



Katherine Student Accommodation 2020 Resident Handbook





The Resident Handbook

This handbook is a resource designed to provide you with helpful information about your stay at Katherine Student Accommodation (KSA) and the services provided. It also contains information on regulations and codes of conduct associated with your stay.

All guests are expected to read and accept the conditions of residence as set out in this information handbook. Lack of awareness of these conditions will not be accepted as an excuse for non-compliance.

Who's Who



Barbara Tylour
Accommodation Officer
08 8973 8324 | katherine.accommodation@cdu.edu.au

Barbara is responsible for the coordination of the day-to-day operations at KSA.



Kalindi Marnell
Business Manager

Kalindi, based at International House Darwin (IHD), oversees accounts and business functions within accommodation Services, including IHD, KSA and Alice Springs Student Accommodation.



Dr Philip Mosely
Manager Accommodation Services

Also based at IHD, the Accommodation Services Manager oversees the management of accommodation facilities offered by CDU in Darwin (IHD), Katherine (Katherine Accommodation) and Alice Springs (Alice Springs Accommodation).

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The KSA Office

The KSA Office is where you should make enquiries about accommodation, activities and maintenance.

Contact details:

T: 08 8973 8324

E: katherine.accommodation@cdu.edu.au

L: Administration Building

W: www.cdu.edu.au/locations/katherine

The KSA Office hours are as follows:

- Monday to Friday from 8am to 4:21pm
- closed weekends and public holidays

In the KSA Office area, you will find:

- local information
- campus maps

If check-in is required on a weekend or public holiday, instructions will be sent to the guest.



Out of hours assistance

Outside of office hours, there is an on-call Duty Officer available to help you with any urgent issues that may arise.

Issues may include lockouts, urgent maintenance, noise or other disturbances, medical incidents, safety incidents etc.

A \$40 lockout charge applies between 9pm and 8am for those who have locked their key in their room or require issuance of a replacement key.

Phone: 08 8973 8314

After-hours phone

After hours phones are located next to:

- the Administration Building
- the hall of each Accommodation Building

If you need to contact on-call Duty Officer, you can use these phones to contact them directly. Simply pick up the handset and dial 8314 to contact the person on duty.

Alternatively, can call the Duty Officer from your mobile by dialling the phone number listed above.

KSA communication

The primary means of communication within KSA is by email, so it is important that you inform the KSA Office immediately of any changes to your email address.

Communication may also be provided to you via:

- notices posted on notice boards in kitchens or communal areas
- information conveyed in-person
- specific notices to individuals posted on their doors

Rooms

Occupying your room

Your room is occupied by you under the KSA Terms and Conditions, which you signed to accept your place at KSA. You may not permit anyone else to use your room during times you are away or to live in this room with you. Only KSA Management can offer rooms. If you give your keys to someone else to use your room and/or the KSA facilities, you break the terms of your agreement which may result in a penalty action.



You must live only in the room allocated to you and may not move to another room within KSA without approval from KSA Management. At the discretion of KSA Management, you may be required to move to another room during the vacation periods or at any other time during your residency for maintenance or other reasons.

You are entitled to occupy the room allocated to you by KSA for the dates stated to you in your offer email. Extension of your stay is by further arrangement with KSA. Current occupancy of your room does not guarantee you the right to future accommodation in KSA. Future bookings will be assessed based on past behaviour during residency.

Checking in and out of KSA

When you arrive at KSA, please come directly to the reception in the Administration Building (at the main entrance). If you arrive outside of business hours, please use the after-hours phone on the wall to contact staff.

Check-in time is from 2pm to 6pm daily.

Check-out time at KSA is 8:30am. This allows for the logistics of room cleaning and preparation between bookings.

All keys must be returned to the KSA Office prior to departure. During office hours staff will attend to all check-ins and check-outs. If you are checking-out outside of office hours, please leave your room key in the after-hours key return box located next to the front door of the Administration Building.

Fees apply for a late check-out. Please contact the KSA office to arrange luggage storage.

Identification

You will need to show some form of identification (ID) upon arrival at KSA (e.g. Australian driver's license, CDU Student ID card or passport). KSA staff may require you to produce photo ID when seeking assistance with access to your room, storage or other secured areas of KSA. ID may be required for equipment loans, account queries or retrieval of lost property. In the event of a security incident, if a KSA/CDU staff member requests to see your ID, you must comply. Failure to do so may result in a fine.

Your key

You will be issued with either a key or fob, which enables access to your room and KSA common areas. It is important you do not damage it in any way. Keys and fobs that are lost or damaged must be reported to the KSA Office immediately. You will need to provide appropriate identification to be issued with a new key or fob.

If you lose or damage your key or fob, you will be required to meet the costs of replacement. Replacement room key or fobs will be charged at \$20 for each individual key or fob lost or not returned to us (this is in addition to the lock-out fee if requested between 9pm and 8am).

If your fob is faulty please return it to the KSA Office and it will be replaced at no charge.

You are not permitted to give keys or fobs to non-residents for access to your room or common areas.

If you are departing KSA after office hours, a key return box is provided outside the KSA Office door for your convenience.



Room security

Please ensure your room is always locked when unattended, even if you are only making a quick trip to the bathroom or kitchen.

We strongly advise that you do not leave valuables such as laptops, wallets, keys and bicycles unsecured or unattended at any time.

Decorating your room

You are not permitted to paint or write on any surface in KSA.

Most adhesives will damage paint and varnishes. Please do not place stickers or other adhesive decorations to the ceiling, walls or other surfaces in your room. Please do not use tape, nails or screws of any type. Damage to walls will require patching and could further result in the need to repaint an entire surface. If repairs are necessary, you will be charged the final cost.

Posters can be used to decorate rooms, but please ensure they are only affixed to walls using Blutak or a similar non-marking adhesive.

Room furnishings and condition

When you move into a room please carefully inspect the room and its furnishings. Within 24 hours of moving in, any damaged items must be reported to the KSA Office. Communication via email is accepted as notice of damaged/missing items. KSA will follow up on all reported problems and take corrective action as appropriate.

Each bedroom is equipped with:

- 1 bed base
- 1 pillow
- 1 blanket
- 1 towel
- 1 chair
- ceiling fan
- 1 mattress
- 1 pillow case
- 1 sheet
- 1 desk
- 1 rubbish bin
- air conditioner
- 1 mattress cover
- 1 pillow protector
- 1 fitted sheet
- 1 lamp
- curtains
- wardrobe

If you fail to advise the KSA Office of any problem/s within 24 hours of moving in, it will be taken that you are satisfied with the condition of the room and that the room was in a good and undamaged condition at the commencement date of your contract.

Your room will undergo inspection on your check-out date. If there are any missing and/or damaged items or damage to the room/furnishings which have not been reported by you at the time of moving in, you will be charged a reasonable amount as determined by KSA Management.

Do not place personal items, such as shoes, in the walkways.

Linen

Your room is supplied with a towel and bed linen. A laundry service is available once per week for your bed linen as well as personal laundry. All linen must remain in the room upon your departure.

This linen should be left for KSA in a condition similar to that in which it was originally received. Do not remove laundry bags from rooms.

Air conditioners

The air conditioner in your room requires a key to operate. This is due to the substantial expense and environmental impact of running air conditioners in unoccupied rooms.

Air conditioners at KSA are designed to operate in a sealed room. Please do not use the air conditioner while windows or doors to a room are open. This will strain the motor and cause malfunctions to the air conditioner. Please also close the doors of all air conditioned common rooms when entering or leaving. Windows in air conditioned rooms should be closed while the unit is operating.

Air conditioner remotes are not supplied with your room. Air conditioners are generally set to 24 degrees Celsius.

Repairs and maintenance

Upon check-in, you are responsible for the equipment and condition of your room and its contents. Please ensure that all the equipment is present and working when you check-in. If something is missing or broken, this should be reported to the KSA Office within the first 24 hours.

Upon departure, you will be charged the final cost of missing equipment and/or damage to your room.

Should a maintenance issue arise during your stay, please notify the KSA Office via email or in person so that repairs can be arranged. When you report a maintenance issue with the KSA Office, you are agreeing to allow entry to your room by an employee of KSA or contractor to fix the issue.

If routine maintenance work is required in your room this will necessitate entry to the room by an employee of KSA or contractor. Except in the case of an emergency, you will be advised if this is to occur.



Moving furniture

The furniture and equipment provided in KSA common areas and your room is to remain within that location and not to be relocated by yourself or others either outdoors or in other rooms.

Cleaning your room

You are expected to keep your own room, shared bathrooms and common areas clean and tidy at all times. You will be charged the full cost of repairs if found responsible for any damage that exceeds reasonable wear and tear.

You are expected to maintain the hygiene standards of your room and to clean on a regular basis.

If extra cleaning (that is beyond the standard vacate clean) is required after you have vacated your room, a cleaning fee will be charged.

Cleaners are onsite to clean communal areas from Monday to Friday, however all guests share the responsibility for cleanliness and creating a pleasant living environment. You are expected to clean kitchen spaces after preparing food, to dispose of all packaging and rubbish into bins, and to leave bathrooms and common areas in a tidy condition.

Room inspections and building conditions

Subject to complying with the provisions in the CDU (student residences) By-laws and the KSA Terms and Conditions of Residency, KSA Management reserves the right to enter any room:

- in the case of an emergency (as determined by KSA Management at its discretion);
- inspection for health, safety and cleanliness standards;
- for routine maintenance; and/or
- maintenance/repair if requested to do so by a guest.

You must not change any lock or place any additional locks on any door to your room.

Prior to departure, you may request a pre-inspection of your room by contacting the KSA Office.



Cooking

Cooking is prohibited in all dorm rooms. Cooking and meal preparation is permitted in kitchenettes, provided guests do so using the microwave, toaster and kettle supplied by KSA. The use of additional cooking equipment/appliances is prohibited. Bench tops must be wiped down after each use.

Cooking equipment such as electric kettles and toasters, are not permitted in rooms. These will set off the fire sensors, requiring the evacuation of the whole building and you will receive a fine.

When using cooking equipment in the kitchen, you are required to comply with any signage installed in kitchens. Failure to do so is likely to set off the fire sensors in your kitchen.

If a false fire alarm occurs because you have failed to comply with the above rules, you will be required to pay the full cost of the call-out fee, together with any administration charge imposed by the fire brigade and/or KSA Management.



Smoking

If you are a smoker, please understand that others may be quite sensitive to your habit and that it is reasonable for them to expect you to act in ensuring your smoking does not impact others.

Smoking of any substance is prohibited in all KSA rooms, buildings, undercover areas and within two metres of doorways, entrances, windows and air conditioners. Smokers must be mindful of not smoking near an open window.

Smoking may set off fire sensors resulting in building evacuation and you will receive a fine. Smokers must dispose of their cigarette butts responsibly and not litter gardens or walkways.

Fines and disciplinary action may apply if you are found to breach any of the above.



Weapons

Weapons, including knives, firearms and ammunition are strictly prohibited on KSA premises. This includes storing any weapons in your room.

If you are found to be in possession of any weapons, this may be taken as grounds for eviction and you may be fined.



Flammable items

Flammable and dangerous items such as fireworks, flammable liquids, fuels, gases, motor oils, home brewing/distilling equipment, bug/pest control bombs, etc. are forbidden at KSA.

If you are found to be in possession of any flammable items, this may be taken as grounds for eviction and you may be fined.



Animals

Animals including pets are not allowed at KSA. Please also do not feed the wildlife that frequent the Campus.



Illegal drugs

Illicit drugs are strictly forbidden at KSA. The possession, cultivation, use or sale of any non-prescribed or illegal drugs and/or the possession of any equipment to aid the use of illegal drugs or substances is prohibited.

If you are found to be in breach of this rule in any form, it is considered serious misconduct and consequently KSA Management reserves the right to immediately terminate your Residential Agreement and report the incident to the police.



Personal mail

The Katherine Rural Campus provides a mail receiving and holding service for KSA guests. If you need to have mail delivered to you, make sure to use the following address:

'Your Name'
Charles Darwin University
Katherine Student Accommodation
PMG 155
Katherine
NT 0851 Australia

Your mail will be delivered to CDU's on-campus Administration Building. It is your responsibility to check with the administration team to see if you have any mail. Staff will return any mail back to the sender if it is not collected within four weeks.

Vehicles and parking

KSA has a carpark exclusively available to its guests.

Driving or parking on grassed areas can destroy underground watering systems and damage the grass. Accordingly, CDU will fine vehicles parked on grassed areas of KSA.

For security reasons, we strongly advise against leaving any items of value visible in your car while in and around Katherine. This encourages thieves to smash car windows.

Motor vehicles and motorcycles are to be parked at KSA at the owner's risk. KSA does not take responsibility for any damage your vehicle may receive whilst parked on our grounds.

Internet access

CDU provides Wi-Fi across most areas of the Katherine campus, however this is not guaranteed. Afterhours access to the Computer room is permitted until 9pm each day.

Internet users must comply with CDU's internet usage policies. Internet access is not to be used to access illicit websites. Fines may apply.



KSA offers a range of facilities for the communal use of all residents. Please keep these areas clean and tidy and dispose of rubbish thoughtfully. Failure to do so spoils the facility for everyone.

Kitchens

KSA is a catered facility and you are all jointly responsible for the cleanliness and hygienic use of your kitchenette area. Dirty dishes must not be left at the table. They should be returned to the kitchen staff and your table should be wiped down.

Laundries

KSA provides a weekly laundry service to all guests. Great care is taken to look after your clothes, however the Campus accepts no responsibility for any loss, damage or discolouration to clothing. A laundry bag is provided to all residents. They will also be issued with a netting type bag on arrival.

Please place underwear and socks in the netted bag provided and ensure all pockets in your clothes are empty prior to taking your washing to the laundry.

If you have any problems relating to the laundry, please speak to the Cleaners. The Accommodation Officer should be notified if there are ongoing problems. If you have any items of clothing that require special care, please notify the Cleaners. Students are expected to take their sheets to the laundry once per week and the mattress protector at least once per month.

Residents are not permitted private use of the laundry equipment. It is not acceptable to hang laundry in common areas in the dormitories or on the beams outside the common rooms.

If the Campus laundry bags are not returned on departure a \$25 replacement charge will be incurred for each bag.

BBQ area

The KSA outdoor BBQ area is for use by guest groups and authorised functions. It is a good place to gather late at night as noise carries less from this area. You are welcome to use the BBQ facilities but are required to clean them after use. This includes scraping off fat and other residue and placing it in a bin.



Emergency, Safety and Security

Fire alarms

There are fire sensors in each building and room of KSA. The KSA Accommodation Officer and Duty Officer are designated 'Fire Wardens'. If a fire alarm sounds, you are required to vacate your room immediately and move calmly to the Pool Area, regardless of the inconvenience.

The attending Officer is required by law to enter any and all rooms during fire alarms to ensure all guests have been safely evacuated. Your privacy is respected wherever possible, but safety is a priority in an emergency.

In the event of a fire or other incident where your safety is at risk, you are required to follow the instructions of staff.

Evacuation when required is compulsory for all guests. Please respect the efforts of staff who are trying to help you and do their job. Failure to evacuate a building during a fire alarm will result in a fine imposed by KSA Management.

Do not return to an evacuated room until instructed to do so by the attending Officer. Never assume that a fire alarm is false. Fire kills.

False alarms

Fire detection equipment is fitted in all KSA rooms. If your actions have resulted in a false alarm, you will receive a fine imposed by KSA Management. These circumstances may include:

- the use of candles, incense, oil burners, pest/bug control bombs, hair spray, etc. in your room;
- the use of toasters, kettles, rice cookers and/or other cooking equipment in your room;
- the smoking of cigarettes in or close to buildings; and/or
- where the alarm is deemed the result of your action/s whether deliberate or negligent.



Fire and safety equipment

Fire blankets and/or extinguishers are provided in all kitchenettes. These are to be used for small fires. Used fire blankets and/or extinguishers must be returned to the KSA Office for immediate replacement.

Please do not interfere with safety and security devices or equipment at KSA. Heat sensors, smoke detectors, fire hoses and fire extinguishers are intended to save lives. They are not toys and should not be treated as such.

It is a criminal offence to tamper with fire equipment including removing or covering exit signs, damaging exit signs, altering the function of door closers, disabling or covering smoke detectors, discharging fire extinguishers for any purpose other than putting out a fire and doing anything that may compromise the proper functioning of fire equipment.

If you are found to be in breach of any of the above, you will be subject to substantial fines, possible criminal penalties and disciplinary action which may include termination of current and/or future residence at KSA. Any fire equipment repair or replacement that results from resident misconduct will be charged to the resident/s responsible. If the party cannot be determined, the fine and related damage will be shared amongst the group/individuals believed to have been responsible.

Fire equipment that is not in working order jeopardises the safety of all residents and staff. KSA Management regularly arrange checks of all fire equipment including fire extinguishers and hoses, fire alarm boxes, smoke detectors, exit signs and evacuation maps.

In an emergency it is important that people can quickly leave an area. Please do not obstruct walkways with personal items such as shoes. These areas are vital exits in an emergency.

Electrical safety

Please ensure that all personal electrical appliances used at KSA comply with Australian Safety Standards.

To prevent overloading electrical circuits and to conserve energy, please limit your electrical equipment in rooms to such items as computers, study lamps, clocks, stereos and personal vanity items. These items must be maintained in good and clean operating condition.

You must comply with the following fire and safety policies:

- never modify a plug by bending or removing prongs
- if plug prongs break off and remain in the receptacle slots after insertion or withdrawal, do not attempt to remove them. Contact the KSA Office for assistance
- large appliances are not permitted in your room
- promptly replace frayed or damaged cords
- if you discover any faulty electrical equipment, please report it to the KSA Office

These policies are intended to prevent injuries throughout KSA and to ensure compliance with national health and safety regulations.

Accident or emergency

In the event of an emergency dial 000 and notify the KSA Office or the on-call Duty Officer for help.

Unless an ambulance is called, it is the responsibility of the patient to arrange transportation to medical services. Where transportation to medical services is required, it is the responsibility of the patient to meet the associated expenses.



A Duty Officer call-out fee for non-accident or emergency related incidents is \$40 between the hours of 9pm and 8am.

Accident and Emergency service is offered at Katherine Hospital located on Gorge Road.



First aid

The KSA Accommodation Officer and Duty Officer are trained in first aid. If you or another guest requires first aid assistance, please contact the KSA Office or Duty Officer.

First aid kits are located in all CDU Buildings. Please note that KSA staff are not permitted to dispense medication of any kind including paracetamol.

Personal safety

If you expect to be absent from your room for more than 48 hours, please inform the KSA Office. This assists KSA in knowing that you are safe. If concerns are held for your welfare (for example if it is reported that you have not been seen for more than 48 hours), KSA Management will arrange for your room to be opened to check on your wellbeing.

When walking outside of KSA at night we encourage you not to walk alone. Make journeys in the company of friends or find an alternative means of transport to reach your destination.

In and around KSA every guest must take reasonable steps to ensure that they do not create hazards for themselves or other residents and visitors at KSA.

Please do not:

- engage in any activity within, near or around CDU/KSA which may cause injury to someone or damage to property
- leave your room, apartment or any common areas unsecured (do not block doors open or interfere with door locks or closing mechanisms)
- burn flammable items such as candles or incense in any room
- store flammable items at KSA (e.g. fuels, motor oils, gas bottles)
- smoke in KSA rooms/buildings

Please comply with all CDU health and safety policies and procedures and directions of CDU wardens, safety officers and other staff members regarding health and safety matters.

You must follow specific safety and evacuation procedures and evacuate buildings when an alarm sounds, or if instructed by a staff member.

Preventing theft

KSA strives to provide you with a safe and secure atmosphere that is conducive to your academic life and needs. Unfortunately, thieves are unavoidable in a public setting such as CDU. Please remember to lock your room and car at all times. It takes a thief very little time to steal your valuables.

There are several ways in which you can further increase your level of security, including:

- do not leave any items of value visible in your car
- ensure your room door closes and locks behind you when you enter and exit your room
- do not allow people that you do not know or recognise to follow you into a building
- get to know your neighbours
- never lend your room key or fob to another person – you will be responsible for their actions
- do not leave your key or fob on the frame of the door
- do not leave windows open when you are not in your room

- do not leave money or valuables in full view when you are not in your room
- do not leave kitchen items on benchtops – wash them after use and return them to your room

Report suspicious behaviour

The best way for you to protect yourself and other KSA guests is to be vigilant, get to recognise your neighbours and report suspicious behaviour to the KSA Office or Duty Officer.

KSA offers a 24-hour service and can be contacted on 08 8973 8314.

Do not call unless an emergency is occurring. In all other situations phone 08 8973 8324 to reach the KSA Office. If KSA residents bother the duty officer with unimportant matters it diminishes the response we might expect for real emergencies. Please think before contacting the duty officer and ensure that nuisance calls are not made.

Insurance

KSA and CDU are not responsible for any damage or loss caused to items located on the premises. You are encouraged to take out appropriate insurance for your own possessions and to check that the contents policy you are purchasing is valid for a residential accommodation setting. It may also be wise to have engraved identification on items of greater value.



Occupancy Rights

Guidelines

KSA and the University are committed to providing a residential environment conducive to study at all times. KSA has several guidelines in place to ensure that proper standards of conduct are maintained at all times. These are explained in further detail on the following pages.

University Residences Code of Conduct

The University Residences Code of Conduct applies specifically to students and/or other persons who may from time to time reside in any residence or accommodation facility established or provided by CDU. The code outlines the positive standards of behaviour which is specific to residential living and expected within CDU's residential community.

In order to fulfil its functions of imparting and gaining knowledge, CDU has the authority and responsibility to maintain order within the University and to penalise those who are disruptive.

This Resident Handbook works in conjunction with the University Residences Code of Conduct and the CDU By-laws. The University Residences Code of Conduct and By-laws are available on the CDU and KSA website at <https://www.cdu.edu.au/locations/katherine-campus>

Terms and Conditions of Residency

The Terms and Conditions of Residency form part of the residential contract between yourself and KSA. Upon accepting an accommodation offer with KSA, you agree to having read, understood and accepted the Terms and Conditions of Residency. This document is available on the KSA website at <https://www.cdu.edu.au/locations/katherine-campus>

As a resident, you are bound to the conditions prescribed in this handbook and those agreed to when accepting your contract with KSA.

Guests

Guests must comply with all CDU regulations and directions from authorised officers of CDU and KSA. You are responsible for your invited guests and their actions. You must accompany your guest at all times whilst they visit KSA. Any damage or trouble caused by your guest will be deemed to be your responsibility and you must accept the consequences for their actions.

Rooms are only for the use of current, paying guests of KSA. You are not permitted under any circumstance to sublet your room or to allow a non-resident access to your room when you are not present.

If you are found to breach any of the above, this may be taken as grounds for eviction and/or a fine.

Children at KSA

Generally, young children cannot be accommodated at KSA as facilities were not designed or built for them. However, KSA Management will assess requests for exemption on a case-by-case basis, depending on circumstance and the provision of carers.

Room allocations

Rooms are allocated at the discretion of KSA Management. Where possible, any preferences you express in your application will be accommodated.

Departing KSA

Check-out is 8:30am on the end date specified in your accommodation contract. If you wish to extend your stay beyond the agreed timeframe, you must inform the KSA Office a minimum of one week in advance. KSA cannot guarantee extensions, so providing early notice of your intention is advised. If your room is not available you may be offered another room or you may have to find alternate accommodation until a room does become available. Room rates for those seeking extensions to their contract may change where a change of room type is necessary, or where a rate increase has occurred.



Your room will be inspected upon departure. You are expected to leave your room in the same condition you found it upon arrival. You will be charged the full cost of any loss, damage or additional cleaning requirements.

If you are departing outside office hours, a key return box is provided on the wall outside the KSA Office. Room charges may be applied until we receive your key.

Political and religious views/solicitation

You are encouraged to discuss and debate your political and religious views with friends. However, no guest has the right to force their opinion and views on another in a way that is intrusive or which causes physical or emotional harm or distress. No one is to be discriminated against or oppressed because of their beliefs.

Solicitation is prohibited at KSA. This includes anyone attempting to contact or invite another person for the purpose of promoting religious beliefs, engaging political views, encouraging the purchase of items or tickets, or membership to a club or organisation.

Privacy and quiet time

Except as otherwise outlined in the Residential Agreement (including this handbook), all guests are entitled to privacy and quiet enjoyment in their rooms and away from others. You must be respectful of noise levels and allow other guests the degree of privacy they desire. When entering another resident's room, please knock on the door and do not enter uninvited.

KSA Management reserves the right to inspect rooms where the welfare of the occupant is of concern, where illegal activity or a breach of contract is suspected, or where maintenance is required.



Conduct and Behaviour

You are expected to display mature, tolerant, courteous behaviour and consideration for others while on campus. Your behaviour should not cause offence, inconvenience, harm or disturbance any other resident, guest, staff member or neighbour of KSA. You should not act in a manner which would bring KSA or CDU into disrepute.

Please remember that you are responsible for ensuring your guests also uphold the expected standards of behaviour while visiting KSA.

Noise

The Territory has a great outdoor lifestyle. Unfortunately, noise travels, especially at night. Even conversations within a small group of people can be disturbing to other guests. Please consider the rights of others to sleep and study in peace. You can minimise the noise you and your friends make by going indoors or moving to the BBQ area. Generally, there should be no disruptive noise from 10pm to 8am.

Radios, stereos, televisions and musical instruments may only be used at reasonable hours of the day and restricted to a lower level during quiet hours. You are advised to use sound equipment with headphones where possible and avoid using excessive base where the thumping sound will transfer to neighbouring rooms. At any time of the day, residents have the right to respectfully and politely ask people making excessive noise to stop and it is expected that reasonable requests will be accommodated immediately.

Fines may apply if you are found to breach any of the above.

Offensive behaviour

Offensive behaviour includes abusive, threatening, menacing, obscene, obnoxious or antisocial conduct. It includes physical assault, fighting and bullying. Offensive and inappropriate behaviour in any form will not be tolerated at KSA.

If you are found to breach any of the above, this may be taken as grounds for eviction and/or a fine.



Harassment

KSA upholds the right of all residents to live free from harassment and discrimination of any kind, including ridicule or discrimination based upon gender or sexual preference, race, religion, age, disability, nationality or marital status. Harassment or discrimination in any form is unacceptable and is illegal under both Commonwealth and Northern Territory Laws.

Harassment is any form of behaviour that causes offence and can include comments and suggestions, leering, physical contact or explicit or implied demands. It also includes display of offensive images in posters, graffiti, or movies or video footage. Harassment may be carried out in person, via text/phone, social media, in writing, verbally or physically. Harassment may occur intentionally or unintentionally. Regardless of the method, this is all harassment. It is unwelcome, uninvited and unreciprocated behaviour.

If you are harassed, you should not believe that you are to blame for someone else's unacceptable behaviour. If you feel able, ask the person to stop. Some people may be unaware that their actions are causing you or others offence. You can also ask for help if you feel intimidated or unsure of what to do; maybe a friend can accompany you to speak to the person. Alternatively, you can speak to staff of KSA or the University. CDU Support and Equity Services staff may also be able to offer you guidance.

If you are found to breach any of the above, this may be taken as grounds for eviction and you may be fined.

Respect.Now.Always.

The University is committed to providing a safe and respectful working and learning environment that supports the rights of all persons within the University community to work and study in a safe environment, free from sexual harassment.

Sexual harassment is any unwanted, unwelcome or uninvited behaviour or conduct of a sexual nature, which makes a person feel offended, humiliated and/or intimidated, where that reaction is reasonable in the circumstances. Unwelcome and unacceptable behaviour of a sexual nature towards a member of the University community which may be detrimental to their employment, education, accommodation or provision of goods and services and facilities is unlawful under the relevant state/territory legislation and the Commonwealth Sex Discrimination Act 1984.

The University will take all reasonable steps to minimise the risk of discrimination and harassment occurring. Appropriate disciplinary action will be taken against any staff member or student who engages in such behaviour.

CDU's Sexual Harassment Prevention Policy can be found on their website:

www.cdu.edu.au/governance/doclibrary/pol-066.pdf

Hygiene

Accepted practices for personal hygiene vary for different people and can be culturally influenced. Living in a close residential community and the humid climate in the Northern Territory requires you to pay particular attention to personal hygiene as a courtesy to yourself and others.

You should use the following as a good practice guide for personal hygiene:

- clean and air your room regularly
- air your cupboards regularly
- store your food in sealed packages or containers
- wash your plates and cooking utensils immediately after each use
- do not leave food scraps and perishables in your bedroom rubbish bin
- flush toilets after use and wipe any mess
- do not stand on toilet seats
- wrap used feminine hygiene products in toilet paper and place in the sanitary bins provided
- wash or sweep away body hair from bathroom surfaces or floors
- do not cut hair inside rooms/buildings
- dispose of all rubbish thoughtfully including recycling appropriately



Graffiti and property damage

If you are found responsible for any graffiti or damage caused to residential property or facilities including furniture or safety equipment such as fire alarms, you will be charged the full cost of repairs.

Do not write, draw, etch or leave any messages, symbols, pictures or other graffiti on any surface of KSA (including walls, doors, windows, tables etc.). Graffiti shows a total lack of respect for property and environment and its creation is serious misconduct.

Tampering with the electricity devices including switches, air conditioners, energy saving devices or card readers in any room is not permitted.

Fines may apply if you are found to breach any of the above.

Alcohol

Alcohol consumption is not encouraged at KSA. Residents over the age of 18 may consume alcohol responsibly; this is restricted to alcoholic beverages contained in metal or plastic only.

The CDU and/or KSA Management may declare an 'Alcohol ban' on a group or a 'Dry Campus' at any time.

Disciplinary action

Incidences of behaviour contravening the guidelines contained in this book, the Terms and Conditions of Residency, or CDU By-laws will be taken seriously. Such incidents observed by or formally reported to KSA & Campus management, including overnight incidents recorded by the Duty Officer, will be followed-up and disciplinary action may result. Serious incidents will be referred to the police where appropriate.

Local Information

Shopping

Katherine Central Shopping Centre: The Centre is in Katherine Terrace, 16 kilometres south of KSA. There is a Woolworth's store which operates daily from 7am-10pm and Target Country that is open Monday through Friday from 8am to 7pm, 8am to 6pm Saturday and 9am to 5pm Sunday. There is a range of cafes, banks, specialty stores, a Visitor Centre and Post Office.

Events

Barunga Festival: Enjoy the festivities and immerse yourself in the amazing Indigenous culture brought to you from the four clan groups living in Borroloola.

Date: Friday, 5 June - Sunday, 7 June 2020

Malandarri Festival: Get caught up in the excitement and fun of a rural show, featuring everything from a camp draft and rodeo to cooking classes. Known for its strong multi-cultural representation, the Malandarri Festival celebrates both traditional and contemporary arts and cultural practices.

Date: Friday, 12 June - Saturday, 13 June 2020

Katherine Show: The Katherine Show has run since 1965 and works to bring together the many strands of the region including farming, cultures, crafts and businesses. Approximately 15,000 people come to the show each year and many of these are visitors to the town. The show is held at the Katherine Show Grounds on Victoria Highway near the southern end of town and general pedestrian entry is via Murphy Street.

Date: Friday, 17 July - Saturday, 18 July 2020



Attractions

The Katherine Outback Heritage Museum: The Museum was originally constructed as an air terminal for the region during World War II, and now contains an eclectic collection of artifacts, photographs, maps and pioneer memorabilia. As well as Aboriginal artifacts from the region, the museum houses photographs, furniture, home wares and tools ranging in date from the late-nineteenth century to the mid-twentieth century. Outdoor and undercover exhibits illustrate a rich heritage of ingenuity in rural machinery and household equipment.

Location: Lot 2922 Gorge Road, Katherine

Open: Monday - Friday from 10am - 2pm

Katherine Hot Springs: Sit back and relax in the beautiful thermal pools. The bubbling natural spring has a constant temperature of approximately 25 - 30 degrees celcius.

Used by many as a way of healing, let your muscles unwind after a hard day. With full disabled access anyone can enjoy this magnificent natural wonder.

Location: From the CBD of Katherine, head down the Victoria Highway approximately 2 kilometres.

Open: 24/7 (unless closed by Parks and Wildlife)





E: katherine.accommodation@cdu.edu.au

T: 08 8959 8324

W: www.cdu.edu.au/locations/katherine-campus/katherine-accommodation