an authorised person in relation to the movement or control of the breach of these By-laws and to have committed the breach. If no permit has been issued which is current, the owner of the vehicle shall be deemed to have been the driver or person in charge of the vehicle at the time of the alleged breach of these By-laws and to have committed the breach.

31. A person driving a vehicle shall comply with all directions relating to traffic shown on traffic signs.

32. No person driving or in charge of a vehicle on a roadway shall commit or do any act which would be a breach of any Act or Regulation of the State of Western Australia if such roadway were a “road” for the purposes of the Road Traffic Act, 1975.

33. The Council or any Committee or person authorised by it may set apart any place or places as a parking area for vehicles, and may by a traffic sign displayed on or near a parking area specify the hours during which it may be used for parking, the kinds of vehicles that may be parked there, the persons who are entitled to use it, the length of time a vehicle is permitted to be parked there, or otherwise regulate its use.

34. An authorised officer may by an authorised sign placed on or near a parking bay in a parking area reserve that parking bay for a specific purpose or specified person or class of persons.

35. A parking permit shall be in the form of a coloured transfer signed by the Vice-Chancellor or an authorised person, and unless the permit is varied, suspended or revoked, it shall be current until the date of expiry specified in the permit.

36. The holder of a parking permit shall, in the case of a motor cycle, prominently display the permit on it and in other cases shall affix the permit to the windsheild of the vehicle for which it was issued.

37. A parking permit in the form of a coloured transfer affixed to a vehicle in accordance with these by-laws entitles the holder to park that vehicle during the currency of the permit in an unreserved parking bay in that section of any parking area set aside for such persons or categories or classes of persons unless such permit is varied suspended or revoked.

38. (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 shall forthwith give notice in writing to the Vice-Chancellor or an authorised person.

   (2) Parking permits shall not be transferable.

39. (1) In this By-Law, a “Visitor’s Ticket” or “Ticket” means a ticket issued from a vending machine located in a parking area marked with a traffic sign as being for the use of visitors.

   (2) A Visitor’s Ticket shall be valid only for the time marked on the Ticket.

   (3) A visitor to the University may park a vehicle in a parking bay -
      (a) in a parking area marked as being for the use of visitors with a Visitor’s Ticket -
         (i) between the hours of 8.00 am and 7.00 pm on weekdays with a valid Visitor’s Ticket; or
         (ii) at any other time, free of charge and without a Visitor’s Ticket unless otherwise specified by the Council pursuant to By-law 67.
      (b) in a parking area other than an area to which paragraph (a) applies -
         (i) between the hours of 8.00 am and 7.00 pm on weekdays in any parking bay marked with a sign as being for the use of visitors; or
         (ii) in any other parking bay other than a reserved bay at any time except between the hours of 8.00 am and 7.00 pm on weekdays.

   (4) A visitor to the University who parks a vehicle in accordance with paragraph (3) (a) (i) of this By-Law shall display a valid Visitor’s Ticket in the manner prescribed on the Ticket.

40. Except as provided in by-law 39, no person shall park a vehicle unless he holds a parking permit or parks a vehicle on behalf of a person who holds a permit. The holder of a parking permit or a person who parks a vehicle on behalf of a person who holds a parking permit shall not park a vehicle except in accordance with the terms of the permit.

41. The holder of a parking permit is responsible for the vehicle for which the permit is issued notwithstanding that the vehicle is driven or parked by another person.

42. (1) Whenever
      (a) a vehicle is driven by a person in a manner that is in breach of these By-laws;
      (b) a vehicle is parked in a manner that is in breach of these By-laws; or
      (c) there is otherwise a breach of these By-laws with respect to a vehicle and a permit has been issued with respect to the vehicle which is current, the holder of the permit shall be deemed to have been the driver or person in charge of the vehicle at the time of the alleged breach of these By-laws and to have committed the breach.

   (2) It shall be a defence to a charge under paragraph (1) of this By-Law that a vehicle was stolen or being unlawfully used at the time of the alleged breach.
(3) The owner of the vehicle referred to in paragraph (1) of this By-law shall, if required by an authorised person, inform him as to the identity and address of the actual driver or person in charge of the vehicle at the time the breach of the By-laws alleged to have been committed.

(4) The driver or person in charge of a vehicle shall, upon being required by an authorised person who alleges that he has committed the breach of these By-laws, furnish that authorised person with his full name and address.

(5) Nothing in this By-law shall prevent action being taken against any person who actually commits any breach of these By-laws or prevent that person from being punished accordingly. If the person who actually committed the breach is so punished, no action may be taken under the provisions of this By-law against any other person.

43. No person shall, without authority -

(a) park a vehicle in a “no parking” area, or in a loading bay or other place reserved by an authorised sign for a particular purpose, except in accordance with that purpose;

(b) park a vehicle other than wholly within the marked boundary of any parking bay marked on a parking area;

(c) park a vehicle in such a position as to interfere with traffic or obstruct other vehicles;

(d) park a motor cycle, motor scooter or bicycle on any roadway or other parking area on which there are marked parking bays of an area appropriate for the parking of four-wheeled vehicles;

(e) park a vehicle except in a parking area, so set apart for parking by him and during permitted hours”.

44. (1) A vehicle parked in breach of these By-laws or in such a position as to interfere with traffic or obstruct other vehicles, or apparently abandoned, may be removed by an authorised person to such place whether on or off University lands as the Vice-Chancellor or the authorised person may determine.

(2) A person removing a vehicle under the authority of this By-law is entitled to take such action whether by way of unlocking, entering by any means, driving or towing the vehicle or otherwise as may be reasonably necessary for the purposes of effecting the removal.

(3) The owner of a vehicle so removed shall pay all costs and expenses incurred by the University in moving it, and neither the University nor any officer, employee or agent of the University shall be liable to the owner of any vehicle so removed for any loss or damage suffered by him arising out of, or in consequence of, the vehicle being so removed.

(4) The University may retain possession of the vehicle so removed until any amount payable under paragraph (3) of this By-law is paid.

45. (1) If a person drives a vehicle in a manner that is in breach of these By-laws or there is otherwise a breach of these By-laws with respect to a vehicle, an authorised person may affix to the vehicle or give to the driver or person in charge of the vehicle a notice, in a form approved by the Vice-Chancellor, which notice shall -

(a) be identified by a serial number;

(b) if the name of the person driving the vehicle, or the holder of a permit issued with respect to the vehicle or the owner of the vehicle is known to the authorised person, be addressed by name to the driver, holder of the permit or owner otherwise be addressed to the driver, holder of the permit, or owner by the registration number of the vehicle;

(c) describe the vehicle by make and registration number;

(d) state that it is alleged that a breach of a By-law with regard to the vehicle or animal has been committed and in general terms the breach which it is alleged has been committed;

(e) state that the breach will be reported and that further action may be taken and unless within the time and manner stated in the notice -

(i) the modified penalty specified in by-law (3) (i) indicated on the notice is paid; or

(ii) within seven 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 falling payment of the modified penalty indicated on the notice within fourteen days after the date of the further notice.

(f) state the modified penalty payable. If the authorised person is unable to affix the notice to the vehicle or to give it to the driver or person in charge of the vehicle by handing it to him, it may be given by posting it to the holder of the permit issued with respect to the vehicle or to the owner of the vehicle at his last known place of abode.

(2) If the person to whom a notice under paragraph (1) of 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 either accept the explanation or not accept it and he may 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 fourteen days after the date of the further notice.

46. On such days or nights and during such time or times as the Vice-Chancellor may direct, authorised persons shall have complete control over all traffic within the University lands, whereupon every person in charge of any vehicle or animal within the University lands shall obey every order and direction of any authorised person relating to the movement or control of such traffic, and shall stop or proceed or park in such manner and direction as the authorised person may from time to time order. This by-law shall apply notwithstanding the terms of any issued permit.

47. The Council may from time to time prescribe such parking fees as it may think fit, to be paid by applicants for parking permits or by persons parking vehicles, whether holders of a permit or not, in specified parking bays or areas set aside for parking.

PART IV – OFFENCES AND PENALTIES

48. A person who commits a breach of these By-laws shall be guilty of an offence and liable to a penalty not exceeding $50 and to pay compensation for any damage done by him to University property.

49. Proceedings may be taken in any Court of summary jurisdiction in accordance with the Justices Act 1902 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.

50. Proceedings may be taken on behalf of the University by any authorised person in his own name or in the name of the University. Any person taking proceedings shall be reimbursed out of the funds of the University for all costs, charges, expenses or damages which he may incur or become liable for by reason of taking the proceedings.

51. (1) A person who does not contest an allegation that he has committed a breach of these By-laws may pay to the Vice-Chancellor or an authorised person within the time prescribed by a notice given under By-law 45, the modified penalty prescribed for that breach by paragraph (3) of this By-law. The production of an acknowledgement from the Vice-Chancellor or the authorised person of the payment of the modified penalty shall be a defence to a charge of the breach in respect of which the modified penalty is paid.

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

(3) (a) The penalty for a breach of By-law 7 shall be $50.00

(b) The breaches referred to in paragraph (1) of this by-law and the modified penalties therefore shall be:

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Description</th>
<th>Penalty</th>
</tr>
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<tbody>
<tr>
<td>26.</td>
<td>Driving other than on a roadway</td>
<td>$20.00</td>
</tr>
<tr>
<td>28.</td>
<td>Exceeding speed limits by less than 10 km/h</td>
<td>$20.00</td>
</tr>
<tr>
<td>30.</td>
<td>Disobeying signal or direction of an authorised person</td>
<td>$20.00</td>
</tr>
<tr>
<td>31.</td>
<td>Disobeying one-way traffic signals</td>
<td>$20.00</td>
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<tr>
<td>32.</td>
<td>Disobeying traffic signs or markings – vehicle not in motion</td>
<td>$20.00</td>
</tr>
<tr>
<td>36.</td>
<td>Failing to display a permit</td>
<td>$20.00</td>
</tr>
<tr>
<td>39.</td>
<td>Parking without a valid Visitor’s Ticket</td>
<td>$20.00</td>
</tr>
<tr>
<td>40.</td>
<td>Parking without a permit</td>
<td>$20.00</td>
</tr>
<tr>
<td>43 (a)</td>
<td>Parking in a “no parking” or reserved area</td>
<td>$30.00</td>
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<tr>
<td>43 (b)</td>
<td>Unauthorised parking in a handicapped person’s bay</td>
<td>$50.00</td>
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<tr>
<td>43 (c)</td>
<td>Parking so as to cause interference or obstruction</td>
<td>$30.00</td>
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<tr>
<td>43 (d)</td>
<td>Unauthorised parking of a motor cycle, motor scooter or bicycle</td>
<td>$20.00</td>
</tr>
<tr>
<td>43 (e)</td>
<td>Parking other than in a parking area</td>
<td>$20.00</td>
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</tbody>
</table>
Amended -
Gazetted 7/5/93.

Amended -
Gazetted 19/12/86.

Amended -
C 78/84 (20/6/84) – Council resolution.
Gazetted 10/8/84.

Amended -
C 73/82 (19/5/82) – Council resolution (pursuant to resolution C 60/82 – 21/4/82).
Gazetted 2/7/82.

Amended -
C 37/76 (17/3/76) – Document 4512/76 (as amended)/ Appendix to Council minutes.
Gazetted 21/5/76.

Amended -
C 5/76 (18/2/76) – Document 4502/76/Appendix to Council minutes.
Gazetted 26/3/76.

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 & 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 & 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 -
Gazetted 11/6/69.

Curtin University.
2011 CALENDAR

January

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April

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May

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October

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IMPORTANT HOUSING / RESIDENCE DATES FOR 2011

1st Semester 2011
- 7th February 2011 - Commencement of Residential Licence Agreement period
- 25th March 2011 - Housing Refund Policy – 1st Semester University Census Date
- 20th May 2011 - Payment Due for 2nd Semester Fees
- 27th June 2011 - End of 1st Semester Residential Licence Agreement period

2nd Semester 2011
- 28th June 2011 - Commencement of Residential Licence Agreement period – Two Period Agreements
- 30th June 2011 - Commencement of Residential Licence Agreement period – One Period Agreements
- 12th August 2011 - Housing Refund Policy – 2nd Semester University Census Date
- 9th September 2011 - Applications Open for Returning to Residence for 2012
- 23rd September 2011 - Applications Close for Returning to Residence for 2012
- 30th September 2011 - Offers for Returning to Residence sent (including Unsuccessful Applications)
- 7th October 2011 - Close of Appeal Letters for Unsuccessful Applications for Returning in 2012
- Week commencing 17th October 2011 - Housing Information Seminars – for moving from residence
- 16th November 2011 - End of 2nd Semester Residential Licence Agreement period

Dates are subject to change as required.
USEFUL CONTACT INFORMATION

HOUSING SERVICES AND HOUSING ADVISORY SERVICE
Associate Director: Andre Lee
Building 103
Tel: 4430
Fax: 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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<td>1122</td>
<td>9393</td>
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<td>Email address</td>
<td><a href="mailto:Erica@curtin.edu.au">Erica@curtin.edu.au</a></td>
<td><a href="mailto:Kurrajong@curtin.edu.au">Kurrajong@curtin.edu.au</a></td>
<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>
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<tr>
<td>Manager</td>
<td>Leslie Bloxham</td>
<td>Norm Johnson</td>
<td>Paul Yates</td>
<td>Lana Dewar</td>
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<tr>
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<td>Amanda Tan</td>
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<td>Erin McCartin</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)
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
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Flat 49 9649
Flat 50 9650
Flat 51 9651
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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
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Flat 40 9540

George James House
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Don Watts House
Flat 41 9561
Studio 41A 9561
Flat 42 9562
Studio 42A 9562
Flat 43 9563
Studio 43A 9563
Flat 44 9564
Studio 44A 9564
Flat 45 9565
Studio 45A 9565
Flat 46 9566
Studio 46A 9566
Flat 47 9567
Studio 47A 9567
Flat 48 9568
Studio 48A 9568
Flat 49 9569
Studio 49A 9569
Flat 50 9570
Studio 50A 9570

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
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Unit 41 9441
Unit 42 9442

GUILD HOUSE
Contact: 9393
Jackson Road
Flat 1 9313 2022
Flat 2 9313 2021
Flat 3 9313 2024
Flat 4 9313 2023
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Flat 6 9313 1068
Flat 7 9313 2029
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Floor 10 9313 2000
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Flat 52 9313 2072
Flat 53 9313 2073
Flat 54 9313 2074

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

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. (2010 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 residents 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. http://movingservices.com.au/manage_your_mail/hold/
ON CAMPUS ACCOMMODATION FACILITIES / CAMPUS MAP
Students and staff are encouraged to use the Campus Courtesy Bus and Safer Pathways to get around the Curtin campus.

For more information please visit security.curtin.edu.au

**LEGEND**

| Safer Pathways | Patrolled Monday – Friday  
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<td>5pm to 11:45pm (every hour)</td>
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**PLEASE NOTE:**

All departure times are approximate.

After the bus service finishes Security will escort students from Curtin computer labs and buildings back to Curtin Student Housing.

Security do not escort between Student Housing Services.

Curtin Security: **9266 4444** Extension: **4444**
Freecall: **131 4444**
In Emergency: **5** (Internal phone only)
Email: security@curtin.edu.au

For your own safety: Yellow staff parking areas are free for all students and non-permit holders after 5.00pm on weekdays and all day on weekends.

However, parking in Reserved, Disabled, Special Purpose bays, no parking areas and grassed areas is prohibited at all times for vehicles not displaying the appropriate permit.

Students using this service must not consume food or drinks on the bus. Users may be asked to show student ID.
CONTACT

Housing Services
Building 103
Curtin University
Kent Street Bentley WA 6102
GPO Box U1987 Perth WA 6845

Telephone  National: (08) 9266 4430
            International: +61 8 9266 4430
Facsimile   National: (08) 9266 7455
            International: +61 8 9266 7455
Home Page  housing.curtin.edu.au
Email       housing@curtin.edu.au
Curtin  
Home Page  curtin.edu.au

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CRICOS Provider Code 00301J (WA) 02637B (NSW)

housing.curtin.edu.au