



COLLEGE
HANDBOOK
2021

CONTACT DETAILS

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The John Flynn College

James Cook University Qld 4811

OUT OF HOURS EMERGENCY CALLS

Duty Tutor

0417 427 330

Resident Support Officer

0400 415 231 (Barby)

0488 024 738 (Kim)

Deputy Principal

0402 840 240

Principal

0409 196 357

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OUR HISTORY

In 1960, the Presbyterian Church of Queensland investigated the establishment of a Residential College within the then University College of Townsville. In 1962 the Methodist Church approached the Presbyterians and proposed joint action. By 1964, approval had been given by the governing bodies of both Churches to the idea of a joint College. Its Council was formed on 23 November 1965, and it adopted the name **The John Flynn College**. In 1966 the College was incorporated under letters patent and an appeal for funds was conducted throughout North Queensland.

- 1968** At the beginning of 1968, the first students moved into the original residential buildings, Harrison and Philp wings (Decks A to I).
- 1977** The Methodist Church, the majority of the Presbyterian Church of Australia, and the Congregational Church combined to form the Uniting Church in Australia. A minority of Presbyterians determined to continue upon the Basis of Union of 1901. The College Constitution was revised to enable continued government of the College by the Uniting Church and Continuing Presbyterian Church.
- 1979** Presbyterians Continuing broke their association with the College, leaving the College as a partnership of the Uniting Church and the James Cook University. With the building of Stewart Close in 1986 (Decks N & O), the Lutheran Church of Australia joined this partnership in the government and management of the College.
- 1992** The College was further extended in 1992 with the opening of the three "cluster houses", McKay, Martin and Rosendale Houses (Decks P to T).
- 2005** At the commencement of 2005 a new 24 room building was opened by Mrs Traeger, widow of Mr Alfred Traeger. This building, aptly named Traeger House, (J and K Decks) has all its rooms air-conditioned with two rooms sharing an ensuite.
- 2006** In 2006 the College again extended its capacity with the opening of a further 12 rooms. These rooms are air-conditioned with shared ensuites (Deck L).
- 2012** Lachie Marsh House was opened by Mr Lachlan Marsh, former Principal (1993-2002) and Fellow of The John Flynn College in March 2012. Lachie Marsh House accommodates a further 19 students in air conditioned rooms, gymnasium and a music room.
- 2013** Caddies Place was opened in March 2013 and allows the College to offer air-conditioned rooms to an additional 12 students. Caddies Place was opened by Rev Graham Caddies, Chair of The John Flynn College Council.
- 2014** In January, Wigney Lodge was renovated and divided into two separate living spaces. Upper Wigney Lodge now accommodates the Senior After Hours Support person, while downstairs accommodated the Deputy Principal-Dean of Students.
- 2015** The construction of the extended dining room commenced in September 2015. Part of the works included the renovation and extension of the bathroom facilities at the back of the old dining area. The air conditioned space will also double as a multi-purpose area for student resident activities (social/ academic/ cultural).
- 2016** The Aubrey Baker Room was named, opened and dedicated on 23 July. Rev Aubrey Baker oversaw the establishment of the College from 1966-1968
- 2018** Kitchen and 'Old-Dining-Area' renovations in the Sir George Fisher Building completed for the start of the 2018 academic year. Staff Offices (including Reception) and the Junior Common Room relocated within the same project. The development included the establishment of additional study/tutorial rooms and the expansion of the business centre. Other works included five new student rooms in Lower M Deck and new accommodation apartments (to house senior staff members and their families) on the southern boundary of the College.
- 2019** Split system air-conditioners installed in all room on Harrison and Philp Wings. Front entrance wall refurbishes and driveway behind kitchen upgraded.

In 2021, the College offers 253 fully catered student rooms.

VISION, MISSION AND VALUES

College Vision

A world class university residential community

College Mission

A safe, caring, learning community where its members are supported to grow holistically. `

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

- Safe environment
- Inclusive family
- Vibrant life
- Ethical leadership
- Caring for our world
- Lifelong learning

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

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

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

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

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

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

FLYNN OF THE INLAND

The College is named after The Very Reverend John Flynn, O.B.E., and D.D (1880-1951), perhaps one of the most famous and revered of Australians. As a young student, John Flynn became interested in the lonely places of the inland and northern Australia. His ministry at Beltane in South Australia convinced him that the Christian Faith was irrelevant on the frontiers of Australia if it did not concern the whole life of men and women, body, mind and spirit.

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

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

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

THE JOHN FLYNN COLLEGE PRAYER

O God, our Father, you gave to your servant John Flynn,

The gifts of courage, faith and cheerfulness and sent him forth to cast a mantle of safety over the isolated places of Australia;

Grant we ask You, a like Spirit to this College, founded in thankfulness for his work.

Further in all things the purpose of the College, that it might be a true community in seeking the truth, which alone can make men free;

And, if it be Your Holy Will, let it abide as a centre of light and learning.

Through Jesus Christ, our Lord. Amen

THE JOHN FLYNN COLLEGE MOTTO

"You shall know the truth" John 8:32

THE JOHN FLYNN COLLEGE COLOURS

Light Blue and Dark Blue.

THE JOHN FLYNN COLLEGE EMBLEM

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

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

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

OUR MANAGEMENT AND STAFF

The College governance is overseen by College Council consisting of the following members: eight (8) appointed by the Queensland Synod of the Uniting Church in Australia, two (2) by the Queensland Synod of the Lutheran Church, the Principal of the College, one appointed by the University Council, the President of the Students' Association, and a Senior Residential Staff member.

COLLEGE PRINCIPAL

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

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

ADMINISTRATION

The College Principal is assisted in the day to day management of the College by the Deputy Principal, Executive Chef, Manager, Finance and HR, Administration Officers, Resident Support Officers and all other staff (including Residential Staff). The College Office is open from 8.30am to 4.30pm (Monday – Friday). The Staff are able to provide a range of services during office hours which include but not limited to change for washing machines and spare keys for residents who have locked themselves out of their rooms during office hours. All staff are pleased to be able to lend a friendly ear and provide whatever assistance they can.

DEPUTY PRINCIPAL

The Deputy Principal assists the Principal in the areas of finance, HR, marketing, facilities, student administration, pastoral care, academic services and student discipline. The Deputy Principal works closely with all staff and supports the Resident Support Officers, Academic Support team, the Residential Assistant team and the Student Association Executive.

RESIDENT SUPPORT OFFICERS (RSOs)

Two Resident Support Officers are appointed each year. The Resident Support Officer team are on College to give guidance and support to the Residential Assistants when required. They are responsible for providing and coordinating chaplaincy within the college and also for strengthening linkages with local churches. RSOs are contactable outside business hours and are available to provide pastoral care to all residents.

SENIOR RESIDENTIAL ASSISTANTS AND RESIDENTIAL ASSISTANTS (SRAs & RAs)

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

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

Seven Senior Residential Assistants have been appointed for 2021. A further fifteen (15) Residential Assistants and four (4) Reserve Residential Assistants have also been appointed. These students will be located on every deck within the College.

DUTY TUTOR (PH: 0417 427 330)

A Residential Staff member is on duty outside office hours (each night and each weekend of the academic year) to address emergencies. The Duty Tutor can be contacted by calling 0417 427 330. Duties primarily involve security, safety, fire evacuation, noise monitoring and regulation. The Duty Tutor acts on behalf of the College Principal in maintaining College values and behavioural standards after hours.

The Duty Tutor is the first point of contact for students who have medical or other difficulties that need attention outside office hours.

ACADEMIC RESOURCE TEAM

All residents are expected to be involved in the Academic Resource programs and activities within the College.

The Academic Resource team consists of the Principal, Deputy Principal and Residential Tutors. The primary role of the Academic Resource team is to help ensure students achieve to the best of their academic ability. It is recommended that every First Year resident should have an interview with the College Principal or Deputy Principal in the first week or two of the academic year.

Residential Tutors are appointed annually and offer support, guidance and leadership to First Year residents of The John Flynn College for courses with high enrolments. Residents in their second or later years may also seek support through the Academic Resource Team.

THE JOHN FLYNN STUDENTS' ASSOCIATION INC.

Each year the students elect from the student body a President, Vice President, Secretary, Treasurer, two (2) Social Representatives, two (2) Sports Representatives, two (2) Shop Representatives, two (2) Cultural Representatives and two (2) First Year Representatives. This group organises and runs social, sporting and cultural activities for all College members.

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

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

This Association is responsible for:

- promoting in every way possible cross-cultural and international understanding;
- representing members in all matters affecting their interests;
- promoting, controlling and regulating the cultural, sporting and social activities of the Association;
- Taking responsibility for maintaining the College's values in so far as it is within its power to do so.

The Principal acting on behalf of the College Council has the right of veto on any use of College facilities by the Students' Association that is deemed in breach of government, University or College policies.

HOUSEKEEPING AND MAINTENANCE

The Housekeeping and Maintenance staff are responsible for the overall cleanliness and maintenance of the College.

EXECUTIVE CHEF

The Executive Chef provides leadership and effectively manages issues relating to the Chefs, Catering Assistants and all Kitchen/Dining Room activities.

CATERING TEAM

The Executive Chef is supported by a team of two (2) qualified chefs, a weekend cook and six (6) catering assistants.

The Catering team ensures that residents are provided with three nutritional meals per day, and the efficient operation of the Dining Room.

ADMISSION TO COLLEGE

Admission to the College is for the following dates in 2021:

TWO SEMESTER CONTRACTS

Study Period 1
Commencement date New Students: Sunday 14/02/21 Returning Students: Wednesday 17/02/21
Expiration date 24hrs after the Student's final exam for Study Period 1 or 10am on 19/6/21, whichever is sooner
Study Period 2
Commencement date Sunday 25/07/21
Expiration date 24hrs after the Student's final exam for Study Period 2 or 10am on 20/11/21, whichever is sooner

TRIMESTER CONTRACTS

Trimester 1
Commencement date Saturday 13/02/21
Expiration date 24 hrs after the students final exam for Trimester 1 or 10am on 16/5/21 whichever is sooner
Trimester 2
Commencement date Sunday 30/05/21
Expiration date 24 hrs after the students final exam for Trimester 2 or 10am on 29/08/21 whichever is sooner
Trimester 3
Commencement date Saturday 12/09/21
Expiration date 24 hrs after the students final exam for Trimester 3 or 10am on 12/12/21 whichever is sooner

Staying outside of these dates require College approval and will incur additional charges.

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

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

CHECKING IN

All residents must have completed the online training modules before check in.

Two Semester Contracts

Study Period 1

New residents can check in between 9am and 5pm on Saturday 13/2/21 by attending College Administration. However, new residents cannot stay at the College the night of Saturday 13/2/21. Sunday 14/2/21 is the new students' first day on College. A letter will be sent to all new students about the format of this day (e.g. check in times and compulsory meetings on the day).

Returning residents can check in between Wednesday 17/2/21 and Sunday 21/2/21 by attending College Administration or contacting the Duty RA.

Study Period 2

Residents can check in on Sunday 25/7/21 by contacting the Duty RA.

Trimester Contracts

All residents can check in between 9am and 5pm on Saturday 13/2/21 by attending College Administration. As CBLG Orientation is on 14/2/20, Trimester Contract residents may stay the night of Saturday 13/2/21.

Trimester 2

Residents can check in on Sunday 30/05/21 by contacting the Duty RA.

Trimester 3

Residents can check in on Sunday 12/09/21 by contacting the Duty RA.

CHECKING OUT

Study Period 1

It is a condition of contract that all residents must check out 24hrs after their last exam or by 10am Saturday 19 June 2021 (whichever is sooner).

Residents must completely vacate their room and pack all personal belongings including personal furniture. Assistance is provided to remove and return all packed personal belongings.

Residents must leave their room in the same condition as it was when they checked in. Any damage should be reported to College Administration. All rubbish should be removed. All fans, lights and air conditioners should be turned off. Fees apply for non-compliance.

Study Period 2

It is a condition of contract that all residents must check out 24hrs after their last exam or by 10am Saturday 20 November 2021 (whichever is sooner).

Residents must completely vacate their room and remove all personal belongings including personal furniture.

Residents must leave their room in the same condition as it was when they checked in. Any damage should be reported to College Administration. All rubbish should be removed. All fans, lights and air conditioners should be turned off. Fees apply for non-compliance.

Trimester Contracts

Trimester 1

It is a condition of contract that all residents must check out 24hrs after their last exam or by 10am Saturday 16 May 2021 (whichever is sooner).

Residents must completely vacate their room and pack all personal belongings including personal furniture. Assistance is provided to remove and return all packed personal belongings.

Residents must leave their room in the same condition as it was when they checked in. Any damage should be reported to College Administration. All rubbish should be removed. All fans, lights and air conditioners should be turned off. Fees apply for non-compliance.

Trimester 2

It is a condition of contract that all residents must check out 24hrs after their last exam or by 10am Saturday 29 August 2021 (whichever is sooner).

Residents must completely vacate their room and pack all personal belongings including personal furniture. Assistance is provided to remove and return all packed personal belongings.

Residents must leave their room in the same condition as it was when they checked in. Any damage should be reported to College Administration. All rubbish should be removed. All fans, lights and air conditioners should be turned off. Fees apply for non-compliance.

Trimester 3

It is a condition of contract that all residents must check out 24hrs after their last exam or by 10am Saturday 12 December 2021 (whichever is sooner).

Residents must completely vacate their room and pack all personal belongings including personal furniture. Assistance is provided to remove and return all packed personal belongings.

Residents must leave their room in the same condition as it was when they checked in. Any damage should be reported to College Administration. All rubbish should be removed. All fans, lights and air conditioners should be turned off. Fees apply for non-compliance.

STORAGE

Storage is supplied on site during the breaks between study periods/semester and during the end of year break. Storage is supplied on site during mid-year and end of year breaks. Students are required to pay a refundable deposit on a maximum allocation of four (4) general storage boxes and two (2) book boxes. Refunds are credited back to student accounts when the boxes are returned in good order.

Advice will be sent to residents by email regarding procedures and allowances prior to SWOTVAC and Examinations. Personal furniture will not be stored except for small bar fridges, desk chair, small book cases and clothes air-driers.

EARLY RETURN

Application for early return to College must be made by contacting College Administration. Approval will only be given for circumstances such as placement, attendance at lectures or other appropriate reasons. Additional charges apply.

LATE DEPARTURE

Application to stay beyond the approved check out date must be made by contacting College Administration. Approval will only be given for circumstances such as placement, attendance at lectures or other appropriate reasons. Additional charges apply.

ABSENCE FROM COLLEGE

Residents who are absent from college overnight are asked to notify their Residential Assistant.

MEAL REBATES

A refund on the food component amount charged as part of semester fees is available for residents away for lecture recess or clinical placement for periods of six consecutive nights or longer. To receive a meal rebate, residents must

- Apply in writing to College Administration prior to leaving the College for lecture recess or placement; and
- Return their room key to College Administration prior to leaving the College.

The lecture recess meal rebate is only available for the duration of the lecture recess and cannot be extended into the study weeks prior to or directly after the lecture recess.

PAYMENT OF FEES

Fees must be paid in advance by the dates and payment methods stipulated in the 2020 fee schedule (see appendix). Domestic students may elect one of the following three payment options. International students may only elect options A or B.

Option A: Pay annual fees in full in advance. A discount of \$400 applies if paid by direct deposit by the due date.

Option B: Pay study period fees at the beginning of each study period in full in advance. A discount of \$200 applies if paid by direct deposit by the due date.

Option C: Pay fees fortnightly in advance. No discounts apply.

Residents who fall behind in fee payments should contact the College Principal to discuss their options.

Contractual admission to the college is for the entire

academic year. If a resident decides to permanently leave college prior to the end of the academic year, the resident is obliged to continue to pay fees until the end of the academic year.

MY SUPPORT

The John Flynn College and James Cook University have a large range of pastoral, mental health, behaviour and financial support options available for John Flynn College residents. See the appendix for the My Support poster that details all available support options.

ACCOMMODATION AND FACILITIES

STUDY-BEDROOMS

Individual study-bedrooms are arranged in groups of 12 or fewer, called “Decks”. The term “Deck” is in reference to Captain James Cook’s ship the Endeavour. Each deck shares a common lounge/kitchenette area and bathroom facilities. Both male and female residents live on all decks and, as far as possible; there is a mix of year levels and academic disciplines on each.

Your study-bedroom is, more than anywhere else at The John Flynn College, your own private area. However, you must realise that after you leave someone else will live in your room and is entitled to find the room in as good a condition as when you moved in.

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

Room Key

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

Cleaning

Study bedrooms will be cleaned weekly and residents are asked to have their bedroom in a tidy condition so housekeeping staff can access all floor areas, desk and sink tops. Sheets will also be changed weekly.

Room Entry and Inspections

While the College Management acknowledges that what a resident does in their study-bedroom is the resident's business, it is the responsibility of the College's Management to see that no laws are violated or actions take place that go against the interest of The John Flynn College or its residents. For these reasons, the College Management has the right to enter any study-bedroom or other room at any time if it is felt to be necessary in the interest of individual safety and that of other residents.

The College Principal reserves the right to inspect any student room by giving 24 hours notice. A formal notice of inspection detailing concerns will be posted under the bedroom door or by email.

The College holds the right for its representatives or its tradesmen to enter a room, after giving reasonable notice where possible except in the case of an emergency, to inspect and to effect maintenance.

Contents

The College provides all basic furnishings, including a desk, study chair (only on request), built-in cupboard, bed, and bed linen. Residents should consider providing their own doona or blanket however College bedspreads can be made available upon request. Residents are expected to provide their own pillow, pillowcase, towels and toiletries.

No bed (i.e. double, queen, futon etc) other than the king single bed supplied by the College is permitted. Residents may bring their own mattress for medical reasons. King single beds are provided in all rooms.

The items supplied in your room are your responsibility. You must pay for any damaged or missing items. In addition, any damage to the walls or surfaces in the room, including the windows, is your responsibility.

Personal contents insurance

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

The College does not accept responsibility for any

damage to or loss of property (including but not limited to motor cars, motor cycles and bicycles) brought to College or within its premises.

Thefts should, in all cases, be reported to College Administration who will advise any further action.

Air conditioning

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

Internet

Unlimited high speed internet and WiFi are provided in each room. Access can be obtained by connecting to the Eduroam network using your JCU login details. Residents must not connect personal routers (including wireless printers) into the network as this disrupts network efficiency and creates a security risk. JCU can detect personal routers (and wireless printers) remotely and will terminate the resident's access if one is detected.

Fridge

Personal refrigerators are only allowed with the permission of the College Principal and must not exceed 120 litre capacity (small bar fridge). An annual charge is made to residents who have their own refrigerators.

LOUNGES AND KITCHENETTES

Common rooms with lounges, dining table and kitchenettes are provided on each deck. Basic appliances (fridge, kettle, microwave) are also provided.

BUSINESS CENTRE AND TUTORIAL ROOMS

Wireless Internet Access is available in the Business Centre, Dining Hall, ABR, Conference Room, Tutorial Room and Tutorial Shed.

Computers with internet access and multi-function printers (print, copy, scan) are available for use in the Business Centre. A binding machine, staplers and hole punchers are also available.

The tutorial rooms are available for tutorials and group study.

WASHING AND IRONING FACILITIES

Laundry facilities are available at the rear of the ground floors on Harrison and Philp Wings, Stewart Close, Lachie Marsh House, Caddies Place and Traeger House. The washing machines are coin operated cost \$2.00 per load. Driers are also available at nominal cost. Washing machines and driers may not be used before 8.00am or after 9.00pm; they must not be left unattended for more than 30 minutes.

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

Approved clothes airers may be used to dry clothing in rooms or on balconies. Clothes should not be hung on balcony railings. Clothes lines are provided at the back of Harrison Wing, and next to the laundry on Philp Wing. There are also lines within the Cluster building courtyards, Traeger House, Lachie Marsh House and Caddies Place.

RECREATIONAL FACILITIES

JCR (JUNIOR COMMON ROOM)

The Junior Common Room (JCR) is located in the Sir George Fisher (Administration) Building. A pool table, flat screen TV and Foxtel is provided and maintained by The JFC Student Association Inc.

RESIDENT KITCHEN

A fully equipped kitchen is available for use. It can be accessed through the door on the rear of the building between administration and the cleaner's entrance. The kitchen is set up as you would find your kitchen at home. The kitchen should never be left unattended when the appliances are in use. Residents using the kitchen facility are responsible for leaving the kitchen in a clean and tidy state.

GYM AND POOL

All residents at the John Flynn College have free academic year membership to the JCU Fitness Centre and Pool which are located within walking distance to the college.

SPORTING FACILITIES

The John Flynn College has a beach volleyball court located at the top of the Quad.

University sporting facilities adjacent to The John Flynn College include tennis courts, squash courts, beach volley ball courts and sports ovals. There are numerous University sporting clubs as well as regular inter-college sporting events each year.

There are mountain biking and hiking tracks right behind Wigney Lodge.

MUSIC ROOM

There is a sound resistant music room located at the rear of Lachie Marsh house. Contact College Administration for a key.

MEALS AND DINING

The College provides breakfast, lunch and dinner, 7 days a week during semester periods.

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

Residents with dietary requirements must notify College Administration.

A lunch bar is available during breakfast for residents who will not be returning to College for lunch.

Late meals will be provided for residents who cannot return to College for dinner due to lectures or organised sporting commitments. To obtain a late meal, the resident should complete a sticker on the servery clip board indicating their name and desired meal option. The Chef will plate up the meal and place it in the espresso bar fridge. The resident should contact the Duty RA to obtain their meal when they return to College.

MEAL TIMES - GENERAL

	Breakfast		Lunch		Dinner
	Cold	Hot	Cold	Hot	Hot
Mon–Thurs	7am–9am	7:30am–8:30am	11am–1:30pm	12pm–1:15pm	6pm–7pm
Friday					5:30pm–6:30pm
Sat–Sun P/Hol	7:30am–11am	8:30am–9:30am	11am–1pm	NA	

MEAL TIMES – EXAM PERIODS

	Breakfast		Lunch		Dinner
	Cold	Hot	Cold	Hot	Hot
Mon-Thurs	7am-9am	7:30am-8:30am	11am-1:30pm	11:30am-1pm	5:30pm-6:30pm
Friday					
Sat	7:00am-11am	8:30am-9:30am	11am-1pm	NA	
Sun P/Hol	7:30am-11am				

GUESTS

Residents may invite a guest for a meal however a fee is payable. Complete the casual meal book at the servery and hand the receipt to the chef prior to your guest being served.

FORMAL DINNERS

Formal Dinners are held from time to time and residents are required to respond to invitations in a timely manner. Dress is smart semi-formal clothes (equivalent to that you would wear to a good restaurant). On occasions, males are asked to wear a collared long sleeved, buttoned shirt and tie.

MISCELLANEOUS

AFTER HOURS LOCK-UP

The Duty Tutor checks and locks all deck common room doors between 11pm and 12am each night. It is the responsibility of residents entering after these hours to secure the door behind them.

BICYCLES AND TRANSPORT

In accordance with fire regulations, bicycles are not to be kept on the decks, corridors or on pathways. Please make use of the bicycle racks outside some decks or the lockable bike enclosures. Please register your bike with College Administration.

Public transport is readily available, with a bus service to the campus during the day approximately every 20 minutes. There is also a less frequent night service. The Douglas campus is 15 km from the city centre, and 5 km from the nearest shopping centre (although the campus does have shops and services, e.g. IGA supermarket, chemist, coffee shop, post office etc). Many students share cars, some ride motor bikes, while bicycles are very popular. The College Principal's permission is necessary to keep a vehicle or bike at the College, and these must be kept in the defined areas.

CARNIVAL IS OVER

Carnival is Over is a long standing tradition at Flynn to ensure the provision of the most conducive study environment for everyone leading up to and including examination period. The following conditions are in place from the Sunday before week 13 until the Saturday after exam period:

- No gatherings on College (including in rooms and on balconies)
- No alcohol to be consumed in common rooms / common areas
- No noisy activities
- No overnight guests
- Residents returning from a night in town must be quiet and respectful when they return home

CCTV

Closed Circuit Television cameras are installed throughout the college. Most cameras are positioned around the perimeter, car parks and entries of the College. Cameras also overlook the Quad, ABR patio, entrance to administration, JCR and ABR. These cameras have been installed to improve resident safety, protect assets, and prevent nuisance behaviour. Cameras have been positioned in such a way that resident privacy is not compromised. Recorded footage is automatically deleted after 28 days.

CORRESPONDENCE WITH THE COLLEGE COUNCIL

If residents of the College wish to communicate positive and/or negative matters to the College Council, the correct process to follow is to provide a dated and signed letter addressed and attention to the College Council Secretary in a sealed envelope clearly marked 'Private and Confidential'. Residents are to then hand the sealed letter to the College Administration who will ensure the letter is given to the College Council.

ILLNESS AND INJURIES

If an accident or injury occurs, notify emergency services by dialling 000 if appropriate. Where practical, notify College Administration, Duty Tutor, Resident Support Officer and the College Principal immediately.

First aid kits are for emergency use only. They are located on each deck.

The JCU Health Medical Centre is located in the Clinical Practice Building next to IGA. Most Doctors bulk bill JCU students who have a Medicare card. Contact 4781 4495 to make an appointment

If anyone is ill, the Duty Tutor, Resident Support Officer, and the College Principal are to be advised. Residents may arrange with College Administration or the Duty Tutor for the provision of meals for anyone confined to bed. Residents contracting communicable diseases or suffering extended illness may be required to seek hospital admission or return home, as the College does not possess isolation facilities or nursing resources.

If a College Member is diagnosed with or hospitalised with an infectious disease it is essential that the College Administration is advised immediately.

INTERVIEWS WITH THE COLLEGE PRINCIPAL/ DEPUTY PRINCIPAL

The College Principal and Deputy Principal are readily available to meet with all residents throughout the year when the need arises. It is advisable to make an appointment; however both the College Principal and the Deputy Principal have an “open door” policy and can often talk with residents who just drop in. All residents are expected to have an interview with the College Principal and/or Deputy Principal at least once during the year. The College Administration will advise all new residents of a time for their initial interview with the College Principal.

It is an expectation that all residents comply with a request from the Principal and Deputy Principal to meet with them.

MAIL

Mail is delivered Monday to Friday and placed in the JCR mail trolley for residents to collect. Registered mail and parcels are kept at Administration, with an email sent to the student notifying them that a package has arrived and is available to be collected.

MAINTENANCE

If you observe anything around college that needs fixing, please lodge a maintenance request through the current student portal.

PARKING

Residents wishing to park in the College grounds must register their vehicle with Administration and obtain a parking permit. Parking spots are available in the main student car park at the back of the College (blue permit), beside and behind Traeger House (red permit) and between McKay and Rosendale Houses (yellow permit). The main drive way, visitors car park, and delivery road near the kitchen and loading area east of Harrison Wing are out of bounds for parking.

Residents will be allocated a parking permit according to the following:

Blue: Harrison Wing (A-F), L Deck, Stewart Close (N-O decks) and Martin House (R-S decks)

Red: Philp Wing (G-I Decks), Traeger House (J-K Decks) and Lachie Marsh House (MU/ML decks)

Yellow: McKay House (P-Q Decks), Rosedale House (T Deck) and Caddies Place (U Deck)

The visitor car parking facility on the main roundabout is reserved for people visiting the College on business. This does not include visitors of students. Note that any vehicle parked in the visitor parking between 8.00am - 4.00pm, or at any time across the delivery and loading areas will incur an automatic fine of \$10.

Residents wishing to leave their vehicles at the College during semester breaks must:

- Leave their vehicle in the allocated car park as advised by College Administration, and
- Leave a spare key for the vehicle with the College office in case it needs to be moved.

The College does not accept responsibility for any damage to or loss of vehicles and bicycles left at the College.

PARTIES

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

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

PETS

The University is a fauna reserve and a Veterinary Research Station. No birds, reptiles, spiders or animals may be kept at College by student residents. Fish tanks are permitted but must not exceed 300mm long x 200mm wide x 200mm high, bowls must not exceed 300mm in diameter x 300mm deep.

VISITORS

In accordance with the College Child Protection Policy guests under the age of 18 years or over the age of 25 years old are not permitted to stay overnight without the express, written permission of the College Principal.

The College realises that residents may sometimes wish to have a guest stay overnight. Mattress and sheets are available. Requests to College Administration should be made at least 24 hours prior to the guest's arrival, unless extenuating circumstances can be justified.

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

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

VALEDICTORIANS, GRADUATES, AND FAREWELL AWARD RECIPIENTS

Students leaving the college after three or more years are recognised by the College Council, staff and residents at the annual Valedictory and Awards Dinner, usually held in October.

The criterion for Valedictorian of The John Flynn College was revised by the College Council during 2012 when it was minuted that Valedictorian of The John Flynn College be based on Academic completion and the award of Graduate of The John Flynn College be based on time. Other students leaving are also recognised. Criteria are as follows:

1. Criteria for Valedictorian of the John Flynn College

- expect to graduate at the end of this Academic Year (copy of Academic Transcript to be provided); and
- must be a current resident member and have been a resident member of The John Flynn College for at least five semesters.

2. Criteria for Graduate and other Farewell Award recipients

- cannot remain in residence to complete their degree due to compulsory clinical placement, transfer to another campus, or other reasons; and
- must be a current resident member and have been a resident member of The John Flynn College for at least five semesters.

Council agreed that Graduates could apply to be Valedictorian of The John Flynn College on completion of their degree and return to College for a Presentation Ceremony.

FLYNN COMMUNITY STANDARDS

As a resident of the John Flynn College you undertake to uphold the values of the college and to ensure your conduct always shows consideration and respect for other people and property.

These standards are designed to allow maximum personal freedom within the bounds of values based community living in an academic environment. As a resident of The John Flynn College you are required to uphold the following standards.

SAFETY

It is your right to be safe while living at John Flynn. It is your legal obligation to

- take reasonable care for your own health and safety; and
- take reasonable care that your actions or omissions don't adversely affect the health and safety of someone else; and
- comply with all safety and fire instructions given to you.

GENERAL SAFETY

- Cooking appliances such as toasters, sandwich makers and electric frypans are not allowed in accommodation buildings.
- Fairy lights, lanterns and decorative lights are not allowed in accommodation buildings.
- Candles are not allowed in accommodation buildings.
- Personal electrical appliances such as hair straighteners, bar fridges etc. must be kept in good working order.
- Climbing and traversing over balcony railings and building ledges is not allowed.
- Inflatable and wading pools are not allowed on college due to pool fencing legislation.
- All deck corridors, walkways and doorways must be kept clear (e.g. no boxes, shoes, clothes racks, furniture or other items).

- Rooms, kitchenettes, fridges and common rooms must be kept clean and hygienic at all times. Rubbish bins are to be emptied when full.
- Food must be removed from accommodation buildings before it begins to decay.
- If you observe anything that appears unsafe, please notify College Administration or the Duty Tutor immediately.

FIRE SAFETY

- You must familiarise yourself with your nearest fire exit by referring to the evacuation diagrams on the back of your bedroom door. This diagram depicts the emergency evacuation point (near the volleyball court at the end of the Quad).
- You must evacuate to the emergency assembly point when the alarm in your building sounds or when you are directed to evacuate by a fire warden.
- When evacuating, leave the building via the closest but safest exit in a calm and orderly manner. When you evacuate, please leave your bedroom door open to indicate you have evacuated.
- If an alarm sounds, you should ensure the Duty Residential Assistant (RA) or a member of staff has been notified.
- Do not return to the building until given the all clear by the Chief Fire Warden.
- You must not tamper with any fire equipment, detectors or signage. Statutory fines apply.
- You must participate in fire drills as required by the Fire and Evacuation Procedure.
- You must participate in the General Evacuation Induction delivered by your RA.
- Only fight a fire if trained and if safe to do so.
- If a resident causes a fire alarm to activate either carelessly or wrecklessly, the resident will be charged for the Fire Service call out fees.

ROOMS

- Keep your room in a reasonable state of cleanliness and hygiene.
- You are responsible for emptying your room bin.
- On room clean day, tidy your room so housekeeping staff can access all floor areas, desk and sink tops.
- On room clean day, strip the sheets off your bed and leave them outside your door.
- Your room is a single room. It is not permitted to share your room with a partner.

- Overnight guests must be approved by the College. A small fee is payable.
- Small fridges may be kept in rooms. Fridges must not exceed 120 litre capacity (small bar fridge). They must be kept clean and hygienic. A fee is payable.
- You must not enter another residents room without their permission.
- You are responsible for the security of your room.
- You are responsible for your room key.
- Personal wireless routers (including wireless printers) are not permitted. These cause disruption and security risks to the JCU internet service.
- Care for the environment. Don't operate your air conditioner when you're not in your room. Close your windows and doors when your air conditioner is on. A fee is payable for air conditioning.
- You must leave your room at the end of the year in the same condition you found it.
- You are free to personalise your room however nails, drawing pins, screws, glow in the dark stickers, adhesive hooks, etc. are not permitted on walls/ceilings.
- Residents are not permitted to remove furniture from their room.

COMMON ROOMS / AREAS

- You and your deck members are responsible for keeping your common room and kitchenette clean and tidy.
- You are responsible for cleaning your own dishes and putting them away.
- Common room bins are emptied on weekdays. If the bin is full, deck members are responsible for emptying the bin in the dumpster bins at the back of the kitchen.
- The duty RA will lock your common room between 11pm and 12am each night. If you open the common room door after it is locked, you are responsible for locking it again.
- Residents are not permitted to remove furniture from the common rooms or any other common area (e.g lounges from common rooms and ABR patio cannot be removed).
- First aid kits are for emergency use only. Please don't take bandaids, strapping tape etc for non-emergency use.
- Vehicles must not be driven on any college ground area except for roads and car parks.

- No items may be affixed to balcony railings (e.g dry bars, hammocks, clothes lines).
- All damage to college property must be reported to College Administration or the Duty Tutor.

LAUNDRY FACILITIES

- Washing machines can only be used between 8am and 9pm.
- Remove your clothes from the washing machines/dryers within 30 minutes of the cycle finishing.

DINING ROOM

Hygiene

- Use the hand sanitiser before entering the food service area.
- Avoid coughing, sneezing and playing with your hair in the food service area.
- Use tongs and other food serving utensils to serve food. Do not use your hands.
- Place tongs and food serving utensils on the side of the service containers, not inside the containers.
- Only use tongs and food serving utensils for the food item they are placed in. Don't use one utensil for multiple containers.
- Drinks and condiments are not to be taken to dining room tables but must be returned to the fridge as soon as you have served yourself.

Dress

- Footwear must be worn.
- Tidy dress is expected (no pyjamas, dressing gowns, swimming costumes, etc).

Etiquette

- Staff will serve dinner from the hot bain marie. Once all residents have been served the chef will allow seconds at their discretion. Seconds may be taken when the serving utensils have been turned to the dining room side of the bain marie.
- All crockery and cutlery are to be taken to the dish wash area and stacked appropriately when you finish your meal. Plates are to be scraped and cups emptied before stacking.
- Crockery cutlery and other equipment cannot be removed from the dining hall. Residents who remove crockery, cutlery and other equipment from the dining hall will incur a \$10 fine.

- Residents are expected to eat in the dining hall. Whilst a take away service is not the norm, disposable plates and cutlery are provided for you. Residents cannot bring their own takeaway plates/containers to the servery area. Only one meal may be taken from the servery area.
- Residents should not enter the kitchen without permission from kitchen staff.
- Return newspapers to the newspaper stand when you have finished with it.
- Knives, sauces and honey are not to be used on the sandwich press. Meat or meat products are not to be cooked on the vegetarian sandwich press.
- If you empty a condiment or other food item, please tell a staff member so they can replenish the item.
- Deck milk may only be taken by Residential Assistants.
- The breakfast sandwich bar is only for residents who are not returning to college for lunch. An automatic fine of \$10 will occur when residents take a breakfast sandwich bar lunch away and then return for lunch on the same day.

Guests

- Dining room rights are not transferable. You may invite a guest for a meal however a fee is payable. Complete the casual meal book at the servery and hand the receipt to the chef prior to your guest being served. An automatic fine of \$10 will occur (on top of the charge for the meal) when the guest meal procedure is not followed.

NOISE

All residents have the right to study or sleep at any time of the day or night without disruption from undue noise. Noise levels which disturb any student are unacceptable and all residents must comply with any reasonable request from anyone to desist from noise. All noise is to cease in common rooms and grounds by 10pm.

SMOKING

Smoking is not permitted anywhere on The John Flynn College. The entire JCU campus is also smoke free from 2021 onwards.

ALCOHOL

The College's full alcohol policy is located at the end of this handbook.

General Principals

- When serving and consuming alcohol, residents and visitors should maintain a safe environment and respect for other people.
- Any alcohol related behaviour that is not permitted at a licensed premises is not permitted at The John Flynn College.

General Standards

You must not become unduly intoxicated or disorderly whilst at College.

You must not disturb a resident's quiet and peaceful enjoyment of the College.

Residents under the age of 18 years are not permitted to drink alcohol on The John Flynn College premises.

It is prohibited to:

- Haze, coerce, bully, harass or engage in any kind of activity that requires an individual to consume alcohol against their will, and/or at a nominated time/circumstance, and/or at an accelerated rate
- engage in binge drinking (this includes but is not limited to skulling) of any sort;
- keep or use any apparatus designed for the over-indulgence of alcohol (this includes but is not limited to beer bongs);
- organise and/or engage in any drinking games where drinking alcohol is a consequence (this includes but is not limited to flip cup, beer pong, funnelling);
- mix in a container a range of drinks and/or provide a common source of alcohol for the consumption by one or more persons (this includes but is not limited to goon bins);
- keep large amounts of alcohol in residential rooms or any other part of the College;
- collect empty bottles of alcohol;
- possess or use any apparatus for the brewing or distillation of alcoholic beverages;
- manufacture alcoholic beverages (e.g. home brew) on the College premises or to bring 'home brew' into the College for personal use or for sharing with other residents/persons;
- bring a 'keg' of beer onto the College grounds
- drink alcohol prior to or while spectating or engaging in any intercollegiate competition.

Storage and Consumption of alcohol in bedrooms and balconies

Subject to the provisions of the alcohol policy:

- Residents are permitted to store small amounts of alcohol in their bedrooms for personal consumption.

- Residents are permitted to drink alcohol in their rooms/balconies.
- When someone is consuming alcohol in a resident's room/balcony, only four people (including the resident) are allowed in the room/balcony.
- Residents may play music but only to a level that another residents' quiet and peaceful enjoyment of the College is not affected.
- Residents are permitted to drink alcohol on balconies until 10pm each night.

Consumption of alcohol in deck common rooms

Subject to the provisions of the alcohol policy:

- Residents are permitted to drink alcohol in deck common rooms until 10pm each night.
- When someone is consuming alcohol in a deck common room, only the total number of deck members are allowed in the common room. For example, if a deck has 12 deck members, only 12 people may be in the deck common room when someone is consuming alcohol.
- Residents may play music but only to a level that another residents' quiet and peaceful enjoyment of the College is not affected.

Consumption of alcohol in the Junior Common Room

Subject to the other provisions of this policy:

- residents are permitted to drink alcohol in the Junior Common Room until 10pm on Sunday – Thursday and 12am Friday – Saturday.
- Residents may play music but only to a level that another residents' quiet and peaceful enjoyment of the College is not affected.

Consumption of alcohol in other areas of the College

- A resident must not consume alcohol or possess an open container of alcohol in any other area of the College unless authorised in writing by the College Principal.

ILLICIT DRUGS

The John Flynn College has a zero tolerance approach to the possession, sale, supply or use of illicit drugs.

Possession, sale, supply or use of illicit drugs at The John Flynn College is prohibited.

Possession, sale, supply or use of an implement which could be used for the preparation, storage, digestion, smoking or injection of an illicit drug is prohibited.

HARASSING OR VIOLENT BEHAVIOUR

Harassment, hazing, bullying, sexual harassment, sexual assault and other violent behaviour is not acceptable under any circumstances. The John Flynn College is committed to, and responsible for, providing a safe and respectful environment for all residents, free from harassment and violence.

The Bullying, Discrimination, Harassment and Sexual Misconduct Policy can be found at the end of this handbook.

SOCIAL MEDIA

The Social Media Policy can be found at the end of this handbook. The John Flynn College reinforces that the same high standards of communication, behaviour and conduct are expected online as those standards that are expected personally in the workplace and/or in the residential college environment.

The following expectations apply to resident's use of social media where there is an identifiable connection with the College:

1. Residents are to act in good faith and to uphold the good reputation of the College when initiating or responding to Social Media.
2. Residents will not disclose confidential information or information which may bring the College into disrepute, on Social Media.
3. Residents are to respect the privacy of others and at all times to comply with the College's Information Privacy Policy and related legislation.
4. At all times while engaged in Social Media, residents will act in accordance with the College's Codes of Conduct, the Bullying, Discrimination, Harassment and Sexual Misconduct Policy, and other applicable policies, procedures and charters of the College.
5. Residents will not post content that is illegal, harassing, hateful, racist or harmful to an individual or group's reputation (either personal or professional), including but not limited to, posts that contain:
 - profanity;
 - spurious or derogatory comments;
 - sexually explicit language or images;
 - copyrighted material (without lawful excuse);
 - defamatory content; or
 - another person's information (including phone numbers and email addresses).

USE OF INFORMATION TECHNOLOGY

All residents must comply with the College Information Technology Policy. It can be found at the end of this handbook.

RECORDING AND DISTRIBUTION OF IMAGES

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

FIREARMS, WEAPONS, EXPLOSIVES

Firearms, weapons and explosives are not permitted at the John Flynn College. This includes but is not limited to firecrackers, whips, hunting knives, swords, bow and arrows.

DEALING WITH NOISE

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

(a) Most importantly, a resident's conduct (or the conduct of his/her guest(s) should at no time interfere with the studies or general comfort of fellow students.

(b) At all times and in undertaking any activity, be it sporting, social, group study or whatever, it is the responsibility of the residents involved to take due consideration of any other residents who may be affected. This particularly applies to TVs, musical instruments and other electrical devices.

(c) During examination periods it is an absolute requirement that noise be minimal around the College.

NOISE PROCEDURES

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

1. If you feel comfortable approach the noisemaker/s and politely ask him/her to reduce it. College Residents are usually very considerate so the noise should stop immediately.
2. If the noise level continues contact your Residential Assistant or the Duty Tutor on 0417 427 330.
3. If the noise level is not reduced and the person making the noise persists then the College Principal should be contacted.

NOISE GUIDELINES

These guidelines should be interpreted as guidelines only. The Duty Tutor, Resident Support Officer and/or the Deputy Principal, may, in their absolute discretion, make determinations contrary to the below:-

1. All noise is to cease in Common Rooms and grounds by 10pm;
2. No gatherings are to occur past 10pm on veranda's, common rooms, balconies, and/or College grounds and may only occur in the Junior Common Room (JCR) and/or students' respective rooms;
3. Individual students do not have a right to broadcast their music choices across a deck. As a general courtesy to all, please use headphones when listening to music in your private room.

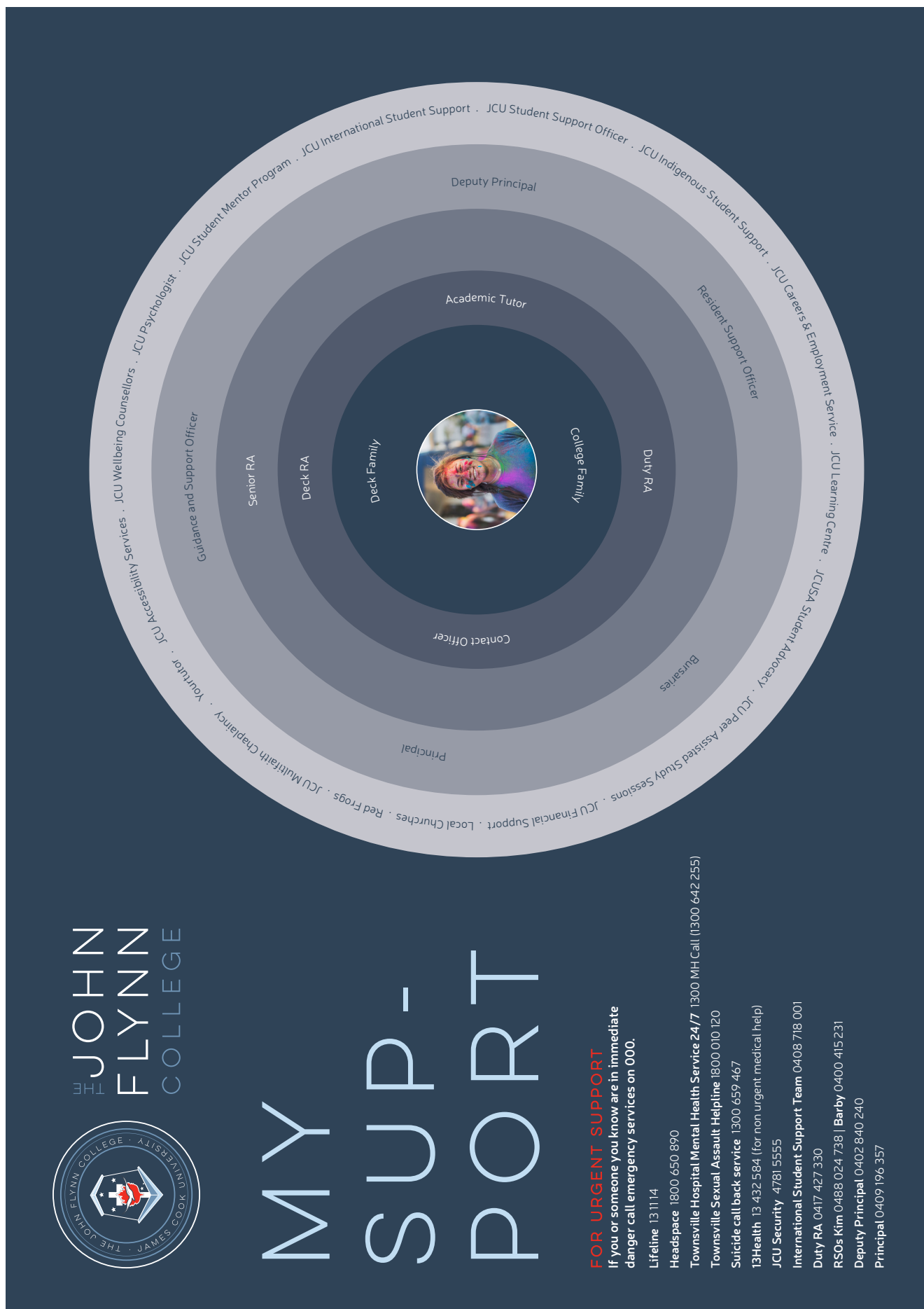
Should more than three noise complaints be recorded in the course of one week, from one deck, the Principal shall enforce a stricter curfew than that described in clause 1.

APPENDIX

























































































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21

A. MY SUPPORT: SUPPORT OPTIONS AVAILABLE TO ALL RESIDENTS



WHO CAN HELP?

DECK RA                                                                                        

B. 2021 FEE SCHEDULE

2021 Payment Schedule | Two Semesters (Study Periods 1 & 2)



THE JOHN
FLYNN
COLLEGE

Annual Accommodation Fees (Fully catered)	
Standard Room	\$14,840
Cluster Room	\$15,155
Shared Ensuite Room	\$16,555
Private Ensuite	\$17,325

General Fees (due 04/02/21)	
Administration Fee	
New student	\$ 500
Returning student	\$ 250
Student Association Fee	\$ 200
College Photo Fee	\$ 30
IT Infrastructure Fee	\$ 150
Building Fund Fee	\$ 100

Terms	
Study Period 1	
Commencement date	New Students: 14/02/21 Returning Students: 17/02/21
Expiration date	24hrs after the Student's final exam for Study Period 1 or 10am on 19/06/21, whichever is sooner
Study Period 2	
Commencement date	Sunday 25/07/21
Expiration date	24hrs after the Student's final exam for Study Period 2 or 10am on 20/11/21, whichever is sooner

Additional Charges (due 04/02/21 if applicable)	
Air-conditioning Charge	\$ 850 pa
Electricity for Bar Fridge	\$170 pa
Rekeying Charge	\$ 220
Excess storage fee	\$ 200
Furniture disposal fee	\$ 75
Casual Meal <i>per meal</i>	\$ 10
Overnight Guest <i>per night</i>	\$ 10

Payment Options (does not include general fees or additional charges)			
Option A One Payment \$400 discount <i>(when paid by direct deposit by the due date)</i>		Amount Due	Payment Due
	Standard Room	\$ 14,440.00	
	Cluster Room	\$ 14,755.00	04-02-21
	Shared Ensuite	\$ 16,155.00	
	Private Ensuite	\$ 16,925.00	
Option B Two Payments \$200 discount <i>(when paid by direct deposit by the due date)</i>	Study Period 1		
	Standard Room	\$ 7,532.00	
	Cluster Room	\$ 7,694.00	04-02-21
	Shared Ensuite	\$ 8,414.00	
	Private Ensuite	\$ 8,810.00	
	Study Period 2		
	Standard Room	\$ 7,108.00	
	Cluster Room	\$ 7,261.00	15-07-21
	Shared Ensuite	\$ 7,941.00	
	Private Ensuite	\$ 8,315.00	
Option C Fortnightly Instalments <i>(Domestic students only)</i>	Initial Payment		
	Standard Room	\$1,484.00	
	Cluster Room	\$1,515.50	04-02-21
	Shared Ensuite	\$1,655.50	
	Private Ensuite	\$1,732.50	
	Fortnightly Instalments		
	Standard Room	\$742.00	
	Cluster Room	\$757.75	See payment schedule below
	Shared Ensuite	\$827.75	
	Private Ensuite	\$866.25	

Fortnightly Payment Schedule—Option C					
	Due Date	Standard	Cluster	Ensuite	Private
Initial Payment	04-02-21	\$1,484.00	\$1,515.50	\$1,655.50	\$1,732.50
2nd Payment	26-02-21	\$742.00	\$757.75	\$827.75	\$866.25
3rd Payment	12-03-21	\$742.00	\$757.75	\$827.75	\$866.25
4th Payment	26-03-21	\$742.00	\$757.75	\$827.75	\$866.25
5th Payment	09-04-21	\$742.00	\$757.75	\$827.75	\$866.25
6th Payment	23-04-21	\$742.00	\$757.75	\$827.75	\$866.25
7th Payment	07-05-21	\$742.00	\$757.75	\$827.75	\$866.25
8th Payment	21-05-21	\$742.00	\$757.75	\$827.75	\$866.25
9th Payment	04-06-21	\$742.00	\$757.75	\$827.75	\$866.25
10th Payment	18-06-21	\$742.00	\$757.75	\$827.75	\$866.25
11th Payment	02-07-21	\$742.00	\$757.75	\$827.75	\$866.25
12th Payment	16-07-21	\$742.00	\$757.75	\$827.75	\$866.25
13th Payment	30-07-21	\$742.00	\$757.75	\$827.75	\$866.25
14th Payment	13-08-21	\$742.00	\$757.75	\$827.75	\$866.25
15th Payment	27-08-21	\$742.00	\$757.75	\$827.75	\$866.25
16th Payment	10-09-21	\$742.00	\$757.75	\$827.75	\$866.25
17th Payment	24-09-21	\$742.00	\$757.75	\$827.75	\$866.25
18th Payment	08-10-21	\$742.00	\$757.75	\$827.75	\$866.25
19th Payment	22-10-21	\$742.00	\$757.75	\$827.75	\$866.25
		\$14,840	\$15,155	\$16,555	\$17,325

2021 Payment Schedule | CBLG Trimester



THE JOHN
FLYNN
COLLEGE

Annual Accommodation Fees (Fully catered)

Standard Room	\$16,536
Cluster Room	\$16,887
Shared Ensuite Room	\$18,447
Private Ensuite	\$19,305

General Fees (due 04/02/21)

Administration Fee

New student	\$ 500
Returning student	\$ 250
Student Association Fee	\$ 200
College Photo Fee	\$ 30
IT Infrastructure Fee	\$ 150
Building Fund Fee	\$ 100

Terms

Trimester 1

Commencement date

Saturday 13/02/21

Expiration date

24hrs after the Student's final exam for Trimester 1 or 10am on 16/08/21, whichever is sooner

Trimester 2

Commencement date

Sunday 30/05/21

Expiration date

24hrs after the Student's final exam for Trimester 2 or 10am on 29/08/21, whichever is sooner

Trimester 3

Commencement date

Sunday 12/09/21

Expiration date

24hrs after the Student's final exam for Trimester 3 or 10am on 12/12/21, whichever is sooner

Additional Charges (due 04/02/21 if applicable)

Air-conditioning Charge	\$ 850 pa
Electricity for Bar Fridge	\$170 pa
Rekeying Charge	\$ 220
Excess storage fee	\$ 200
Furniture disposal fee	\$ 75
Casual Meal <i>per meal</i>	\$ 10
Overnight Guest <i>per night</i>	\$ 10

Payment Options (does not include general fees or additional charges)

Option A One Payment \$400 discount <i>(when paid by direct deposit by the due date)</i>	Amount Due	Payment Due
Standard Room	\$ 16,136.00	
Cluster Room	\$ 16,487.00	04-02-21
Shared Ensuite	\$ 18,047.00	
Private Ensuite	\$ 18,905.00	
Option B Two Payments \$200 discount <i>(when paid by direct deposit by the due date)</i>		
Payment 1		
Standard Room	\$ 8,168.00	
Cluster Room	\$ 8,343.50	04-02-21
Shared Ensuite	\$ 9,123.50	
Private Ensuite	\$ 9,552.50	
Payment 2		
Standard Room	\$ 8,168.00	
Cluster Room	\$ 8,343.50	15-07-21
Shared Ensuite	\$ 9,123.50	
Private Ensuite	\$ 9,552.50	
Option C Fortnightly Instalments <i>(Domestic students only)</i>		
Initial Payment		
Standard Room	\$ 1,653.60	
Cluster Room	\$ 1,688.70	04-02-21
Shared Ensuite	\$ 1,844.70	
Private Ensuite	\$ 1,930.50	
Fortnightly Instalments		
Standard Room	\$ 826.80	
Cluster Room	\$ 844.35	See payment schedule below
Shared Ensuite	\$ 922.35	
Private Ensuite	\$ 965.25	

Fortnightly Payment Schedule—Option C

	Due Date	Standard	Cluster	Ensuite	Private
Initial Payment	04-02-21	\$1,653.60	\$1,688.70	\$1,844.70	\$1,930.50
2nd Payment	26-02-21	\$826.80	\$844.35	\$922.35	\$965.25
3rd Payment	12-03-21	\$826.80	\$844.35	\$922.35	\$965.25
4th Payment	26-03-21	\$826.80	\$844.35	\$922.35	\$965.25
5th Payment	09-04-21	\$826.80	\$844.35	\$922.35	\$965.25
6th Payment	23-04-21	\$826.80	\$844.35	\$922.35	\$965.25
7th Payment	07-05-21	\$826.80	\$844.35	\$922.35	\$965.25
8th Payment	21-05-21	\$826.80	\$844.35	\$922.35	\$965.25
9th Payment	04-06-21	\$826.80	\$844.35	\$922.35	\$965.25
10th Payment	18-06-21	\$826.80	\$844.35	\$922.35	\$965.25
11th Payment	02-07-21	\$826.80	\$844.35	\$922.35	\$965.25
12th Payment	16-07-21	\$826.80	\$844.35	\$922.35	\$965.25
13th Payment	30-07-21	\$826.80	\$844.35	\$922.35	\$965.25
14th Payment	13-08-21	\$826.80	\$844.35	\$922.35	\$965.25
15th Payment	27-08-21	\$826.80	\$844.35	\$922.35	\$965.25
16th Payment	10-09-21	\$826.80	\$844.35	\$922.35	\$965.25
17th Payment	24-09-21	\$826.80	\$844.35	\$922.35	\$965.25
18th Payment	08-10-21	\$826.80	\$844.35	\$922.35	\$965.25
19th Payment	22-10-21	\$826.80	\$844.35	\$922.35	\$965.25
		\$16,536	\$16,887	\$18,447	\$19,305

EXPLANATION OF FEES



THE JOHN
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COLLEGE

Fee Structure

Domestic students have three options for payment of their account.

1. **Option A - One Payment**
Pay the full annual college fee less \$400 discount in a one off payment by the due date.
2. **Option B - Two Payments**
Pay the full annual college fee less \$200 discount for one payment by the due date prior to JCU study period 1 and a second payment by the due date prior to JCU study period 2.
3. **Option C - Fortnightly instalments**
Pay the full annual college fee in 19 fortnightly payments made throughout the year by the fortnightly due dates.

International Students are required to pay using options A or B above.

Note that annual fees do not cover accommodation during the breaks between semesters.

General fees

The annual fees and fee payment schedule do not include the general fees or additional charges outlined overleaf.

Administration Fee: (Non refundable) covers administrative expenses associated with admission. This fee is normally paid upon lodging your application.

Student Association Fee: collected on behalf of the Student Association and helps to promote a community spirit within the College through cultural, sporting and social events.

College Photo Fee: a college photo is taken in study period two. Each resident is given a copy.

IT Infrastructure Fee: unlimited high speed internet and Wi-Fi is provided to all residents throughout the year.

Building Fund Fee (Voluntary): The College as a tax deductible gift recipient has included in this year's fee schedule a request for a \$100 contribution (\$50 per semester) to the College building and refurbishment fund. This is tax deductible. Your support is crucial for our ongoing maintenance and refurbishment programs.

Extra Charges

Air-conditioning Charge - This fee covers electricity costs for air-conditioning and maintenance.

Electricity for bar fridge - Some students like to keep their own bar fridge in their room. Fridges are purchased at the student's expense. This fee covers the electricity cost for the bar fridge.

Rekeying charge - Covers the cost to replace a bedroom lock if a student loses their key.

Storage - The college will supply students with a maximum of 4 large boxes and 2 small book boxes during vacation periods. The expectation is that the boxes are then returned to the college administration office once the student arrives back and unpacks. If the boxes are not returned the student is charged \$5 per box.

Students are charged the following for storage over and above the approved storage limit;

- Fridge: \$5
- Items that are not packed away in boxes: \$5 each
- Excessive items left in room: \$200

Furniture disposal fee - Personal furniture items such as futons and arm chairs not removed by the resident will incur a disposal fee of \$75 per item.

Vacation Residency: Your contract does not include accommodation during the breaks between semesters. If a student needs to reside at the college for academic or other reasons then they will need to apply for vacation residency with the College prior to the end of the study period. The extra nights are then charged at a nightly rate based on the room type they are continuing to stay in.

Payment Methods

Direct Credit / Debit - Fees are automatically deducted from you credit or debit card through Westpac's PayWay system.

Direct Deposit (Option A and B only) - Payment is paid direct to the account details provided.

C. STUDENT CODE OF CONDUCT



Student Code of Conduct

1. INTENT

This Student Code of Conduct provides a clear statement of the College's expectations of students in respect of personal behaviour. This Code provides a structure for the development and management of student conduct in order to promote high levels of professional behaviour and ethical standards within the College.

2. PRINCIPLES

Students residing at The John Flynn college are expected to:

- allow others to live in an environment of intellectual freedom, critical and open inquiry and social responsibility;
- act in a manner where tolerance, honesty, inclusivity and respect are the basis of the College community;
- uphold high standards of integrity and ethical behaviour
- act in a reasonable and sustainable manner to ensure that College's facilities, property and services are used appropriately and available to other students to share and utilise and which minimises environmental impact; and
- ensure that the reputation of the College is upheld.

3. SCOPE

This Code of Conduct applies to all residents of The John Flynn College while engaged in conduct or activities undertaken as part of their study, living and socialising which is associated with the College. The policy extends to wherever that conduct or activity takes place. The scope of the policy includes conduct or activities that occur at or in connection with (but is not limited to):

- The John Flynn College campus
- The James Cook University campuses and study centres
- Managed digital environments (including the use of information technology and other University or College operated digital platforms), and
- Conduct and activities related to the College's business that are not conducted on College premises, including (but not limited to):
 - Field trips
 - Placements and internships
 - Conferences
 - Student camps
 - Inter-college and inter University events, and
 - Parties and other social functions.

4. DEFINITIONS

Misconduct means any conduct which is prohibited under this code of conduct or under any College regulation and includes proposed misconduct. This includes but is not limited to:

- any unwanted or unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated, this may be either physical or psychological;

- non-physical systematic behaviour used to harm other students or staff, this may include bullying, hazing, threats, verbal abuse or other forms of psychological or emotional abuse, racially motivated abuse; and
- acts of violence to other staff or students that cause physical pain or impairment.

5. OBLIGATIONS AND EXPECTATIONS

Obligation of personal responsibility

Students will:

- read and comply with their contractual conditions and the College's standards, policies, procedures and ethical requirements;
- read and comply with College Handbook
- take responsibility for their own behaviour;
- raise issues or concerns with the College in a timely manner; and
- take responsibility for seeking support and/or assistance when required

Obligation to act with honesty and integrity

Students will:

- uphold integrity;
- conduct themselves appropriately when representing the College within the University and wider community;
- abide by relevant ethical requirements;
- not do anything which may bring the College into disrepute including by making or publishing false or misleading statements relating to the College;
- report a breach of this Code of Conduct if they reasonably believe that they have observed a breach; and
- not engage in unlawful behaviour.

Obligation of respect and fairness

Students will:

- treat other students, staff, and volunteers with respect and fairness;
- avoid discriminatory conduct on grounds such as gender, sexuality, race, ability, cultural and social background, religion, age or political conviction;
- be responsible for what they write and disseminate through all forms of social media maintaining respect for their audience and respect for copyright;
- not engage in conduct which may objectively be considered as harassment or bullying, or which is otherwise disruptive or intimidating;
- not engage in conduct which may objectively be considered as disorderly, threatening or violent
- respect the privacy of others in the collection, use or access of personal information whilst undertaking studies;
- not disclose information identified as confidential concerning any matter relating to the College;
- avoid disrupting or interfering with any activity of the College;
- consider their responsibilities and the consequences of their actions when exercising their freedom of expression;
- support legitimate academic debate;
- not impair the rights of others to participate in any legitimate College activity; and
- not encourage, persuade or incite others to engage in conduct or behaviour constituting misconduct in accordance with College policies and procedures.

Obligation to ensure safety and to respect property

Students will:

- not endanger, or potentially endanger, the safety or health of others;
- not cause harm to others, including students and staff, whilst on College premises or College related activities;
- not use, possess or supply a prohibited weapon or any prohibited substance at College premises;
- use College property or resources, including communication technology resources, cooperatively, legally, ethically responsibly and appropriately;
- respect the property rights of others, including students and staff, whilst on College premises; and
- comply with any reasonable request or directions from College staff with regard to safety or compliance with standards, policy, procedure or ethical requirements.

6. COMPLIANCE WITH THE STUDENT CODE OF CONDUCT

Where uncertain about this Code of Conduct's application or interpretation, students should consult the College Principal.

Failure to comply with the Code may lead to disciplinary action, and in serious cases may lead to termination of residency and/or criminal prosecution.

Breaches of the Code of Conduct

All breaches of the Student Code of Conduct will be identified, reported and resolved according to the respective policy or procedures for misconduct (e.g. Social Media Policy, Discrimination, Bullying and Harassment Policy, ICT Acceptable Use Policy, Student Misconduct Policy, amongst others)

9. REVIEW

- This policy will be reviewed annually

10. COMMUNICATION

This policy will be included in the Student Handbook and Residential Assistant Handbook for the information of students and staff.

11. SUPPORT

Employees and students that require support to apply this policy and/or associated policies and procedures may seek the support of:

- The College Principal
- The Deputy Principal

12. ASSOCIATED LEGISLATION AND INSTRUMENTS

- Student Code of Conduct
- JCU Sexual Assault Procedure (for students)
- JCU Sexual Harassment Procedure (for students)
- Bullying, Discrimination and Harassment Procedure
- Social Media Policy

- IT Policy

13. ENDORSEMENT

Endorsed by the College Principal on 28/11/18



Alcohol Policy

1. PURPOSE

The purpose of this policy is to

- Promote the safe and responsible consumption of alcohol by residents and visitors of the John Flynn College
- Maintain people's privacy and safety, and the good order of the College
- Empower residents to make a free and educated choice about the consumption of alcohol

2. SCOPE

This policy applies to all residents and visitors of The John Flynn College.

3. DEFINITIONS

In accordance with section 9A of the Liquor Act 1992, a person may be taken to be **unduly intoxicated** if the person's speech, balance, coordination or behaviour is noticeably affected as a result of the consumption of liquor.

Disorderly behaviour is defined as behaviour that is disorderly, threatening, violent, indecent, offensive or insulting. It includes but is not limited to vandalism, public urination, vomiting, excessive noise, hazing, invading people's privacy, or behaviour that creates a disturbance or nuisance.

4. GENERAL PRINCIPLES

When serving and consuming alcohol, residents and visitors should maintain a safe environment and respect for other people.

Any alcohol related behaviour that is not permitted at a licensed premises is not permitted at The John Flynn College.

5. EDUCATION

All first year students must participate in an education program on alcohol awareness and harm minimisation. Records of attendance will be kept on the College's database.

All residents must participate in an online education program on alcohol awareness and harm minimisation. Records of completion will be kept on the College's database.

6. POLICY

A person must not become unduly intoxicated whilst on The John Flynn College premises.

If a person is unduly intoxicated whilst on The John Flynn College premises, the person must not consume alcohol.

A person must not exhibit disorderly behaviour whilst on The John Flynn College premises.

A person must not disturb a resident's quiet and peaceful enjoyment of the College.

People serving and consuming alcohol must comply with all relevant legislation, JCU policy and procedure, and The John Flynn College policy and procedure.

People under the age of 18 years are not permitted to drink alcohol on The John Flynn College premises.

On The John Flynn College premises, it is prohibited to:



Alcohol Policy

- Haze, coerce, bully, harass or engage in any kind of activity that requires an individual to consume alcohol against their will, and/or at a nominated time/circumstance, and/or at an accelerated rate
- engage in binge drinking (this includes but is not limited to skulling) of any sort;
- keep or use any apparatus designed for the over-indulgence of alcohol (this includes but is not limited to beer bongs);
- organise and/or engage in any drinking games where drinking alcohol is a consequence (this includes but is not limited to flip cup, beer pong, funnelling);
- mix in a container a range of drinks and/or provide a common source of alcohol for the consumption by one or more persons (this includes but is not limited to goon bins);
- keep large amounts of alcohol in residential rooms or any other part of the College;
- collect empty bottles of alcohol;
- possess or use any apparatus for the brewing or distillation of alcoholic beverages;
- manufacture alcoholic beverages (e.g. home brew) on the College premises or to bring 'home brew' into the College for personal use or for sharing with other residents/persons;
- bring a 'keg' of beer onto the College grounds or have a keg provided at any College function, including functions by the Student Association, on or off the College campus, unless approved in writing by the College Principal;
- sell liquor, either directly or indirectly;
- promote alcohol and alcohol-related sponsors within the College, unless approved by the College Principal as a sponsor;
- drink alcohol prior to or while spectating or engaging in any intercollegiate competition.
- Serve any type of stimulus drink containing high levels of caffeine or similar product in conjunction with the service of alcohol
- Serve spirits (except with written approval from the College Principal).

Residents and their visitors must clean up alcohol containers, spillages and any other mess.

Storage and Consumption of alcohol in bedrooms and balconies

Subject to the other provisions of this policy:

- Residents are permitted to store small amounts of alcohol in their bedrooms for personal consumption
- Residents are permitted to drink alcohol in their rooms/balconies
- When someone is consuming alcohol in a resident's room/balcony, only four people (including the resident) are allowed in the room/balcony
- Residents may play music but only to a level that another residents' quiet and peaceful enjoyment of the College is not affected
- Residents are permitted to drink alcohol on balconies until 10pm each night.

Consumption of alcohol in deck common rooms

Subject to the other provisions of this policy:

- residents are permitted to drink alcohol in deck common rooms until 10pm each night.
- when someone is consuming alcohol in a deck common room, only the total number of deck members are allowed in the common room. For example, if a deck has 12 deck members, only 12 people may be in the deck common room when someone is consuming alcohol .
- Residents may play music but only to a level that another residents' quiet and peaceful enjoyment of the College is not affected

Consumption of alcohol in the Junior Common Room

Subject to the other provisions of this policy:

- residents are permitted to drink alcohol in the Junior Common Room until 10pm on Sunday – Thursday and 12am Friday - Saturday.



Alcohol Policy

- Residents may play music but only to a level that another residents' quiet and peaceful enjoyment of the College is not affected

Consumption of alcohol in other areas of the College

A person must not consume alcohol or possess an open container of alcohol in any other area of the College unless authorised in writing by the College Principal.

Functions and events organised by the Student Association

An event management plan must be developed for any function or event held by the John Flynn College Student Association that involves the consumption of alcohol (whether on or off site). The event management plan must contain harm minimisation strategies to reduce the risk of harm caused by the over consumption of alcohol. Such harm minimisation strategies must include:

- The provision of water and non alcoholic drinks
- The provision of light and mid strength alcoholic drinks (for events where alcohol is served)
- The provision of food
- Set times where alcohol may be consumed
- Clearly marked boundaries where alcohol may be consumed
- The supervision of the event by four sober Student Association Executive members, at least one of which has a Responsible Service of Alcohol certificate
- The service of alcohol only by people with a Responsible Service of Alcohol certificate
- The presence of a licensed security officer (for on site events)
- Strategies to identify unduly intoxicated and disorderly people, to care for them and to prevent them from consuming more alcohol
- Strategies to ensure compliance with this policy (for on site events)
- Strategies to prevent underage drinking
- Strategies to prevent excessive consumption of alcohol including strategies to prevent
 - Hazing, coercion, bullying, harassment to engage in any kind of activity that requires an individual to consume alcohol against their will, and/or at a nominated time/circumstance, and/or at an accelerated rate
 - binge drinking (this includes but is not limited to skulling) of any sort;
 - the use of any apparatus designed for the over-indulgence of alcohol (this includes but is not limited to beer bongs);
 - drinking games where drinking alcohol is a consequence (this includes but is not limited to flip cup, beer pong, funnelling)

As a further harm minimisation strategy, the Student Association should engage the Red Frogs organisation to provide supervision and support during events.

The provision and sale of alcohol on site should be managed by the Principal (or his qualified nominee) only.

Commercial bar rates should be charged for all alcohol sold at College events

Where any non-accidental property damage, including alcohol related property damage occurs during or around the time of an event run by the student association, the cost of replacement will be charged to the Student Association where the alleged offender cannot be identified

7. ALCOHOL FREE PERIODS

The college will impose an alcohol free period during O week as determined by the College Principal.

The college will also impose an alcohol free period from midnight on the Sunday before week 13 of each semester until the end of semester. During this time, residents may only consumer alcohol in their rooms.

8. CARE OF UNDULY INTOXICATED OR DISORDERLY PERSONS



Alcohol Policy

A person who finds another person who is unduly intoxicated or disorderly on College premises must notify the Residential Assistant on duty.

Where a person is disorderly, the Residential Assistant on duty must either

- intervene to prevent further disorderly behaviour (if safe to do so) and/or
- notify the After Hours Support Officer who will manage the situation

In extreme circumstances it may be appropriate to request the assistance of the Queensland Police Service.

Where a person is unduly intoxicated, if safe, the Residential Assistant on duty should:

- render first aid and contact the Queensland Ambulance Service if appropriate
- ensure the person does not consume more alcohol
- ensure the person is adequately monitored by a sober person
- contact the After Hours Support Officer for assistance if required

9. DEALING WITH BREACHES OF THIS POLICY

Breaches of this policy will be dealt with in accordance with the College's discipline policy.

10. COMMUNICATION

This policy will be included in the College Handbook that will be provided electronically to all residents.

11. LEGISLATION AND OTHER INSTRUMENTS

- Liquor Act 1992
- James Cook University 'Alcohol Consumption on University Property' Policy
- Discrimination and Harassment Policy and Procedure

E. BULLYING, DISCRIMINATION , HARASSMENT AND SEXUAL MISCONDUCT POLICY



Bullying, Discrimination, Harassment and Sexual Misconduct Policy

1. INTENT

The intent of this policy is to ensure that all students, staff and volunteers work, study, live and socialise in an environment that is based on inclusivity and respect, and free from discrimination, bullying, harassment, including hazing and vilification, and sexual misconduct. The intent of the policy is to also ensure that students, staff and volunteers understand the College's required accountabilities, and complaint handling principles, including the necessity to afford natural justice to affected persons.

2. SCOPE

This policy applies to all members of the Council, staff, students, and volunteers of The John Flynn College while engaged in conduct or activities undertaken as part of their study, work, living and socialising which is associated with the College. The policy extends to wherever that conduct or activity takes place. ccc

3. DEFINITIONS

Accommodations

Actions that the College and JCU can take to support a student or staff member who has been subjected to sexual harassment or sexual assault to enable them to continue studying, working, living and socialising at the College and JCU. Accommodations will be developed on a case by case basis, and may include, for example, implementing safety measures, changes to class scheduling, changes to assessment, changes to allocation of student on-campus accommodation or short-term emergency student housing, changes to reporting lines, or temporary or long-term work or workplace reassignment. Accommodations may be provided to a person regardless of whether the person who perpetrated the harassment or assault are associated with the College or JCU. Accommodations can be made as a result of a report, or a complaint. Accommodations are focussed on ensuring a person's wellbeing.

Alternative Dispute Resolution

Alternative Dispute Resolution (ADR) refers to methods that sit outside of judicial mechanisms, such as mediation, conciliation, and arbitration as ways to settle disputes. Depending upon the gravity of the report or complaint the College may use ADR in resolving issues relating to discrimination, bullying and harassment. The College does not use mediation, conciliation or arbitration processes in addressing reports or complaints of sexual misconduct.

Bullying

Bullying is repeated and unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety:

- **Repeated** behaviour is behaviour which occurs more than once and may involve a range of behaviours over time.
- **Unreasonable** behaviour is behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.

The following behaviours do not constitute bullying:

- A single incident of unreasonable behaviour. (However, single or one-off incidents of unreasonable conduct can also cause a risk to health and safety, may breach other College policies and could constitute misconduct.)
- Low level conflict defined as interpersonal conflict or disagreement which is not sufficient to constitute bullying. People can and will disagree with each other.

- Reasonable direction and expectations of staff, including as part of performance management procedures.

Bystander

A bystander includes a person who observes someone bullying, harassing, discriminating against, sexually harassing or sexually assaulting another person.

Child Sexual Abuse

Sexual assault of a child (an individual under 18 years of age) is defined as child sexual abuse and constitutes a criminal offence with mandatory reporting requirements. This policy does not apply to child sexual abuse, including the abuse of students under 18 years of age. All cases involving students under 18 years of age must be referred directly to College Principal where the Child Protection Policy will be applied.

Complaint

A complaint is a complainant's expression of dissatisfaction that their rights, existing interests and/or reasonable expectations under this policy have been adversely and unjustifiably affected because of an action, decision or omission within the control or responsibility of the College.

A complaint involves providing detailed information seeking disciplinary action or other resolution against the respondent. A complaint is different to a report (which is defined below).

Complainant

A person(s) who makes a complaint about a matter that they wish the College to consider and for which outcome(s) or resolution(s) are explicitly or implicitly expected.

Consent

Consent means the free and voluntary agreement to participate in an activity which may include an intimate or sexual relationship given by a person with the cognitive capacity to do so. Consent is not freely and voluntarily given if the person is:

- Under force
- Unconscious or asleep
- Under the influence of drugs or alcohol
- Under threat or intimidation
- In fear of bodily harm
- Subjected to the exercise of authority
- Under false or fraudulent representations about the nature or purpose of the act, or
- Under a mistaken belief that the offender was someone else (for example, their sexual partner).

Consent can be given and subsequently withdrawn at any point.

Discrimination

Discrimination has the same meaning as contained in the Anti-Discrimination Act 1991 (Qld), Age Discrimination Act 2004 (Cth), Disability Discrimination Act 1992 (Cth), Racial Discrimination Act 1975 (Cth), and Sex Discrimination Act 1984 (Cth).

Discrimination, including direct and indirect discrimination, occurs when a person is treated less favourably or harassed in certain areas of life including their employment because of a personal characteristic or attribute, whether real or imputed, including the setting of a requirement, condition or practice that is unreasonable and that people with a particular characteristic cannot meet.

The grounds for which a complaint may be made under this policy include discrimination and harassment based on one or more of the following characteristics:

- Sex or gender
- Relationship status, pregnancy, breastfeeding, parental status and family responsibility
- Sexuality or gender identity
- Disability or impairment
- Race, accent, colour, national or ethnic origin, nationality, ethnicity, descent or ancestry, or immigration
- Age
- Religious or political belief or activity
- Trade union activity
- Lawful sexual activity, or
- Personal association with or relation to any person who is identified on the basis of any of the above attributes.

Discrimination can be on the basis of direct or indirect discrimination:

- Direct discrimination on the basis of an attribute happens if a person treats, or proposes to treat, a person with an attribute less favourably than another person without the attribute is or would be treated in circumstances that are the same or not materially different.
- Indirect discrimination on the basis of an attribute happens if a person imposes, or proposes to impose, a term:
 - With which a person with an attribute does not or is not able to comply, and
 - With which a higher proportion of people without the attribute comply or are able to comply, and
 - That is not reasonable.

The following conduct does not constitute unlawful discrimination:

- A person is not offered a job because, notwithstanding that reasonable adjustments have been made, they cannot meet the inherent requirements of the job.
- The College has gained a lawful exemption, or the law otherwise permits the College, to target a job at a particular group of people to help redress disadvantages that group may have experienced in the past.
- The College lawfully implements specific equal employment opportunity or 'affirmative action' strategies, plans or programs designed to ensure genuine equal opportunities in the workplace, particularly in relation to groups that have been disadvantaged in the past.

Duty of care

The College's duty of care requires all staff, and students to take reasonable care in order to avoid reasonably foreseeable harm that may arise. The safety and wellbeing of staff, students, volunteers and visitors is the first priority in any situation.

Equity Contact Officer(s)

Equity Contact Officers can provide information and referral options for both students and staff regarding this Discrimination, Bullying, Harassment and Sexual Misconduct Policy, and related procedures.

First Responder

Any member of the College community may be a first responder. A first responder is a person who is the first to become aware (or is confided in by another) that a person has experienced or is currently experiencing an incident/s of sexual harassment or sexual assault.

Harassment

Harassment occurs when a person, or a group of people, is intimidated, insulted or humiliated because of one or more characteristics, or from working in a hostile or intimidating environment that makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Harassment can arise as the result of a single incident as well as repeated incidents (for example, hazing). See further definition of Sexual Harassment below.

Hazing

Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of staff or students and can include the practice of rituals, challenges, and other activities as a way of initiating a person into a group including a new residential college, team, or club.

Incident Register

The Incident Register is a confidential register that is maintained by the JCU Chief of Staff. All reports and complaints of sexual misconduct are recorded on the Incident Register to enable JCU to identify patterns in behaviours, or high risk University activities or premises, and to monitor progress in eliminating sexual assault or sexual harassment.

Natural Justice

Natural justice (also known as procedural fairness) is concerned with the rights and procedures used by a decision-maker in making a decision, rather than the substance of the decision made. It requires a fair and transparent process. The complainant and respondent must both be afforded natural justice, which includes the respondent being sufficiently informed of the allegation to allow for a meaningful response.

Natural justice requires:

- The right to be fully apprised of the allegation(s), including the particulars of the allegation(s)
- The right to be heard
- The right to be treated without bias or conflict of interest, and
- A decision based on evidence.

These rules involve complainants and respondents having a reasonable opportunity to prepare and present a case, and to have their cases considered justly.

Precautionary Measures

Measures or actions undertaken by the College or University directed at a student, staff member or volunteer, who is alleged to have committed a criminal offence or a breach of discipline. Precautionary measures may be undertaken at an early stage pending the outcome of criminal/disciplinary proceedings. A precautionary measure is not a penalty or sanction and must be reasonable and proportionate. Precautionary measures may be put in place if they are necessary to ensure a full and proper investigation can be carried out (whether by the Police, the College, the University or an investigative body); and/or for the wellbeing of the person subjected to the alleged assault or other persons whilst the allegation is being dealt with. Precautionary measures include options such as reassignment of work, and suspension.

Report

A report is information provided to the College about an incident or suspected wrongdoing that the person making the report believes to be sexual misconduct. A report can be anonymous, and the person reporting is able to, but does not have to, identify the other person/people involved.

The College can provide support to a person making the report (if they have identified themselves) including accommodations and precautionary measures, and advice about making a complaint.

Reports are processed through the completion of a Sexual Misconduct Report Form and are recorded on the JCU Incident Register.

Representative (or Support Person)

A representative (also referred to as a support person) is a person to assist, accompany and support a complainant, respondent or interviewee in their participation in matters relating to this policy and supporting procedures. A representative may be a friend or family member and not a practicing solicitor or barrister.

Respondent

A person(s) against whom a complaint is made.

Sexual Assault

Sexual assault is any unwanted or forced sexual act or behaviour without consent.

Sexual Assault occurs when a person:

- Touches or makes contact with another person (and the touching or making contact is sexual in nature) without their consent – groping and any physical contact such as patting, pinching or touching in a sexual way is a form of sexual assault.
- Forces another person against their will to commit an act of gross indecency – a sexual act that does not involve penetration, for example a person forces another person to touch their genitals.
- Forces another person to see an act of gross indecency, for example the person masturbates in front of the other person.

Rape is the most serious form of sexual assault and occurs where a person or persons force another person or persons to have sexual intercourse without his or her consent. Rape includes forcing someone to perform oral sex, digital penetration, and inserting any object into the vulva, vagina or anus of another person without their consent.

Sexual Harassment

Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature that is done either to offend, humiliate or intimidate another person, or where it is reasonable to expect the person might feel that way.

Sexual harassment may include:

- Displays of sexually graphic materials including posters, cartoons or messages left on noticeboards, desks or common areas
- Repeated invitations to develop a closer or intimate relationship after prior refusal
- Unwelcome and uncalled for remarks or insinuations about a person's sex or private life
- Comments of a sexually suggestive nature about a person's appearance or body
- Sexually offensive phone calls
- Offensive emails and text messages of a sexual nature
- Unwanted sexual attention using internet, social networking sites and mobile phones
- Sexually offensive screensavers or posters
- A publication, such as sexually offensive emails or graphics
- Threats online of a sexual nature
- Revenge porn
- Sexual propositions
- Indecent exposure
- Stalking
- Pressuring a student or staff member to engage in sexual behaviour for some educational or employment benefit, or
- Making a real or perceived threat that rejecting sexual behaviour will carry a negative consequence for the student in education, accommodation, or University programme or activity.

Sexual Harassment is unlawful when it falls within the relevant statutory definition under the Anti-Discrimination Act 1991 (Qld) and/or the Sex Discrimination Act 1984 (Cth). Indecent exposure and stalking are criminal behaviours.

Sexual Misconduct

Sexual misconduct refers to instances of sexual harassment or sexual assault that the College is notified of, or is responding to. If proven, allegations of sexual misconduct are a breach of this policy and also of the Codes of Conduct that apply to both the staff and students of the College.

College Community

College community means the members of the Council, the staff, the students and volunteers of the College.

Vilification

Vilification has the same meaning as contained in the Anti-Discrimination Act 1991 (Qld). Specifically, a person must not, by a public act, incite hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the ground of the race, religion, sexuality or gender identity of the person or members of the group.

Vexatious

A complaint is deemed to be vexatious if it is:

- Dishonest or contains intentionally misleading information
- Malicious; pursued with undue persistence
- Has the intent to harass or cause delay or detriment, or
- Is pursued in a manner that threatens, menaces or harasses a member of the Council, the staff, the students or an affiliate of the University.

4. POLICY

1. Commitment

1.1 The College confirms that:

- The College is committed to the rights of all students, staff and volunteers to work, study, live and socialise in an environment that is based on inclusivity and respect.
- All people have a right to an environment free from discrimination, bullying, harassment, and sexual misconduct while engaged in activities undertaken as part of their study, living and work, or other association with the College.
- Discrimination, bullying, harassment, and sexual misconduct will not be tolerated under any circumstances.
- Discrimination, bullying, harassment and sexual misconduct in employment and education is unlawful under various legislative enactments as listed in the related documents and legislation section of this policy.
- The College will use educative approaches for the prevention of discrimination, bullying, harassment, and sexual misconduct to inform members of the College community of their rights and responsibilities, to encourage the reporting of behaviour, practices or publications that contravene this policy, and ensure the College's systems and processes are not discriminatory.
- The wellbeing and needs of the person who has been subjected to sexual harassment or sexual assault are at the centre of the College's response.
- The College's response to sexual assault is integrated with the specialist sexual assault services. The College has referral protocols in place with the sexual assault services and works together with the services to meet the needs of staff and students. The College will provide additional and complementary support services.
- Procedures for bullying, discrimination and harassment are different to the sexual misconduct procedures – see item 2 below.
- Natural justice principles apply to the implementation of this policy as well as the handling of reports and complaints under this policy.

- Except to the extent that disclosure is required, or authorised by legislation, confidentiality will be maintained to the greatest possible extent, with communication limited to persons to whom disclosure is made (consistent with position and responsibility), or those with specific responsibility to assist in the resolution of the complaint.
- Sexual assault against a child is defined as child sexual abuse and constitutes a criminal offence with mandatory reporting requirements.

1.2 The College acknowledges that:

- Sexual assault and sexual harassment may be perpetrated or experienced by people of any sexual orientation or gender identity and may be a single incident or a persistent pattern of unwelcome behaviour.
- Sexual assault and sexual harassment is overwhelmingly perpetrated by men, and women are overwhelmingly the victims. Gender inequality provides the underlying social conditions for sexual assault and sexual harassment.
- Sexual harassment most often occurs in relationships of unequal power or authority, although it may also take place between peers. In providing a working and learning environment free of harassment, it is important to recognise that certain groups may be particularly vulnerable, including:
 - Indigenous women
 - People from non-English-speaking backgrounds
 - People with disabilities
 - People working or learning in non-traditional areas, and
 - Women working in isolated areas.

1.3 With respect to sexual misconduct, the College:

- Encourages any person who has experienced or who has witnessed any sexual harassment or sexual assault by, or toward, a member of the College community to report the incident. A report can be anonymous, and the person reporting is able to, but does not have to, identify the other person/people involved. The College can provide support to a person making the report (if they have identified themselves) including accommodations and precautionary measures.
- All reports and complaints of sexual misconduct are recorded on the JCU Incident Register to enable JCU to identify patterns in behaviours, or areas of the University, and to monitor progress in eliminating sexual assault and sexual harassment.
- Supports any person to make a decision about making a complaint to the College or University. The College understands the decision to make a complaint can be complex.
- Will follow due process, and afford natural justice to all parties. The College will ensure that there are single points of contact whenever possible.
- Individual wellbeing and the reduction of harm are key drivers in any response to sexual assault.
- The College has adopted the JCU Sexual Assault procedure and JCU Sexual Harassment procedure as the College's own procedures for incidents involving students.

2. Procedural differences for addressing bullying, discrimination and harassment, and sexual misconduct

2.1 There are different procedures for managing incidents for bullying, discrimination and harassment, and sexual misconduct. The key difference is that in all cases with sexual misconduct, the College and University has no expectation or suggestion that the person who is subject to sexual harassment or sexual assault needs to address the behaviour directly with the alleged perpetrator. Processes related to Alternative Dispute Resolution, such as conciliation or mediation are not considered appropriate in cases of sexual assault or sexual harassment. Instead, the College and JCU will address the behaviour through the College Principal, a supervisor, College Dean, or other appropriate person.

2.2 Bullying, discrimination and harassment:

Bullying, discrimination and harassment are addressed through the Discrimination, Bullying and Harassment Complaint Procedure

2.3 Sexual Misconduct:

For staff sexual misconduct is addressed through the Sexual Assault Procedure for Staff and the Sexual Harassment Procedure for Staff.

For students: sexual misconduct is addressed through the JCU Sexual Assault Procedure and the JCU Sexual Harassment Procedure.

In the unlikely event that an incident involves both staff and students, where the person who has experienced or who has witnessed any sexual harassment or sexual assault is a student, the JCU Sexual Assault Procedure and the JCU Sexual Harassment Procedure will apply.

3. Consequences of Breach

3.1 Breaches of this policy by a member of the Council, a staff member, or a student will constitute a breach of discipline of the College, and the College may instigate disciplinary proceedings for the alleged breach of discipline.

3.2 In respect of Item 3.1 above, breaches of this policy will be addressed through the College's disciplinary procedures prescribed for staff, and students (including the Student Conduct Policy). Depending upon the severity and implications of the breach, sanctions may include legal action, a formal warning, retraining, and/or other disciplinary action (such as suspension or termination of employment, or suspension or exclusion from the College).

4. Accountabilities and responsibilities

4.1 Every member of the College Community, has the following obligations:

- To take reasonable care for their own health and safety
- To take reasonable care for the health and safety of others
- To comply with any reasonable instruction from the College, and
- To comply with all applicable Policies and Procedures.

4.2 A bystander who observes someone bullying, harassing, discriminating against, sexually harassing or sexually assaulting another person, should address the person offending at the time, if they are able to, and it is safe to do so. Bystanders should let the person subjected to the offence know that they have noticed and ask what they can do to help.

4.3 Some members of the College community have further obligations in respect of their positions or delegated authority that it is their responsibility to understand.

4.4 Principal, Deputy Principal, Executive Chef, Sous Chef, Team Leaders, Senior Residential Assistants, and Residential Assistants:

- Members of the College community in these positions have responsibility to ensure that, when an instance of bullying, harassment, discrimination or sexual misconduct is brought to their attention, they take appropriate action to address or remedy the situation expeditiously. They need to:
 - Ensure other members of the College community under their supervision, whether these be staff, or students are familiar with the College's policies and procedures regarding conduct, and undertake mandated training where required.
 - Discuss the College's Bullying, Discrimination, Harassment and Sexual Misconduct Policy, and related procedures at staff and student meetings, and check for understanding.
 - Ensure all staff are aware of the Code of Conduct
 - Ensure all students are aware of the Student Code of Conduct
 - Model exemplary behaviours in this regard themselves

- Monitor workplace/college behaviours to ensure compliance with policies
- Remove any inappropriate material, including sexually inappropriate material, from the work, living or study environment
- Take appropriate and early action using relevant procedures when they observe instances of potential bullying, discrimination and harassment, or sexual misconduct, even without or prior to a report or complaint being made.
- Follow up promptly and undertake appropriate action when a bullying, discrimination and harassment, or sexual misconduct matter is raised with them.
- Advise and/or refer parties to relevant support services, policies and procedures.
- Support the work of the Equity Contact Officers.
- Maintain the confidentiality required by this policy, and
- Seek the advice of the Sexual Misconduct Officers if an incident of sexual harassment or sexual assault is identified or reported.

4.5 College Principal

- The College Principal will facilitate the provision of education and information to discourage bullying, discrimination and harassment, and sexual misconduct for staff and students; and monitoring the effectiveness of this policy.

4.6 Equity Contact Officers:

- Equity Contact Officers (ECO) are identified members of the College community who have received training in these roles as required by the College Principal. Support provided by ECOs may include, but is not limited to:
 - Assisting staff and students to clarify the outcome(s) they are seeking to the problem and provide information and/or referral to informal and formal resolution processes available
 - Providing staff and students with copies of the relevant College policies and procedures and the options available in those documents, including taking no further action, and
 - Advising or assisting the complainant or the respondent, but not both.
- An ECO must not:
 - Advocate, investigate, mediate or provide any resolution for a complainant or respondent
 - Assist staff or students where they may have an actual or perceived conflict of interest, and
 - Provide advice of a legal nature to any person.

4.9 Sexual Misconduct Officers:

- A Sexual Misconduct Officer will provide a single point of contact for a person who has made a report or complaint of sexual harassment or sexual assault. These officers can facilitate accommodations and precautionary measures.
- JCU Sexual Misconduct Officers have accountabilities and responsibilities under the Sexual Harassment Procedures, and Sexual Assault Procedures.
- College Sexual Misconduct Officers have accountabilities and responsibilities under the Sexual Harassment Procedures, and Sexual Assault Procedures for Staff
- Designated Sexual Misconduct Officers at the University are the Chief of Staff and Manager Student Equity and Wellbeing (for students).
- Designated Sexual Misconduct Officers at the College are the College Principal and Executive Assistant (Accounting and Finance).

9. REVIEW

- This policy will be reviewed annually

10. COMMUNICATION

This policy will be included in the Student Handbook, Employee Handbook and Residential Assistant Handbook for the information of students and employees.

11. SUPPORT

Employees and students that require support to apply this policy and/or associated policies and procedures may seek the support of:

- The College Principal
- The Deputy Principal

12. ASSOCIATED LEGISLATION AND INSTRUMENTS

- Student Code of Conduct
- JCU Sexual Assault Procedure (for students)
- JCU Sexual Harassment Procedure (for students)
- Sexual Assault Procedure for staff
- Sexual Harassment Procedure for staff
- Bullying, Discrimination and Harassment Procedure
- Social Media Policy
- IT Policy

13. ENDORSEMENT

Endorsed by the College Council on 26 November 2018



Bullying, Discrimination, and Harassment Complaint Procedure

1. INTENT

This procedure outlines how students, staff and volunteers raise a complaint with The John Flynn College alleging discrimination, harassment and/or bullying under the Bullying, Discrimination, Harassment and Sexual Misconduct Policy (the Policy). The College is committed to the rights of all students, staff and to work in an environment that is based on inclusivity and respect.

This Procedure is not to be used for Complaints regarding Sexual Harassment or Sexual Assault. Students, Staff and Volunteers should refer to those separate Procedures under the Policy.

2. SCOPE

This procedure applies to all students, staff and volunteers while engaged in activities undertaken as part of their study, work, living and socialising at or with the College. This procedure extends to wherever that activity takes place. The scope of the procedure includes but is not limited to:

- The John Flynn College campus;
- The James Cook University campuses and study centres
- Sporting and recreational clubs and facilities to the extent that they fall within the College/University Community;
- Managed digital environments; and
- Activities and situations related to College business that are not conducted on College premises, including but not limited to:
 - field trips
 - placements and internships
 - conferences
 - students camps
 - inter-University events
 - parties and other social functions.

3. DEFINITIONS

The meaning of terms used in this procedure are as per the Bullying, Discrimination, Harassment and Sexual Misconduct Policy

4. PROCEDURE

1. Support

1.1 The College has a number of students and staff who act as Equity Contact Officers (ECOs), who provide support, information and referral and are the first point of contact for students and staff and volunteers who have concerns or questions about discrimination, harassment or bullying.

1.2 The College and James Cook University has a broad range of support options for students. Refer to the My Support poster in the College Handbook.

2. Making a Complaint

2.1 Any student, staff or volunteer who believes they have experienced or witnessed behaviour which contravenes the Policy may make a Complaint under this procedure.

2.2 At any stage of the process under this procedure, a student, staff or volunteer may seek the assistance and support of a Representative.

2.3 Prior to making a Complaint under this procedure, a Complainant is strongly encouraged to speak with an Equity Contact Officer. This helps to ensure concerns are raised in an appropriate way and that the correct process is followed, including to:

- a) clarify whether the alleged behaviour may constitute a breach of the policy (or whether it should be dealt with under an alternative policy/procedure);
- b) provide information about the policy and procedure; and
- c) referral to complaint resolution options and support programs available to both the Complainant and the Respondent.

2.4 There are three options provided under these procedures for responding to a Complaint of Discrimination, Bullying, Harassment, and/or Vilification:

- a) an informal complaint process,
- b) a formal complaint process, or
- c) referral to an external body.

2.5 A student, staff or volunteer is not required to exhaust informal attempts at resolution before formal action commences. Complainants have the right to formalise their Complaint at any stage.

2.6 If a Complaint is made, either as an informal complaint or a formal complaint, and where the seriousness of the alleged behaviour becomes apparent (e.g. misconduct/serious misconduct), at any time during the complaints processes it may be referred to the College Principal for consideration under the relevant Misconduct Procedure.

3. Informal Complaints Process

3.1 An informal Complaint process is recommended where:

- a) The alleged behaviour is/was not violent and addressing it with the Respondent will not create an unsafe circumstance for the Complainant; and/or
- b) the Complainant simply wants to make it clear that the behaviour is unwanted and wants it to cease.

3.2 In the first instance the Complainant, if they feel safe to do so, is encouraged to initiate a conversation letting the Respondent know that their behaviour is impacting the Complainant and/or others and request that it stops.

3.3 The Complainant may approach their Residential Assistant, Senior Residential Assistant, supervisor or next level manager to request support to address the behaviour.

3.4 Potential outcomes of an informal process may include, but not limited to:

- a) an apology;
- b) an agreement between the parties on acceptable behaviour;
- c) resetting expectations of behaviour for all parties by the supervisor or next level manager;
- d) undertaking internally provided training programs;
- e) participation in Alternative Dispute Resolution (ADR) as per section 6 below; and/or

f) refer the matter as per section 7 of this procedure.

3.5 The informal Complaint process will be carried out in good faith and according to the principles of natural justice. Complaints that are frivolous, vexatious, misconceived or lacking in substance will be rejected if a preliminary investigation of the facts indicates this. Where a Complaint is found to be vexatious or has been made in bad faith, disciplinary action may be taken against the Complainant.

4. Formal Complaints Process

4.1 A Complaint may be made under the formal Complaint's process regardless of whether an informal Complaints process has been instigated earlier.

4.2 The formal Complaints process option may be appropriate where:

a) informal attempts at resolution have failed, or have not been pursued;

b) the Complainant is alleging that the inappropriate behaviour being complained about is victimisation or reprisal action as the result of an earlier Complaint;

c) the Complaint involves allegations which could constitute misconduct or serious misconduct or a breach of code of conduct

4.3 A student, staff or volunteer can initiate a formal Complaint relating to a breach of the Policy by writing to the College Principal or Deputy Principal. Where a Complaint is against the College Principal, A student, staff or volunteer can initiate a formal Complaint by writing to the College Council Chair.

4.4 The response to a formal Complaint may include:

a) a method of Alternative Dispute Resolution; or

b) investigation (see section 5); or

c) refer the matter as per section 7 of this procedure.

4.5 The formal Complaint process will be carried out in good faith and according to the principles of natural justice. Complaints that are frivolous, vexatious, misconceived or lacking in substance will be rejected if a preliminary investigation of the facts indicates this. Where a Complaint is found to be vexatious or has been made in bad faith, disciplinary action may be taken against the Complainant.

5. Formal investigation process

5.1 If the College Principal or College Council Chair determines a formal investigation is necessary, an appropriate investigator will be appointed.

5.2 To afford Natural Justice to both the Complainant and Respondent, the investigator will ensure that:

a) the Complainant and Respondent receive information about the standard of conduct expected during an investigation process, including confidentiality;

b) the Respondent is fully apprised of the allegations against him or her;

c) all issues are investigated;

d) all participants in the investigation are informed of information relevant only to their participation in the investigation;

e) the Complainant and the Respondent have the right to be heard and be treated impartially and without bias;

f) the Complainant, Respondent and any interviewees are afforded the right to a Representative at discussions or interviews throughout the process;

g) the investigation report is confidential and will not be released to any parties, unless required under law, but may be used to form allegations as part of any disciplinary processes.

5.3 For the purpose of conducting an effective investigation, all parties acknowledge that information relating to the investigation could contain confidential, sensitive or personal information or material. Information could include interviews, statements, emails, phone records, text or data messages, forming part of the investigation report and as such, shall not be made available to anyone other than to the Respondent or Complainant (on a confidential basis) where reasonably necessary to afford natural justice to the parties in accordance with clause 5.2.

5.4 The investigator will generally make a finding about the allegation of behaviour which may be in breach of the Policy, in which case the Complainant and the Respondent will be notified in writing whether the allegation/s is/are substantiated or not and the reason for this determination.

5.5 Other parties involved in the investigation will receive communication to confirm their involvement has concluded or the investigation process has concluded.

5.6 On completion of an investigation, and if the allegations are substantiated, the College Principal or College Council Chair will determine appropriate actions, which may include but are not limited to:

a) the Complainant and the Respondent participate in an Alternative Dispute Resolution (ADR);

b) training;

c) resetting expectations of behaviour by the supervisor; or

d) other options as deemed appropriate to the circumstances; or

e) refer the matter as per section 7 of this procedure.

6. Alternative Dispute Resolution

6.1 Alternative Dispute Resolution may help the Complainant and Respondent resolve a complaint or reach an agreement, and can occur at any stage of the complaint management process.

6.2 Participation in Alternative Dispute Resolution in an informal or formal Complaint management process is voluntary and must be agreed to by both the Complainant and the Respondent.

6.3 Alternative Dispute Resolution may include:

a) **Mediation:** a process in which the Complainant and the Respondent, with the assistance of an independent dispute resolution practitioner (the mediator) negotiate in an endeavour to come to a mutually agreed resolution. The mediator has no advisory or determinative role.

b) **Facilitation:** a process in which the parties (usually a group), with the assistance of an independent dispute resolution practitioner (the facilitator) identify problems to be solved, tasks to be accomplished or disputes issues to be resolved. Facilitation may conclude there, or it may continue to assist the parties to develop options, consider alternatives and endeavour to reach an agreement. The facilitator has no advisory or determinative role.

c) **Conciliation:** a process in which the Complainant and the Respondent, with the assistance of an independent dispute resolution practitioner (the conciliator), identify the issues, develop options,

consider alternatives and endeavour to reach an agreement. The conciliator may have an advisory role on the dispute or the outcome of its resolution, but not a determinative role.

7. Referral to external bodies

7.1 While students, staff and volunteers are strongly encouraged to use internal complaint management options outlined in this Procedure, students, staff and volunteers have the right to seek advice from and/or lodge a Complaint with an external body, which may include the Queensland Police, the Fair Work Commission, Queensland Anti-Discrimination Commission and Workplace Health and Safety Queensland.

8. Records

8.1 Records relating to a Complaint are not held on a student or staff members file. These records are held on a confidential file, and may include the Complaint form and submission, investigation report and related material such as records of interview and witness statements, the determination and reasons by the investigator, and any other material provided during the course of the investigation.

8.2 Any records relating to corrective actions taken as a result of a substantiated breach of the policy (e.g. disciplinary action) will be held on a student or staff member's confidential file.

8.3 The College will collect de-identified data for statistical purposes, to enable and inform initiatives and programs in order to create a safe and inclusive workplace for all.

9. Confidentiality

9.1 Any party involved in a matter relating to the Policy and this Procedure (including Complainant, Respondent, witnesses, interviewees and Representatives) have a responsibility to treat a Complaint and all information and associated processes as confidential.

9.2 Information provided by the Complainant or the Respondent will be treated as confidential and will be provided only to those who have a need for the information for the purposes of managing the complaint in the course of their residency or employment with the College or when it is required in the course of investigating or resolving the Complaint.

10. False Allegations and/or Vexatious Complaints

10.1 Reports (whether oral or in writing) made in bad faith and/or including false information in the course of an investigation may lead to allegations of Misconduct/Serious Misconduct and result in disciplinary action against the person.

10.2 If the Complaint is found to be Vexatious, the College may take action against the Complainant under the College's misconduct procedures.

9. REVIEW

- This policy will be reviewed annually

10. COMMUNICATION

This policy will be included in the Student Handbook, Employee Handbook and Residential Assistant Handbook for the information of students and staff.

11. SUPPORT

Employees and students that require support to apply this policy and/or associated policies and procedures may seek the support of:

- The College Principal
- The Deputy Principal
- Contact officer

12. ASSOCIATED LEGISLATION AND INSTRUMENTS

- Student Code of Conduct
- JCU Sexual Assault Procedure (for students)
- JCU Sexual Harassment Procedure (for students)
- Sexual Assault Procedure for staff
- Sexual Harassment Procedure for staff
- Bullying, Discrimination and Harassment Procedure
- Social Media Policy
- IT Policy

13. ENDORSEMENT

Endorsed by the College Principal on 28/11/2018

Sexual Assault Procedure

Intent

This procedure outlines how the University will manage incidences of Sexual Assault.

This procedure should be read in conjunction with the, Bullying, Discrimination Harassment and Sexual Misconduct Policy. Sexual Assault will not be tolerated under any circumstances and is a criminal offence. The University is committed to the rights of all Students, Staff and Affiliates to work, research, study, live and socialise in an environment that is based on inclusivity and respect.

Scope

This procedure applies to all members of JCU Council, Staff, Affiliates and Students while engaged in activities undertaken as part of their study, research, work, living and socialising at or with JCU. The procedure extends to wherever that activity takes place. The scope of the procedure includes but is not limited to:

- campuses;
- managed student accommodation;
- sporting and recreational clubs and facilities to the extent that they fall within the University Community; and
- activities and situations related to University business that are not conducted on University premises, including but not limited to:
 - field trips
 - placements and internships
 - conferences
 - places of accommodation whilst travelling
 - students camps
 - inter-University events
 - parties and other social functions.

Definitions

Except as otherwise specified in this procedure, the meaning of terms used in this procedure are as per the Bullying, Discrimination, Harassment and Sexual Misconduct Policy and the University's [Policy Glossary](#).

Procedure

1. Sexual Assault – An integrated response

- 1.1 Sexual Assault as defined in the Policy is a serious incident of Sexual Misconduct, and constitutes a criminal offence.
- 1.2 Child Sexual Abuse (under 18) constitutes a criminal offence with mandatory reporting requirements. This reporting will be made by the Chief of Staff to the Queensland Police Service.
- 1.3 Any allegation of Sexual Assault must be dealt with immediately. The crisis and specialist support and University support are identified at section 2. If the Student, Staff member or Affiliate or any other member of the University Community is assaulted on a field trip, placement, or any location remote to the campus, then the State-wide Sexual Assault Helpline should be called, or if interstate, call 1800 RESPECT.

- 1.4 If overseas, field trip supervisors/support Staff should contact Chubb Assistance immediately who will guide them through the relevant countries medical/police system. The Chief of Staff as the University's Critical Incident coordinator and Sexual Misconduct Officer will also assist with consular support and return to Australia as necessary.
- 1.5 The safety, wellbeing and needs of the person who has been subjected to Sexual Assault are at the centre of JCU's response. To the fullest extent possible the wishes of the person subjected to Sexual Assault should be respected, and strict confidentiality applies at all times.
- 1.6 To ensure safety and wellbeing, this may require returning the person subjected to the Assault to their home location if remote to the campus or overseas. As a precautionary measure, and if Police have not been involved, the alleged perpetrator would also be brought back to their home location. If in residential accommodation on campus, alternative accommodation may also be required. This may be coordinated through the relevant Sexual Misconduct Officer.
- 1.7 Any member of the University Community may be a First Responder. A First Responder is a person who is confided in by another person who has experienced or is currently experiencing an incident/s of sexual assault. First Responders need to listen with compassion, respect privacy and confidentiality; and encourage the person to seek support (further detailed at sections 2 and 3).
- 1.8 Any member of the University Community may be a Bystander. A Bystander includes a person who observes someone sexually assaulting another person, (see also First Responder). A Bystander should call 000 in an emergency situation. A Bystander can intervene at the time, if they are able to do so, and it is safe to do so. Bystanders should let the person subjected to the offence know that they've noticed, and let them know they will do what they can to help.
- 1.9 Some members of the JCU University Community have further obligations in respect of their positions or delegated authority identified in this Procedure and which is their responsibility to understand.
- 1.10 The University's response to Sexual Assault is integrated with specialist Sexual Assault Services. The University has referral protocols in place with Sexual Assault Services and works together with the Services to meet the needs of Staff and Students. The University will provide additional and complementary support services. These are detailed below and a quick reference guide is at Appendix 1.

2. Specialist Sexual Assault Services

- 2.1 **If you have been sexually assaulted and have not accessed the nearest hospital emergency department or Police station, please call one of the following:**

Townsville Sexual Assault Support Service	(07) 4775 7555 After Hours (07) 4759 9743 (Sexual Crimes Unit)
Cairns Sexual Assault Service	(07) 4031 3590
Mackay Sexual Health and Assault Service	(07) 4968 3919
Mt Isa Sexual Assault Service (Mt Isa Hospital)	(07) 4744 4447 After hours (07) 4744 4444

	(Mt Isa Hospital)
Tableland Sexual Assault Service	(07) 40914036
Royal Brisbane & Women's Hospital Sexual Assault Response Team	(07) 3646 5207
Statewide Sexual Assault Helpline	1800 010 120
1800 Respect (24 hour sexual assault and domestic violence support)	1800 737 732

3. University Support

3.1 The University understands that if a member of Staff, Affiliate or Student presents having experienced Sexual Assault and requires crisis and ongoing care, it is best practice for the University to assist the person to access the specialist Sexual Assault Services. The University provides additional support services and these may be complementary to the specialised service delivery provided by the Sexual Assault Services.

3.2 Immediate response:

- **University Security** is available 24/7 to report any incident or behaviour, and will also follow up with Police and emergency services as necessary.

Security – Townsville or Cairns	1800 675 559
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Report all security incidents as early as possible to the Security Office or a Security Officer. Any emailed reports should be sent to security@jcu.edu.au (for Townsville) or cairnsssecurity@jcu.edu.au (for Cairns).

- **Sexual Misconduct Officers** provide a single point of contact at JCU for a person who has been subjected to Sexual Assault, or to the Manager or any person supporting them. Sexual Misconduct Officers will support people to access the specialist Sexual Assault Services, and can facilitate Accommodations and Precautionary Measures, and provide support with making a Report, or Complaint to the University.

Sexual Misconduct Officers	Staff: Manager Staff Equity and Diversity Students: Manager Student Equity and Wellbeing JCU: Chief of Staff Contact details at https://www.jcu.edu.au/safety-and-wellbeing
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3.3 Ongoing support:

- **Student Counselling.** Students are able to seek confidential counselling services and support from the Student Equity and Wellbeing staff. The services operates between the hours of 9am – 4pm, but does provide a priority service to students who may have been impacted by Sexual Assault.

Contact details are:

Townsville	(07) 4781 4711	studentwellbeing@jcu.edu.au
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Cairns	(07) 4232 1150	studentwellbeing@jcu.edu.au
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Student Equity and Wellbeing Staff can provide assistance, advice and referrals to specialist services and emergency walk-in appointments are available.

- **JCU Student Association Advocates.** Students are able to contact a JCU Student Association Advocate and Welfare Officer who can provide free information, advocacy and referral on a range of issues relating to students.

JCUSA Advocates – Townsville or Cairns	1800 330 021
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- **Residential College** staff including the Principal, Deputy Principal, Manager Halls of Residence, Support Officers or Residential Assistants can provide pastoral care, support, and referral and also guidance on University policy and procedure.
- **Equity Contact Officers (ECOs).** Staff and students are able to contact an ECO to discuss options for internal and external support and making a Report, or Complaint to the University. ECO's also provide information and guidance on University policies and procedures.

Equity Contact Officer Network	https://www.jcu.edu.au/safety-and-wellbeing/support-services/equity-contact-officers-list
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- **Staff Counselling.** Staff are able to seek support from the Employee Assistance Program (EAP) which provides a confidential and free counselling service available to continuing and fixed term JCU Staff and immediate family.

Employee Assistance Program	1300 360 364	eapdirect® online
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- 3.4 JCU's Safety and Wellbeing website provides a range of [online resources](#) to students and staff in relation to safety and wellbeing, including information on consent, sexual assault and pathways to Disclose, Report or make a Complaint to the University.

4. Sexual Assault Reports and Complaints to JCU

- 4.1 Any person can provide information to the University that an incident of Sexual Assault has happened. All people, at any time, can pursue processes external to the University, including reporting to Police.
- 4.2 The University will respect an individual's decision on whether they will make a Report, and/or a Complaint to the University. Reports and Complaints will be kept strictly confidential except in exceptional circumstances, where required by law or where there is a risk of significant harm to that individual's health and safety or another individual's health or safety. In such circumstances, the University may do one or both of the following:
- resolve to elevate the Report to a Complaint in which case the individual who has Reported has the right not to participate in any subsequent Investigation provided that this action would not result in a denial of natural justice to the Respondent; and/or
 - notify third parties, such as the Police or child protection authorities.
- 4.3 A Member of the University Community may have a Representative present when attending any meetings relating to Sexual Misconduct, and any Report or Complaint. If the

Complainant or Respondent unable to come onto campus, alternative methods of contact can be arranged.

- 4.4 All Reports or Complaints to JCU are recorded in the University's confidential Incident Register by the Chief of Staff. This enables JCU to identify patterns in behaviours, or in high risk areas of the University, and to monitor progress in eliminating sexual misconduct.

5. Making a Report, and possible outcomes

- 5.1 Any person can make a Report through completing the online Sexual Misconduct Report Form. Sexual Misconduct Officers can provide support with completing the form. The Report is received by the respective Sexual Misconduct Officer – i.e., the Manager, Student Equity and Wellbeing for Students or the Manager, Equity and Diversity for Staff and Affiliates. The Chief of Staff is notified for the Incident Register and to ensure the University is responding effectively.
- 5.2 Upon receipt of the Form, the Sexual Misconduct Officers will work with the First Responder if required and/or make direct personal contact with the Staff member or Student to provide advice on support mechanisms available, both crisis support and that provided by the University. Sexual Misconduct Officers can provide support, including facilitating access to counsellors if needed, and consideration of possible Accommodations and Precautionary Measures available.
- 5.3 It is possible to make an anonymous report using the Sexual Misconduct Report Form, and the person making the report is able to, but does not have to, identify the other person/people involved. Note that JCU actions in response to any Report may be limited by the detail provided.
- 5.4 Making a Report does not start an investigation, but it does mean the Sexual Misconduct Officers can advise the person subjected to sexual assault on their options to make a Complaint.

6. Making a Complaint

- 6.1 In making a Complaint to a Sexual Misconduct Officer, a person (the Complainant) provides detailed information in order that an investigation and disciplinary action or other resolution can be taken against the Respondent.
- 6.2 Making a Complaint will start an investigation (assuming the University has the authority to investigate – refer to 8.11) and will include a referral to Sexual Misconduct Officers, if not already involved, for information and support as part of the processes.
- 6.3 If the University commences an investigation and an external process is also being pursued, the University may continue or suspend its investigation (after advising the Complainant). The University will continue to provide support, including assessments of Accommodations and Precautionary Measures in all cases.
- 6.4 Care must be taken not to dismiss a matter as trivial. In resolving a Complaint, the University must ensure that principles of Natural Justice are observed.
- 6.5 Any Complaint received by the Chief of Staff will be assessed to check matters including:
 - a) that the appropriate support services of the University have been engaged
 - b) any safety or other risks associated with the Complaint and any investigation requirement arising from the Complaint;

- c) where the Complaint was not made by the individual directly affected, that the individual is advised of the Complaint and is able to talk about the Complaint and the anticipated process that the University will take to consider it;
 - d) that there is sufficient information to proceed;
 - e) any requirement for the University to notify an external body, i.e., where Public Interest Disclosures or the Crime and Corruption Commission (where the Respondent is an employee); and
 - f) that where made by the individual directly affected, the individual has been made aware of and understands the complaint process and possible implications for them, before making a Complaint.
- 6.6 For the purposes of these procedures, a Staff member or Affiliate responding to a complaint or allegation(s) of Sexual Misconduct is referred to as a Staff Respondent and a Student responding to a complaint or allegation(s) of Sexual Misconduct is referred to as a Student Respondent.
- 6.7 Where a Student is also employed by the University or where a Staff member or Affiliate may also be a Student or a Council Member, the Sexual Misconduct Officer will make an assessment as to the role the alleged Respondent was undertaking at the time of the Sexual Assault (see 5.4 and 5.5 below).
- 6.8 Where an allegation of Sexual Assault is made through a Complaint against a Staff Respondent it will be referred to the Director Human Resources for investigation as a possible misconduct or serious misconduct under the [JCU Enterprise Agreement](#).
- 6.9 Where an allegation of Sexual Misconduct is made through a Complaint against a Student Respondent it will be referred to the Director Student Services for investigation as possible misconduct under the Student Code of Conduct and Misconduct Procedures.
- 6.10 Where an allegation of Sexual Misconduct is made through a Complaint against a Council member Respondent it will be referred to the Chancellor for investigation as possible misconduct under the Council Code of Conduct.

7. Reports or Complaints made by third parties

- 7.1 Anonymous, and third party, Reports or Complaints of Sexual Assault may also be made.
- 7.2 The University may be unable to proceed with an investigation involving anonymous or third party Reports or Complaints due to a lack of evidence from the individual who was directly subjected to the Sexual Assault, or where proceeding would not allow for procedural fairness or natural justice.
- 7.3 The Chief of Staff may take other steps, including an approach via the third party to see if the individual affected would consider making a Report or Complaint.
- 7.4 Where other sufficient evidence exists, the University may decide to proceed with investigating an allegation without a Report or Complaint, particularly where patterns of behaviour have become evident.
- 7.5 If the University is unable to proceed with an investigation involving anonymous or third party allegations, the Complaint will be retained by the Chief of Staff. The Complaint will be kept strictly confidential, and access to it will be limited.

8. Investigating a Complaint

- 8.1 **Initial (preliminary) inquiry.** On receipt of a Complaint, the Director Human Resources or the Director Student Services will undertake an initial inquiry supported by the Sexual Misconduct Officers to determine whether sufficient evidence and standard of proof on the balance of probabilities exists.
- 8.2 Where an initial inquiry determines that an allegation does not meet the required standard of proof, a Complaint will be closed. The University will continue to provide support, including Accommodations to the Complainant. This decision to close an inquiry can be appealed (see section 11).
- 8.3 Where an initial inquiry determines that an allegation meets the required standard of proof the University will investigate under the relevant discipline procedure/process as per below.
- 8.4 The Director Human Resources can determine to suspend a Staff Respondent (Precautionary Measure) during an investigation based on a risk assessment and/or on the recommendation of the Sexual Misconduct Officer. These decisions will be made in accordance with the JCU Enterprise Agreement or relevant policy for Affiliates.
- 8.5 The Director Student Services will consider if a Student Respondent should be suspended during an investigation based on a risk assessment and/or on the recommendation of the relevant Sexual Misconduct Officer.
- 8.6 **Investigation.** All parties subject to an investigation will be afforded Natural Justice and have the right to have a support person/Representative with them.
- 8.7 The Director Human Resources or Director Student Services will investigate or cause to be investigated an allegation of Sexual Assault against Staff and Student Respondents respectively. An internal or external investigator may be appointed. An investigator must be independent of the parties of the investigation.
- 8.8 The investigation report will be provided to the Director Human Resources for Staff Respondents for determination of Misconduct or Serious Misconduct as defined under the JCU Enterprise Agreement.
- 8.9 The Investigation report will be provided to the Director Student Services for Student Respondents for determination of Sexual Misconduct as defined in this Policy.
- 8.10 The investigation report is confidential and will not be provided to the Respondent but may be used to form allegations as part of a disciplinary process.
- 8.11 A University investigation will be suspended if a Complainant decides to pursue criminal proceedings. If for whatever reason the criminal process ends, the disciplinary process may recommence.

9. Outcomes of Complaints – Disciplinary Proceedings

- 9.1 If the Director Human Resources finds that the Bullying, Discrimination, Harassment and Sexual Misconduct Policy and/or Staff Code of Conduct has been breached, the University will commence Disciplinary Proceedings. Such proceedings will be undertaken in accordance with misconduct/serious misconduct prescribed for Staff in the JCU Enterprise Agreement, and relevant policy for Affiliates.

- 9.2 If the Director Student Services finds that the Bullying, Discrimination, Harassment and Sexual Misconduct Policy and Student Code of Conduct has been breached, the Director Student Services will determine the disciplinary action required in resolving the Complaint.
- 9.3 Depending upon the severity and implications of the breach, outcomes may include legal action and/or other disciplinary action (such as suspension or termination of employment of a Staff Respondent, or suspension or exclusion from the University of a Student Respondent).

10. False Allegations and/or Vexatious Complaints

- 10.1 Reports (whether oral or in writing) made in bad faith and/or including false information in the course of an investigation may lead to allegations of Misconduct/Serious Misconduct and result in disciplinary action against the person.
- 10.2 If the Complaint is found to be Vexatious, the University may take action against the Complainant under the University's misconduct procedures contained within the JCU Enterprise Agreement or in the case of a vexatious complaint made by a Student, the Student Code of Conduct and Misconduct Procedures.

11. Appealing University decisions

- 11.1 A Student Complainant who is not satisfied with a University decision regarding a complaint of Sexual Assault should refer to the relevant appeal steps in the Student Appeal Policy and Procedures, or the relevant policy for Affiliates.
- 11.2 A Respondent who is not satisfied with a University decision regarding a complaint of Sexual Assault should refer to the appeal process in the JCU Enterprise Agreement (sect 48.4 - 48.5), or the Student Appeal Policy and Procedures, or the relevant policy for Affiliates as applicable.

Related policy instruments

[Code of Conduct](#)

[Explanatory Statement to the Code of Conduct](#)

[Student Code of Conduct](#)

[Misconduct Procedures x 3 \(to be implemented\)](#)

[Higher Degree by Research Code of Practice](#)

[Social Media Policy](#)

[ICT Acceptable Use Policy](#)

[Student Complaint Management Policy and Procedures](#)

[Bullying, Discrimination, Harassment and Sexual Misconduct Policy and Procedures](#)

[James Cook University Enterprise Agreement](#)

[Adjunct Appointment Policy](#)

[Student Appeals Policy](#)

[HSE-PRO-007 Field Trip Procedure](#)

Schedules/Appendices

1. Sexual Assault Quick Reference Guide
2. Sexual Assault Procedure Flow Chart – Person Subjected to Sexual Assault
3. Sexual Assault Procedure Flow Chart – First Responder

Related documents and legislation

Commonwealth Laws

[Age Discrimination Act 2004](#)

[Australian Human Rights and Equal Opportunity Commission Act 1986](#)

[Disability Discrimination Act 1992](#)

[Disability Standards for Education 2005](#)

[Fair Work Act 2009](#)

[Racial Discrimination Act 1975](#)

[Sex Discrimination Act 1984](#)

[Workplace Gender Equality Act 2012](#)

Queensland State Laws

[Anti-Discrimination Act 1991](#)

[Criminal Law Amendment Act 1993](#)

[Crime and Corruption Act 2001](#)

[Disability Services Act 2006](#)

[Industrial Relations Act 2016](#)

[Work Health and Safety Act 2011](#)

[Workers Compensation and Rehabilitation Act 2003](#)

Administration

Approval Details

Procedure Sponsor/s	Vice Chancellor
Approval Authority	Vice Chancellor
Date for next review	05/07/2021

Revision History

Version	Approval date	Implementation date	Details	Author
18-3	27/08/2018	27/08/2018	Administrative amendment to update phone no.	Quality, Standards and Policy Officer
18-2	02/08/2018	03/08/2018	Administrative amendments to correct grammar and clarify language	Chief of Staff
18-1	05/07/2018	09/07/2018	Procedure established	Vanessa Cannon, Chief of Staff

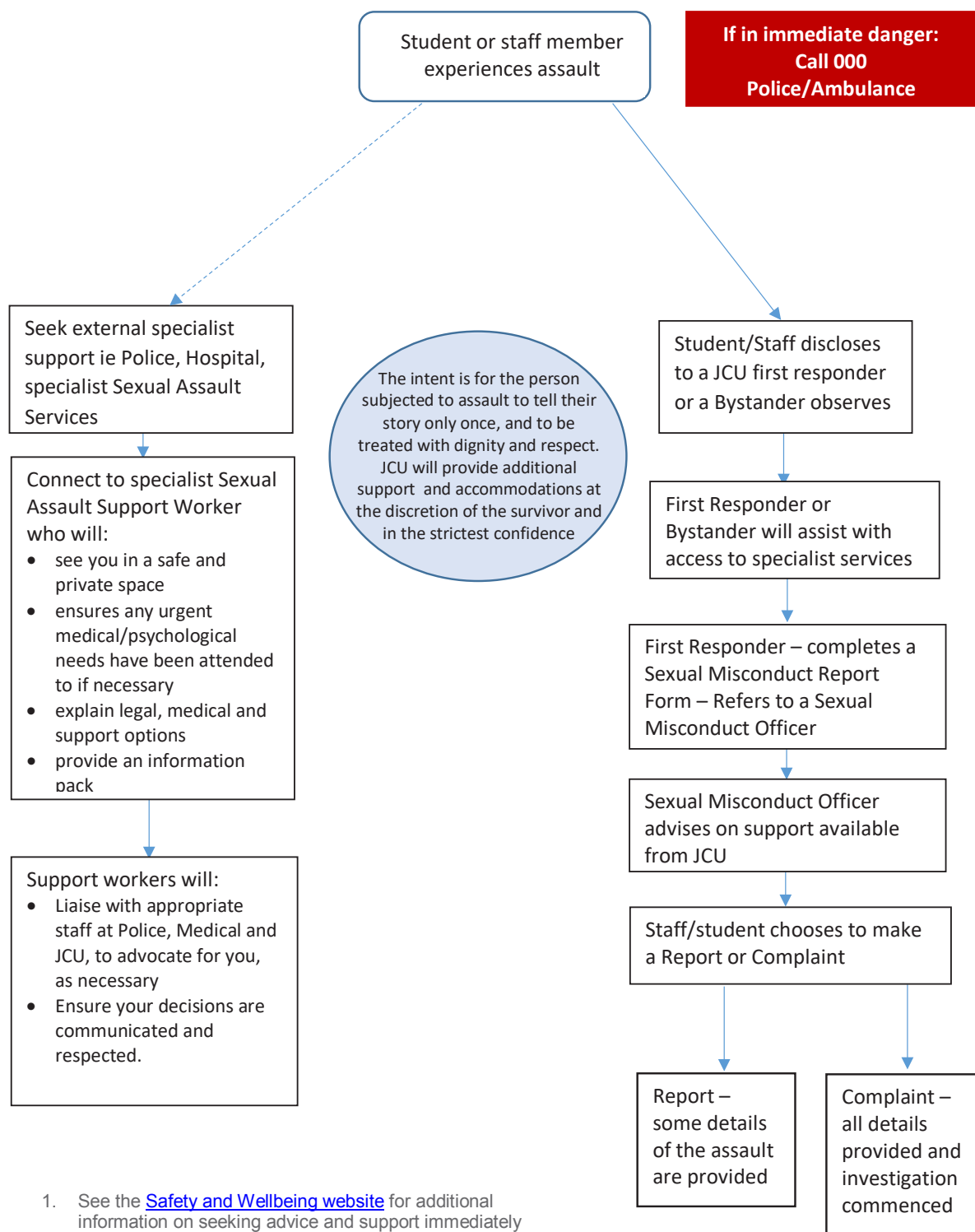
Keywords	sexual harassment, violence, abuse, assault, consent, disclosure, sexual misconduct
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Appendix 1 - Sexual Assault Quick Reference

Sexual Assault: Integrated Response - Trauma Informed / Survivor centred			
Specialist Sexual Assault Services	Community	University	
		<ul style="list-style-type: none"> In all cases of sexual assault, JCU will support a person subjected to sexual assault to access the specialist Sexual Assault Services (details below). Specialist workers will meet the person in a safe and private place, and are trained to understand the unique concerns that this person may have, and can offer ways to help them manage the physical and emotional effects of sexual assault. Will explain legal, medical options. Will liaise with Police, Medical Services to advocate for the person as necessary, ensure their decisions are communicated and respected. Will provide information on accessing the support available at JCU, and on the ability to make a Report and Complaint at JCU, and will advocate for the person as necessary. 	
		<p>Townsville Sexual Assault Support Service (07) 4775 7555</p> <p>Cairns Sexual Assault Service (07) 4031 3590</p> <p>Mackay Sexual Health and Assault Service (07) 4968 3919</p> <p>Mt Isa Sexual Assault Service (Mt Isa Hospital) (07) 4744 4447</p> <p>After hours (Mt Isa Hospital) (07) 4744 4444</p> <p>Tableland Sexual Assault Service (07) 40914036</p> <p>Royal Brisbane & Women's Hospital Sexual Assault Response Team (07) 3646 5207</p> <p>Statewide Sexual Assault Helpline 1800 010 120</p> <p>1800 Respect (24 hour sexual assault and DV support) 1800 737 732</p>	
Emergency Department of Hospital	Police	<ul style="list-style-type: none"> If emergency situation, call 000. Can do forensic examination to collect evidence within two weeks of the incident, regardless of whether Police are contacted. Will provide medical care including STI/Pregnancy treatment and prevention as indicated. Will provide referrals for follow up care, and connect person with Sexual Assault Support Services. 	
		<ul style="list-style-type: none"> If emergency situation, call 000. Will ensure safety and wellbeing. Will provide information and support with anonymous, information and formal reporting options to Police. Will connect person with the Sexual Assault Support Services. 	
JCU Security	Sexual Misconduct Officers	<p>In emergency situation, call 000.</p> <p>JCU security is available 24/7 to report any incident or behaviour, and will also follow up with Police and emergency services as necessary. 1800 675 559 Report all security incidents as early as possible to the Security Office or a Security Officer. Any emailed reports should be sent to security@jcu.edu.au (for Townsville) or cairnsssecurity@jcu.edu.au (for Cairns).</p> <p>Provide a single point of contact at JCU for a person who has been subject to Sexual Harassment or Sexual Assault, or to the Manager or person supporting that person. Sexual Misconduct Officers will support people to access the specialist Sexual Assault Support Services to meet the needs of staff and students.</p> <p>Sexual Misconduct Officers can facilitate Accommodations and Precautionary Measures, and provide support with making a Report, or Complaint to the University and connect with internal counselling support.</p> <p>Designated Sexual Misconduct Officers at the University are the Chief of Staff, Manager Student Equity and Wellbeing (for students), the Manager of Staff Equity and Diversity (for staff).</p>	
		<p>Principals, Deputy Principals, Managers Halls of Residence, Support Officers and Residential Assistants will apply this policy and procedure, and will work with the Sexual Misconduct Officers</p>	
Residential College Staff	JCUA Student Advocates	<p>JCUA Student Advocates JCUSA Student Advocate and Welfare Officers provide free information, advocacy and referral on a range of issues relating to students. Tel: 1800 330 021. JCUSA will apply this policy and procedure, and will work with the Sexual Misconduct Officers.</p>	

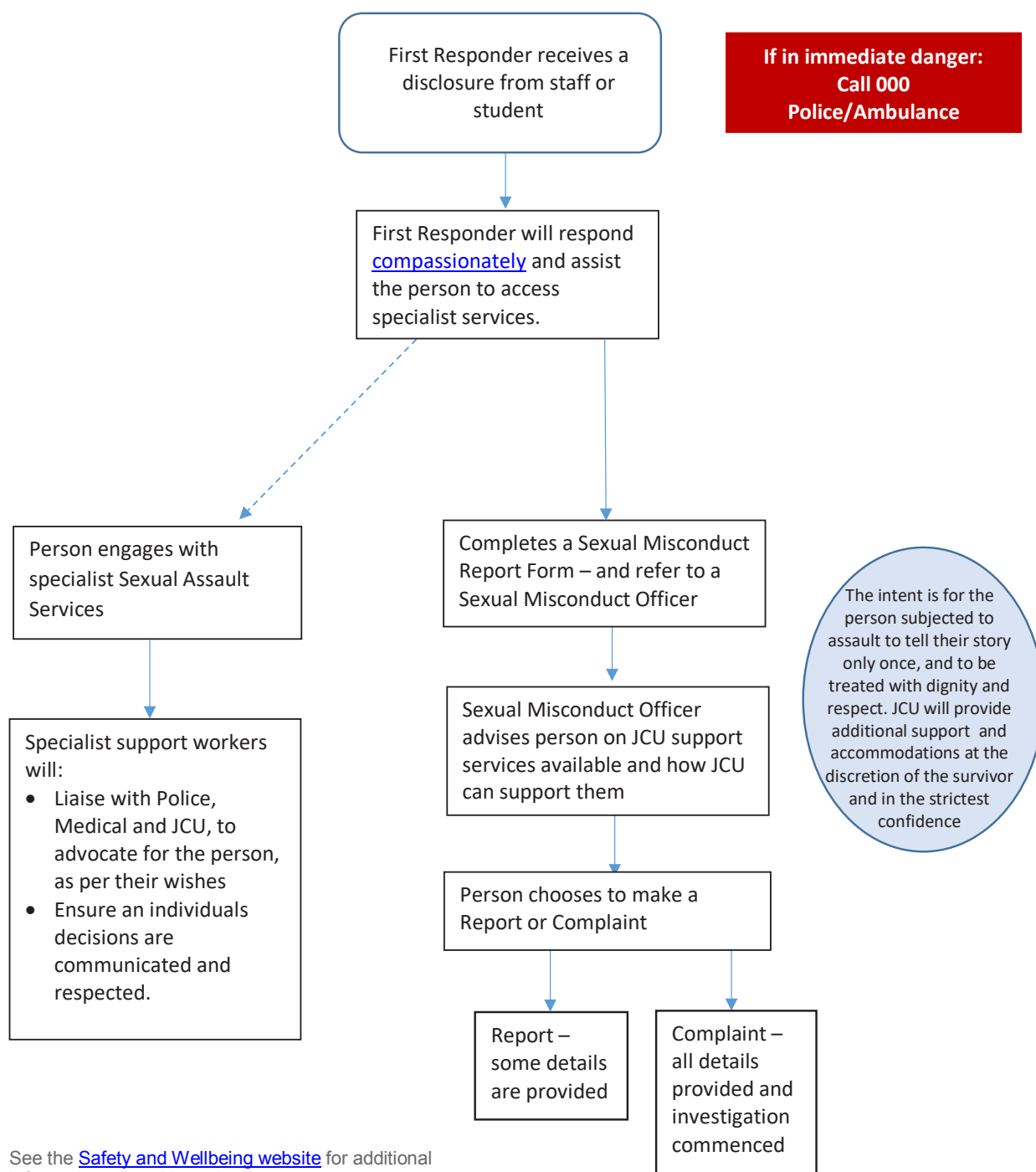
<https://www.jcu.edu.au/policy>

Appendix 2: Flowchart Person Subjected to Sexual Assault



Appendix 3: Flowchart

First Responder to a disclosure of Sexual Assault



1. See the [Safety and Wellbeing website](#) for additional information on seeking advice and support immediately following an assault
2. These response options are NOT mutually exclusive. Both internal to JCU and criminal reports may be made. Survivors are encouraged to pursue whatever routes they feel will be most helpful

Sexual Harassment Procedure

Intent

This procedure outlines how the University will manage incidences of Sexual Harassment.

This procedure should be read in conjunction with the Bullying, Discrimination, Harassment and Sexual Misconduct Policy. Sexual Harassment will not be tolerated under any circumstances. The University is committed to the rights of all Students, Staff and Affiliates to work, research, study, live and socialise in an environment that is based on inclusivity and respect.

Scope

This procedure applies to all members of JCU Council, Staff, Affiliates and Students while engaged in activities undertaken as part of their study, research, work, living and socialising at or with JCU. The procedure extends to wherever that activity takes place. The scope of the policy includes but is not limited to:

- campuses;
- managed student accommodation;
- sporting and recreational clubs and facilities to the extent that they fall within the University Community;
- managed digital environments; and
- activities and situations related to University business that are not conducted on University premises, including but not limited to:
 - field trips
 - placements and internships
 - conferences
 - places of accommodation whilst travelling
 - students camps
 - inter-University events
 - parties and other social functions.

Definitions

Except as otherwise specified in this procedure, the meaning of terms used in this procedure are as per the Bullying, Discrimination, Harassment and Sexual Misconduct Policy and the University's [Policy Glossary](#)

Procedure

1. Obligations of Members of the JCU University Community

- 1.1 Sexual Harassment is a serious example of Sexual Misconduct, and is prohibited under legislation. A quick reference guide is at appendix 1.
- 1.2 Every member of the University Community, regardless of their connection with JCU, has the following obligations:
 - a) take reasonable care for their own health and safety,
 - b) take reasonable care for the health and safety of others,
 - c) comply with any reasonable instruction from JCU, and

<https://www.jcu.edu.au/policy>

- d) comply with all applicable JCU Policies and Procedures.
- 1.3 Any member of the University Community may be a First Responder. A First Responder is a person who is confided in by another person who has experienced or is currently experiencing an incident/s of sexual harassment. First Responders need to listen with compassion, respect privacy and confidentiality; and encourage the person to seek support (further detailed at section 3).
- 1.4 Any member of the University Community may be a Bystander. A Bystander includes a person who observes someone sexually harassing another person, (see also First Responder). A Bystander should call 000 in an emergency. A Bystander can address the person offending at the time, if they are able to do so, and it is safe to do so. Bystanders should let the person subjected to the harassment/offence know they will do what they can to help.
- 1.5 Some members of the JCU University Community have further obligations in respect of their positions or delegated authority identified in this Procedure and which is their responsibility to understand.
- 1.6 Specifically in relation to Sexual Harassment, Staff, Affiliates and Students are to:
- undertake mandated training for their position and/or roles as specified;
 - model exemplary behaviours in this regard themselves;
 - monitor workplace behaviours to ensure compliance with policies;
 - not place any inappropriate material, including sexually inappropriate material, in the work or study environment;
 - speak with a member of the academic staff who will raise it with the College Dean, their supervisor or manager when they observe instances of potential Sexual Harassment, even without a Report being lodged;
 - seek the advice of the Equity Contact Officers;
 - seek the advice of the Sexual Misconduct Officers if an incident of sexual harassment is identified; or
 - report an incident of Sexual Harassment on the Sexual Misconduct Form.

2. University Support

- 2.1 The University understands that if a member of Staff or Student experiences Sexual Harassment they may require counselling support in addition to having the matter resolved.
- **Student Counselling.** Students are able to seek support from the Student Equity and Wellbeing Counselling Staff. The Counselling Staff provide confidential counselling services and may also assist with a variety of issues including, managing anxiety, depression and stress that may be linked to the Sexual Harassment between the hours of 9am – 4pm.

Contact details are:

Townsville	(07) 4781 4711	studentwellbeing@jcu.edu.au
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Cairns	(07) 4232 1150	studentwellbeing@jcu.edu.au
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Student Equity and Wellbeing Staff can provide assistance, advice and referrals to specialist services and emergency walk-in appointments are available.

- **Staff Counselling.** Staff are able to seek support from the Employee Assistance Program (EAP) which provides a confidential and free counselling service available to continuing and fixed term JCU Staff and immediate family.

Employee Assistance Program	1300 360 364	eapdirect ® online
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3. Reports and Complaints to JCU

- 3.1 Any person can provide information to the University that an incident of Sexual Harassment has happened. All people, at any time, can pursue processes external to the University, including reporting to Police.
- 3.2 The University will respect an individual's decision on whether they will make a Report, and/or a Complaint. Reports and Complaints will be kept strictly confidential except in exceptional circumstances, where required by law or where there is a risk of significant harm to that individual's health and safety or another individual's health or safety. In such circumstances, the University may do one or both of the following:
 - a) resolve to elevate the Report to a Complaint in which case the individual who has Reported has the right not to participate in any subsequent Investigation provided that this action would not result in a denial of natural justice to the Respondent; and/or;
 - b) notify third parties, such as the Police or child protection authorities.
- 3.3 A Member of the University Community may have a Representative present when attending any meetings relating to Sexual Misconduct, and any Report or Complaint. If the Complainant or Respondent are unable to come onto campus, alternative methods of contact can be arranged.
- 3.4 All Reports or Complaints to JCU are recorded in the University's confidential Incident Register by the Chief of Staff. This enables JCU to identify patterns in behaviours, or in areas of the University, and to monitor progress in eliminating sexual misconduct.

4. Making a Report, and possible outcomes

- 4.1 Any person can make a Report through completing the online Sexual Misconduct Report Form. Sexual Misconduct Officers can provide support with completing the form. The Report is received by the respective Sexual Misconduct Officer – i.e., the Manager, Student Equity and Wellbeing for Students or the Manager, Equity and Diversity for Staff and Affiliates. The Chief of Staff is notified for the Incident Register.
- 4.2 It is possible to make an anonymous report using the Sexual Misconduct Report Form, and the person making the report is able to, but does not have to, identify the other person/people involved. Note that JCU actions in response to any report may be limited by the detail provided.
- 4.3 The Sexual Misconduct Officers will contact the person who has made the Report (if they are identified) to explore options. Sexual Misconduct Officers can provide support,

including facilitating access to counsellors if needed, and consideration of possible Accommodations and Precautionary Measures available.

- 4.4 Making a Report does not start an investigation, but it does mean the Sexual Misconduct Officers can advise the person subjected to sexual harassment (if they are identified) on their options to make a Complaint.
- 4.5 A Report enables the Sexual Misconduct Officers, to discuss options with the person subjected to the Sexual Harassment (if they are identified). The University recognises that persons subjected to Sexual Harassment often directly address the behaviour at the time that it happens. The University has no expectation or suggestion however, that the person who is subject to Sexual Harassment should have to address the behaviour directly with the person who is/has harassed them.
- 4.6 The University seeks to be very clear on its expectation that bystanders, particularly supervisors and managers, have a responsibility to also address person/s who act inappropriately in the workplace. Options available to a person subjected to Sexual Harassment may be speaking with an academic or College Dean, a supervisor, or next level manager, as appropriate, who will then address the offending behaviour with the other person/people involved (if identified) on their behalf.
- 4.7 Potential outcomes include:
 - the supervisor or next level manager, or College Dean resetting expectations about the offending behaviour with the other person/people;
 - the requirement for other person/people to undertake internally provided training programs;
 - an apology being made by the other person/people to the person who has been subjected to sexual harassment;
 - a complaint being made if unresolved to the person subject to the sexual harassment's satisfaction.

5. Making a Complaint

- 5.1 In making a Complaint, a person (the Complainant) provides detailed information in order that an investigation and disciplinary action or other resolution can be taken against the Respondent.
- 5.2 Making a Complaint will start an investigation (assuming the University has the authority to investigate – refer to 7.11) and will include a referral to Sexual Misconduct Officers, if not already involved, for information and support as part of the processes.
- 5.3 If the University commences an investigation and an external process (ie criminal charge) is also being pursued, the University may continue or suspend its investigation (after advising the Complainant). The University will continue to provide support, including assessments of Accommodations and Precautionary Measures in all cases.
- 5.4 Care must be taken not to dismiss a matter as trivial without due consideration and process. In resolving a Complaint, the University must ensure that principles of Natural Justice are observed.
- 5.5 Any Complaint received by the Chief of Staff will be assessed to check matters including:
 - a) that the appropriate support services of the University have been engaged;

<https://www.jcu.edu.au/policy>

- b) any safety or other risks associated with the Complaint and any investigation requirement arising from the Complaint;
 - c) where the Complaint was not made by the individual directly affected, that the individual is advised of the Complaint and is able to talk about the Complaint and the anticipated process that the University will take to consider it;
 - d) that there is sufficient information to proceed;
 - e) any requirement for the University to notify an external body, i.e., where Public Interest Disclosures or the Crime and Corruption Commission (where the Respondent is an employee); and
 - f) that where made by the individual directly affected, the individual has been made aware of and understands the complaint process and possible implications for them, before making a Complaint.
- 5.6 For the purposes of this procedure, a Staff member or Affiliate responding to a Complaint or allegation(s) of Sexual Harassment is referred to as a Staff Respondent and a Student responding to a complaint or allegation(s) of Sexual Harassment is referred to as a Student Respondent.
- 5.7 Where a Student is also employed by the University or where a Staff member or Affiliate may also be a Student, the Sexual Misconduct Officer will make an assessment as to the role the alleged Respondent was undertaking at the time of the Sexual Harassment.
- 5.8 Where an allegation of Sexual Harassment is made through a Complaint against a Staff Respondent it will be referred to the Director Human Resources for investigation as a possible misconduct or serious misconduct under the JCU Enterprise Agreement.
- 5.9 Where an allegation of Sexual Harassment is made through a Complaint against a Student Respondent it will be referred to the Director Student Services for investigation as possible misconduct under the Student Code of Conduct and Misconduct Procedures.
- 5.10 Where an allegation of Sexual Harassment is made through a Complaint against a Council Member Respondent it will be referred to the Chancellor for investigation as possible misconduct under the Council Code of Conduct.

6. Reports or Complaints made by third parties

- 6.1 Anonymous, and third party, Reports or Complaints of Sexual Harassment may also be made.
- 6.2 The University may be unable to proceed with an investigation involving anonymous or third party Reports or Complaints due to a lack of evidence from the individual who was directly subjected to the Sexual Harassment, or where proceeding would not allow for procedural fairness or Natural Justice.
- 6.3 The Chief of Staff may take other steps, including an approach via the third party to see if the individual affected would consider making a Report or Complaint.
- 6.4 Where other sufficient evidence exists, the University may decide to proceed with investigating an allegation without a Report or Complaint, particularly where patterns of behaviour have become evident.

- 6.5 If the University is unable to proceed with an investigation involving anonymous or third party allegations, the Complaint will be retained by the Chief of Staff. The Complaint will be kept strictly confidential, and access to it will be limited.

7. Investigating a Complaint

- 7.1 **Initial (preliminary) inquiry.** On receipt of a Complaint, the Director Human Resources or the Director Student Services will undertake an initial inquiry supported by the Sexual Misconduct Officers to determine whether sufficient evidence and standard of proof on the balance of probabilities exists.
- 7.2 Where an initial inquiry determines that an allegation does not meet the required standard of proof, a Complaint will be closed. The University will continue to provide support, including Accommodations to the Complainant. This decision to close an inquiry can be appealed (see section 10).
- 7.3 Where an initial inquiry determines that an allegation meets the required standard of proof the University will investigate under the relevant discipline procedure/process.
- 7.4 The Director Human Resources can determine to suspend a Staff Respondent (Precautionary Measure) during an investigation based on a risk assessment and/or on the recommendation of the Sexual Misconduct Officer. These decisions will be made in accordance with the JCU Enterprise Agreement or relevant policy for Affiliates.
- 7.5 The Director Student Services will consider if a Student Respondent should be suspended during an investigation based on a risk assessment and/or on the recommendation of the Sexual Misconduct Officer.
- 7.6 **Investigation.** All parties subject to an investigation will be afforded Natural Justice and have the right to have a support person/Representative with them.
- 7.7 The Director Human Resources or Director Student Services will investigate or cause to be investigated an allegation of Sexual Harassment against Staff and Student Respondents respectively. An internal or external investigator may be appointed. An investigator must be independent of the parties of the investigation.
- 7.8 The investigation report will be provided to the Director Human Resources for Staff Respondents for determination of Misconduct or Serious Misconduct as defined under the JCU Enterprise Agreement.
- 7.9 The Investigation report will be provided to the Director Student Services for Student Respondents for determination of Sexual Misconduct as defined in this Policy.
- 7.10 The investigation report is confidential and will not be provided to the Respondent but will be used to form the allegations as part of the disciplinary processes.
- 7.11 A University investigation will be suspended if a Complainant decides to pursue criminal proceedings. If for whatever reason the criminal process ends, the disciplinary process may recommence.

8. Outcomes of Complaints – Disciplinary Proceedings

- 8.1 If the Director Human Resources finds that the Bullying, Discrimination, Harassment and Student Misconduct Policy and Staff Code of Conduct has been breached, the University will commence disciplinary proceedings. Such proceedings will be undertaken in accordance with misconduct/serious misconduct prescribed for Staff in the JCU Enterprise Agreement, and relevant policy for Affiliates.

- 8.2 If the Director Student Services finds that the Bullying, Discrimination, Harassment and Sexual Misconduct Policy and Student Code of Conduct has been breached, the Director Student Services will determine the disciplinary action required in resolving the Complaint.
- 8.3 Depending upon the severity and implications of the breach, outcomes may include legal action and/or other disciplinary action (such as suspension or termination of employment of a Staff Respondent, or suspension or exclusion from the University of a Student Respondent).

9. False Allegations and/or Vexatious Complaints

- 9.1 Reports (whether oral or in writing) made in bad faith and/or including false information in the course of an investigation may lead to allegations of Misconduct/Serious Misconduct and result in disciplinary action against the person.
- 9.2 If the Complaint is found to be Vexatious, the University may take action against the Complainant under the University's misconduct procedures contained within the JCU Enterprise Agreement or in the case of a vexatious complaint made by a Student, the Student Code of Conduct and Misconduct Procedures.

10. Appealing University decisions

- 10.1 A Student Complainant who is not satisfied with a University decision regarding a complaint of Sexual Harassment should refer to the relevant appeal steps in the Student Appeal Policy and Procedures, or the relevant policy for Affiliates.
- 10.2 A Respondent who is not satisfied with a University decision regarding a complaint of Sexual Harassment should refer to the appeal process in the JCU Enterprise Agreement (sect 48.4 - 48.5), or the Student Appeal Policy and Procedures, or the relevant policy for Affiliates as applicable.

Related policy instruments

[Code of Conduct](#)

[Explanatory Statement to the Code of Conduct](#)

[Student Code of Conduct](#)

Misconduct Procedures x 3 (to be implemented)

[Higher Degree by Research Code of Practice](#)

[Bullying, Discrimination, Harassment and Sexual Misconduct Policy](#)

[Bullying, Discrimination and Harassment Complaint Procedure for Staff and Affiliates](#)

[Social Media Policy](#)

[ICT Acceptable Use Policy](#)

[Student Complaint Management Policy and Procedures](#)

[James Cook University Enterprise Agreement](#)

[Adjunct Appointment Policy](#)

[Student Appeals Policy](#)

[HSE-PRO-007 Field Trip Procedure](#)

Schedules/Appendices

1. Sexual Harassment Quick Reference Guide
2. Sexual Harassment Procedure Flow Chart – Person Subjected to Sexual Harassment
3. Sexual Harassment Procedure Flow Chart – Bystander

Related documents and legislation

Commonwealth Laws

[Age Discrimination Act 2004](#)

[Australian Human Rights and Equal Opportunity Commission Act 1986](#)

[Disability Discrimination Act 1992](#)

[Disability Standards for Education 2005](#)

[Fair Work Act 2009](#)

[Racial Discrimination Act 1975](#)

[Sex Discrimination Act 1984](#)

[Workplace Gender Equality Act 2012](#)

Queensland State Laws

[Anti-Discrimination Act 1991](#)

[Criminal Law Amendment Act 1993](#)

[Crime and Corruption Act 2001](#)

[Disability Services Act 2006](#)

[Industrial Relations Act 2016](#)

[Work Health and Safety Act 2011](#)

[Workers Compensation and Rehabilitation Act 2003](#)

Administration

Approval Details

Policy Sponsor/s	Vice Chancellor
Approval Authority	Vice Chancellor
Date for next review	05/07/2021

Revision History

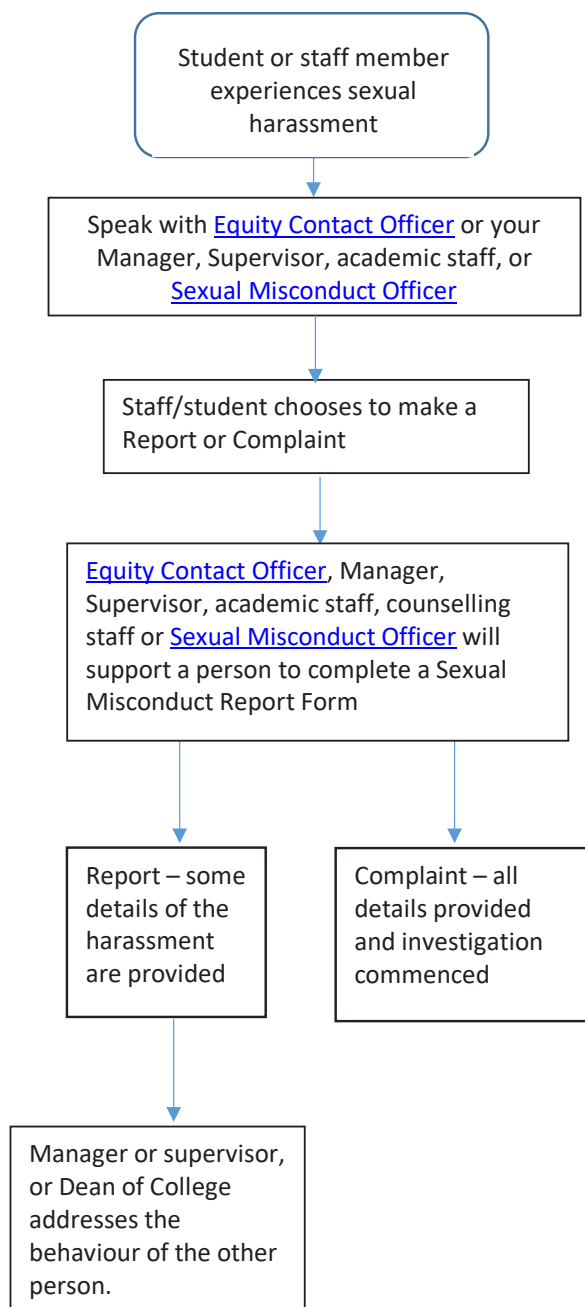
Version	Approval date	Implementation date	Details	Author
18-2	02/08/2018	03/08/2018	Minor administrative amendments	Chief of Staff
18-1	05/07/2018	09/07/2018	Procedure established	Vanessa Cannon, Chief of Staff

Keywords	sexual harassment, violence, abuse, assault, consent, disclosure, sexual misconduct
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Appendix 1 - Sexual Harassment Quick Reference

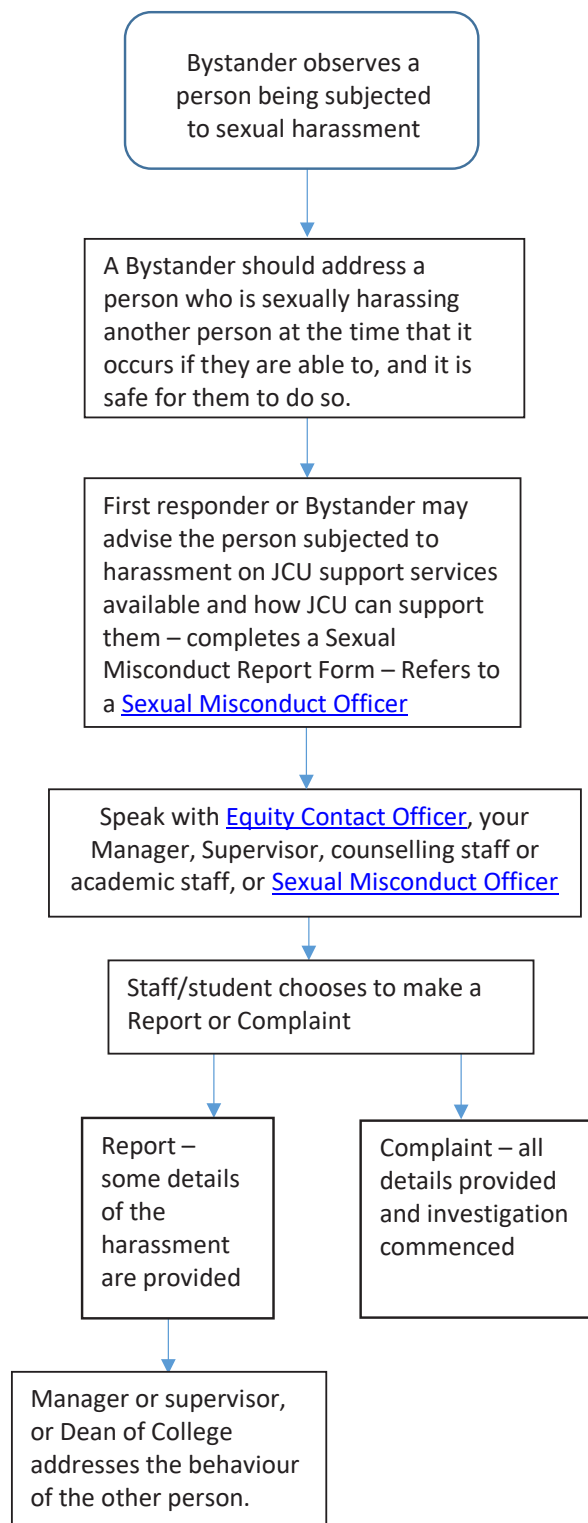
University	JCU Security	<p>In emergency situation call 000.</p> <p>Available 24/7 to report any incident or behaviour, and will also follow up with Police and emergency services as necessary. 1800 675 559 Report all security incidents as early as possible to the Security Office or a Security Officer. Any emailed reports should be sent to security@jcu.edu.au (for Townsville) or cairnsssecurity@jcu.edu.au (for Cairns).</p>
	Equity Contact Officers	<p>Can meet with staff and students about matters related to Bullying, Discrimination, Harassment and Sexual Misconduct.</p> <p>ECO's provide information and guidance on University policies and procedures. equity-contact-officers-list</p>
	Sexual Misconduct Officers	<p>Provide a single point of contact for a person who has been subject to Sexual Harassment or Sexual Assault, or to the Manager or person supporting that person. Sexual Misconduct Officers can provide support to staff and students, facilitate Accommodations and Precautionary Measures, and can provide support with making a Report, or Complaint to the University and connect with counselling support. Designated Sexual Misconduct Officers at the University are the Chief of Staff, Manager Student Equity and Wellbeing (for students), the Manager of Staff Equity and Diversity (for staff).</p>
	Employee Assistance Program	<p>Counselling Service: For all Staff: employee-assistance-program For Managers: employee-assistance-program/how-can-managers-use-the-eap</p>
	Student Equity and Wellbeing Counsellors	<p>Students can seek support from Student Equity and Wellbeing counselling staff. The Counselling staff work with the Specialist Sexual Assault Services for cases of sexual assault, but can also assist with a variety of issues including discrimination, harassment, sexual harassment, bullying, or managing anxiety, depression and stress between the hours of 9am – 4pm. Emergency appointments are available.</p> <p>Will advise students of what Accommodations can be made by the Sexual Misconduct Officers.</p> <p>Can provide information on making a Report or Complaint to JCU.</p> <p>Cairns: (07) 4232 1150 Townsville: (07) 4781 4711 Email: studentwellbeing@jcu.edu.au</p>
	Residential College Staff	<p>Principals, Deputy Principals, Managers Halls of Residence, Support Officers and Residential Assistants will apply this policy and procedure, and will work with the Sexual Misconduct Officers.</p>
	JCUSA Student Advocates	<p>JCUSA Student Advocate and Welfare Officers provide free information, advocacy and referral on a range of issues relating to students. Tel: 1800 330 021</p>

Appendix 2: Flowchart Person subjected to Sexual Harassment



**If feeling unsafe:
Call Campus Security
1800 675 559**

Appendix 3: Flowchart Bystander to Sexual Harassment



**If feeling unsafe or
concerned for the safety
of others:
Call Campus Security
1800 675 559**

I. INFORMATION TECHNOLOGY POLICY



Information Technology Policy

1. PURPOSE

The John Flynn College seeks to provide its Authorised Users with secure and timely access to Information Technology (IT) Services to facilitate learning and teaching, and other functions of the College.

This Policy is intended to:

- provide a clear statement of responsibilities for all Authorised Users of College IT Services, including what constitutes acceptable and unacceptable use;
- outline the provision, modification and removal of access to College IT Services; and
- express the commitment of the College to maintaining secure, effective and reliable IT Services.

2. SCOPE

This policy applies to all residents and staff of The John Flynn College.

3. DEFINITIONS

Authorised User - a staff member or resident who has been provided with an Authentication Credential by the James Cook University to access University IT Services.

4. POLICY

Acceptable Use of College IT Services

1. This Policy reinforces the provision of a fair, safe and productive computing environment for the College community, by establishing clear responsibilities for Authorised Users that do not adversely impact the College's operations, assets or reputation.
2. All Authorised Users must act in accordance with this Policy and all other applicable James Cook University policies and procedures.
3. Subject to Clause 4.5, Authorised Users are permitted to use College IT Services for properly authorised and supervised business, education or research purposes, providing that the use:
 - i. is lawful;
 - ii. is in a responsible, ethical and equitable manner;
 - iii. is consistent with the values of the College as outlined in the College's codes of conduct;
 - iv. does not create an intimidating or hostile work or study environment for others;
 - v. does not jeopardise the provision of a fair, safe and productive computing environment; and
 - vi. does not adversely impact the College's operations, assets or reputation.

Authorised Users who are unsure whether a proposed use is permitted or authorised should seek written approval from the College Principal.

5. College IT Services must not be used in any manner, which the College considers to be inappropriate, this may include, but is not limited to:
 - i. accessing pornography;
 - ii. unauthorised monitoring of electronic communications;
 - iii. knowingly downloading, storing, distributing or viewing of offensive, obscene, indecent, or menacing material. This could include, but is not limited to, defamatory material, material that could constitute racial or religious vilification, discriminatory material, material that incorporates gratuitous violence or frequent and highlighted bad language;
 - iv. stalking, blackmailing or engaging in otherwise threatening behaviour;



Information Technology Policy

- v. any use which breaches a law, including copyright breaches, fraudulent activity, computer crimes and other computer offences;
 - vi. transmitting spam or other unsolicited communications; or
 - vii. the introduction or distribution of security threats, including a virus or other harmful malware.
6. Limited personal use of College IT Services is acceptable, providing that that use is otherwise in accordance with this Policy. Limited personal use of College IT Services is a privilege.
7. Authorised Users must not attempt to gain unauthorised access to the College or University IT Services (and the information stored thereon) to which they have not been given access or permit others to do so.
8. Authorised Users must not tamper with College IT Services that may potentially cause performance degradation, service instability, or compromise operational efficiency, security or fair use.

Authorised Access and Restriction

9. All Authorised Users are permitted to access the College IT Services, at a level commensurate with their position, role, delegated authority or student status.
10. Access to all College IT Services will be removed when the relationship between Authorised Users and the College ceases.
11. Authorised Users must not use their access to College IT Services to gain inappropriate personal, academic, financial or other advantage.
12. Authorised Users must maintain the confidentiality of any Personal Information accessed via College IT Services.
13. Authorised Users of College IT Services are not permitted to provide others with their Authentication Credential(s). It is the responsibility of Authorised Users to ensure that their Authentication Credentials are securely stored as they are responsible for all activity initiated from their account or with their Authentication Credential(s).

Monitoring and Privacy

14. The College reserves the right to monitor, access, log and analyse the activities of Authorised Users, and conduct reviews and audits as necessary.
15. The College reserves the right to block or filter any use that breaches this Policy or exceeds the College's acceptable level of risk.
16. Subject to the provisions of the College's Information Privacy Policy and relevant legislation, the College may disclose the contents of electronic communications without permission of the Authorised User.
17. The College may take any action deemed necessary to remedy immediate threats to College ICT Services or information and communications technology security including, without limitation, suspending an Authorised User's access, confiscation of College's owned electronic devices and/or disconnecting or disabling equipment with or without prior notice.

Consequences of breach

18. Breaches of this Policy may be grounds for misconduct/serious misconduct.
19. Without limiting section 4.18, a breach or alleged breach of this Policy may result in a referral of the matter to the police and/or other relevant external authority.



Information Technology Policy

20. Without limiting section 4.18, the College Principal may immediately suspend an Authorised User's account in the case of a breach or an alleged breach of this Policy.

5. LEGISLATION AND OTHER INSTRUMENTS

- Code of Conduct
- Social Media Policy
- Information Privacy Policy



Social Media Policy

1. PURPOSE

This Policy outlines the College's expectations of Staff and Residents with respect to the use of Social Media where there is an identifiable connection with the College.

2. SCOPE

This policy applies to all residents and staff of The John Flynn College.

3. DEFINITIONS

Social Media are websites and online applications which are designed to allow information to be created, shared, discussed and disseminated. Social Media include the sites, tools, channels and platforms used to publish user-generated content and promote social connections and conversations.

Social Media may include but are not limited to:

- Social networking sites (eg: Facebook, LinkedIn, MySpace)
- Video and photo sharing website (eg: YouTube, Flickr)
- Blogs, including corporate blogs, personal blogs or blogs hosted by media publications
- Micro-blogging sites (eg: Twitter)
- Forums and discussion boards (eg: Google groups, Whirlpool)
- Wikis (eg: Wikipedia)
- Vod and podcasting
- Email and instant messaging
- Virtual communities (eg: Second Life)
- Apps (eg: SnapChat)
- Any other websites that allow individual users or companies to post comments to the web.

4. POLICY

The John Flynn College reinforces that the same high standards of communication, behaviour and conduct are expected online as those standards that are expected personally in the workplace and/or in the residential college environment.

The following expectations apply to staff and resident's use of official or personal Social Media where there is an identifiable connection with the College:

1. Staff will maintain professional standards and otherwise comply with the Code of Conduct when they are using Social Media in their Official Capacity or are otherwise associating themselves with the College.
2. Staff and residents are to act in good faith and to uphold the good reputation of the College when initiating or responding to Social Media.
3. Staff and residents will not disclose confidential information or information which may bring the College into disrepute, on Social Media.
4. Staff and residents are to respect the privacy of others and at all times to comply with the College's Information Privacy Policy and related legislation.
5. At all times while engaged in Social Media, staff and residents will act in accordance with the College's Codes of Conduct, the Discrimination and Harassment: Policy and Procedure, and other applicable policies, procedures and charters of the College.



Social Media Policy

6. Staff and residents will not post content that is illegal, harassing, hateful, racist or harmful to an individual or group's reputation (either personal or professional), including but not limited to, posts that contain:
 1. profanity;
 2. spurious or derogatory comments;
 3. sexually explicit language or images;
 4. copyrighted material (without lawful excuse);
 5. defamatory content; or
 6. another person's information (including phone numbers and email addresses).

5. CONSEQUENCES OF BREACH

A breach of this policy will be dealt with under the College's discipline policy.

6. LEGISLATION AND OTHER INSTRUMENTS

- Code of Conduct
- IT Policy
- Information Privacy Policy
- Discrimination and Harassment Policy and Procedure