



**Emmanuel**  
**College**  
EST. 1911

# **Student Handbook and Code of Conduct**

## Acknowledgement of Country

Emmanuel College acknowledges Australian Aboriginal and Torres Strait Islander peoples of the Jagera/Yaggera nation and Turrbal nation, the traditional custodians of the lands on which the College is located.

Our community lives, learns and grows together on these rich lands and waters which are, and have been, a place of gathering for the Banda peoples for thousands of years. We pay our respects to ancestors past and present.

Emmanuel College is committed to honouring Australian Aboriginal and Torres Strait Islander people's unique cultural and spiritual relationships to the land, waters and seas and their significant contribution to society, as one of the oldest living cultures in human history.

Emmanuel College endeavours to promote reconciliation through education, respect and engagement.

## Reconciliation

As a residential college for young adults, Emmanuel College is committed to reconciliation through its Reconciliation Action Plan (RAP). Our RAP is an important step in our reconciliation journey and demonstrates our commitment to closing the gap and pledging accountability to ensure First Nations peoples are afforded the same opportunities for learning and prosperity that everyone enjoys in Australia.

You can download our RAP [here](#) and learn more about our RAP artwork which currently hangs in our reception, 'Trail of Knowledge' by alumnus Lucas Schober, proud Wuthathi, Yadhaigana, Kaurareg and Yindjibarndi First Nations man, [here](#).



## **College Motto**

### **Fiat Lux**

“Let There Be Light”

### **Meaning of ‘Emmanuel’**

“God with us”

## **Contact**

### **Emmanuel College**

Sir William MacGregor Drive  
St Lucia QLD 4067

Telephone           + 61 7 3871 9100

Email                 enquiries@emmanuel.uq.edu.au

Website             [www.emmanuel.uq.edu.au](http://www.emmanuel.uq.edu.au)

Office hours       Monday – Friday: 8am – 10.30pm

The College reserves the right to edit and or update this document as well as any policies or procedures listed within, at anytime in accordance with the Residential Agreement.

The following Emmanuel College Student Handbook and Code of Conduct was updated:  
31 January 2024.

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## A Welcome from the Principal

It is my great pleasure to welcome all our residents to Emmanuel College.

As we collectively embark on the journey of the new academic year, I and the wonderful team of supporting staff here at the College actively look forward to welcoming both our new and returning students. Emmanuel College has been a home of learning, growth, and community for 113 remarkable years, and it is a privilege and an honour to serve this extraordinary institution.

Since 1911, this place has witnessed the amazing transformation of our world, and through the decades people who have passed through the doors of Emmanuel have grown and developed along with that transformation. In the face of that change, we believe that the Christian ethos instilled by our founders remains firmly embedded in the fabric of Emmanuel College and is lived out daily in our respectful and diverse community.

We sincerely hope you will find your own place here at College, and your own unique experience of living and learning, and through a community based on respect and openness, a truly outstanding collegiate experience. You also have a unique opportunity to leave your own impression on the history of the College in some way.

As you read this handbook, I encourage you to take in the guidelines and codes that shape our community, but also become aware of the opportunities for engagement, collaboration, and discovery that await you. Each member of Emmanuel College contributes to the experience of the year of our community, and together, we can make this year a chapter filled with growth, achievement, and meaningful connections.

So, welcome to your new home (or welcome back!), Blue Dogs! May this year be one of inspiration, exploration, and excellence.

Warm regards,



**Stephen Peake**

Principal/CEO



## Emmanuel College Staff List

NAME	POSITION
Mr Stephen Peake	Principal/CEO
Mr Paterson Boyd	Director of College Life/Deputy Principal
Mrs Louise Hallo	Director of Wellbeing
Mrs Diana Weeden	Brand, Communications and Publications Lead
Mr Dan Morgan	Services and Facilities Manager
Mr Michael D'Arcy	Dean of Studies
Ms Bre Ramsay-Orr	Dean of Admissions and Career Development
Ms Carli Erwee Ms Sally Speed	College Counsellors
Ms Sal Graham	Residential Experience Officer – Admissions
Ms Sharon Burridge	Residential Experience Officer – Protocol and Events
Ms Annie Chenery	Residential Experience Officer – DCD Administration
Mr Murray Watson	Residential Experience Supervisor
Mr Joe Kelsall Ms Liz Considine	Residential Experience Officers (REO – After Hours)
Mr Ramon Taylor	Property Officer
Mr Dan Moore	Property Officer

The Student Engagement Team is made up of our staff members whose role is predominantly to support our students. These staff members include:

Director of College Life and Deputy Principal - Paterson Boyd

Director of Wellbeing - Louise Hallo

Dean of Studies - Michael D'Arcy

Dean of Admissions and Career Development - Bre Ramsay-Orr

College Counsellors - Carli Erwee and Sally Speed

Residential Experience Officers (REO) – Murray Watson, Joe Kelsall, Liz Considine

# About Emmanuel College

## College Vision and Purpose and Mission

Every year the College Board reviews the Strategic Directions Statement of Emmanuel College to ensure that the vision and purpose of the College are being pursued and achieved.

The long-term vision for Emmanuel College is to empower students for life through community. This vision echoes the founding chairman, Rev Dr EN Merrington, who remarked that “education should be for life, not just a livelihood”.

The Emmanuel College mission is:

To provide university students with an outstanding collegiate experience. We offer a diverse, vibrant and supportive community in which students achieve personal growth and academic success inspired by our Christian ethos.

## College Values

The College values that underpin the purpose of the College and all we do are:

**Respect (for self, others, and environment)**

**Integrity**

**Community**

**Equity**

These values play a crucial role in shaping the Emmanuel College experience and the relationships we build with students. In time, they will form a basis for the relationships our students build with each other and the choices they make throughout their personal and professional lives.

As an academic institution affiliated with the University of Queensland, the academic wellbeing and success of all residents at Emmanuel are embodied in each of these values. While your time at College is intended to be immensely enjoyable, your academic success must be balanced closely with all of your other College and university experiences.

## **A Brief History of Emmanuel College**

Emmanuel College was founded on 13 September 1911 by the Presbyterian Church as a residential college and theological hall affiliated with the newly established University of Queensland.

The founding Chairman, Reverend Dr Ernest Northcroft Merrington along with the first College Council chose the name 'Emmanuel' which means 'God with Us' and along with the parishioners of St Andrew's Presbyterian Church in Brisbane's CBD, raised £856 to purchase the 'Sydenham' house on Whickham Terrace, which became the first building of Emmanuel College.

From an original community of just five students and the first Principal, Reverend John Meiklejohn, the College grew through a series of turbulent world events, including two world wars and a great depression until the College followed the university and relocated to its current place on the campus of the University of Queensland in St Lucia in 1956.

The College welcomed its first female residents in 1975 and has continued to grow to its current day with a building configuration that at full capacity can house 361 residents.

At the end of 2023, the College embarked on a major renovation of 320 student rooms to ensure that they are fit for purpose and enhance the student experience.

For more information about Emmanuel's history, please visit the College's [website](#).



## College Life

This handbook provides essential information you need to know to help you make informed decisions during your time at Emmanuel College. We want you to have the best possible experience as a resident by engaging in the opportunities on offer and being a co-operative and respectful member of our community.

Emmanuel College is a young adult academic community with a diverse and vibrant culture. By encouraging Emmanuel students to take a full role in College and university life and the wider community, the College aims to foster qualities of leadership and participation while supporting young adults in an environment where they can grow and mature to reach their full potential. Emmanuel students are able to explore new opportunities to learn and grow in areas that will complement their academic development.

Rather than be a community driven by rules and regulations, we encourage our students to understand and embrace our values. Emmanuel residents are expected to engage in conduct in accordance with the College values, which includes an expectation that students:

- conduct themselves in a manner which upholds the values of the College
- accept and demonstrate accountability for their conduct and decisions
- take reasonable care of the College's physical and digital assets and infrastructure
- take reasonable care of their own health, safety and wellbeing and that of others
- refrain from conduct which threatens the health, safety and wellbeing of others; and
- demonstrate the pursuit of independent scholarly learning, critical judgement, academic integrity, academic freedom and ethical sensitivity.

The College has created a Code of Conduct incentive program as a proactive step towards creating a positive and respectful community at Emmanuel College. By reinforcing the importance of respect and compliance with our guidelines, we aim to empower students to contribute to a safe and thriving academic and social environment.

The incentive is paid by the College at the end of each calendar year contingent upon the resident's compliance with this document, the Student Handbook and Code of Conduct, and College policies throughout the academic year.

## Rights and Responsibilities

Emmanuel residents have the right to:

- engage in activities which are a part of university life
- study without interruption or interference
- individual and group educational and developmental opportunities
- freedom from unreasonable noise
- free access to their living accommodation
- a clean and secure environment
- host guests within established guidelines
- the respect and safety of personal property
- freedom from intimidation or harassment
- enjoy individual freedom without regard to race, gender, national origin, physical condition, age, sexual orientation or religion
- express themselves creatively within generally accepted norms
- expect consistent enforcement of the rules and regulations
- equitable treatment when behaviour is in question
- participate in student and College governing bodies and committees.

Emmanuel residents have a responsibility to:

- protect their environment and living conditions
- respect the rights of others
- adhere to regulations
- report violations of regulations to appropriate staff
- participate actively in self-governance
- contribute positively to the development and wellbeing of the community
- attend and participate in educational programs
- behave in a responsible adult manner
- be mindful that the College provides residence to young people under 18 years of age
- respect and care for College buildings and property.

## College Expectations

More than following the rules, you are expected to think about your decisions.

Our Student Handbook and Code of Conduct goes further than just following rules. It asks you to stop and think about what's right, to consider your options and to make good decisions that follow the spirit and intent of our Code.

Emmanuel Colleges' Community expectations include all policies and procedures listed in the Student Handbook and Code of Conduct and have been aligned with the [University of Queensland's Student Code of Conduct](#).

## Policies and Procedures

The College has several student facing policies and procedures that help ensure the Emmanuel Community is a safe, inclusive and respectful community for everyone. It is important that all members of the Emmanuel Community read and understand these policies and how they shape the everyday ethos and operations here at College. To view the relevant policy, please click the links below:

[Alcohol, Smoking and other Drugs Policy](#)

[Respectful Relationships Policy](#).

[Social Media Policy](#)

[Diversity and Inclusion Policy](#)

## Breaching the Student Handbook and Code of Conduct

When resident behaviour contravenes the Emmanuel College Student Handbook and Code of Conduct, College policies, or breaches community standards, that resident will be referred through to a disciplinary process conducted by Senior Management.

Results of disciplinary action may include, but are not limited to any of the following:

- Removal of residential place at Emmanuel College

- Agreeing to a Behaviour Management Plan

- Participating in community service at Emmanuel (i.e. performing tasks on grounds that contribute to the overall functioning of the College)

- Exclusion from events or areas of the College

- Education programs

- Financially contributing to the repair/restoration of any damage caused.

## Respectful Relationships

Our commitment is to provide our residents with a safe, respectful and inclusive community. All members of the College community have a right to live, study and work in an environment where they feel safe, supported and respected.

Our values of respect for self, respect for our environment (built and natural) underpin the way we interact as a community. We focus on ensuring our residents understand the College's expectations around healthy relationships, safety and consent, and seeking support by:

Promoting and fostering an environment in which people are treated fairly and with respect

Providing training and education to support healthy development and wellbeing for our students that builds and deepens respect for themselves and respect for others

Delivering safe and supportive reporting options when a breach to our Policy and Code of Conduct has occurred.

### Culture of Respect

Respect — including self-respect — is fundamental to everything we do. We talk about respect often and use every opportunity to demonstrate and support respectful behaviours.

We cultivate respectful relationships from the start — in our initial interviews with prospective students and the first-time residents meet as a group during Orientation Week. We focus on providing an informative and nurturing Orientation Week experience for new students that encourages them to build healthy relationships.

College student leaders provide support and guidance through Orientation Week and subsequent university milestones. Our staff mentor student leaders to be positive role models and to identify and call out unacceptable behaviour. Among all our residents we foster a culture of care for each other's physical and mental wellbeing.

Through ongoing educational programs, we promote a culture of inclusivity and equality that supports all students to understand the link between equality and respectful relationships. We regularly host guest speakers who are experts in areas such as consent, positive relationships, and respect for sexual diversity and identity.

## **Safe Environment**

To provide a safe place in which to navigate the transition from adolescence to adulthood, we:

Cultivate a positive environment with a focus on respectful relationships and prevention of any kind of abuse and harassment

Respond quickly, empathically and decisively when situations occur

Clearly communicate reporting procedures and highlight the many support services available to students at the College, at university and in the broader community

Provide regular, ongoing training and education to our students promoting healthy identity development, wellbeing and understanding

Continue to review and refine our approach.

## **Support and Reporting Options**

### Support options

If for any reason students find themselves unsafe or disrespected, we encourage students to reach out for confidential support and staff members can advise their options. Our Student Engagement Team at Emmanuel College are comprised of experienced staff members ready to support students with various topics.

Additionally, we recommend students tapping into external resources for comprehensive support. Organisations including 1800 Respect, UQ Respect at The University of Queensland, and services such as Lifeline offer confidential information, counselling, and 24/7 emergency support. Your well-being is our priority, and we're here to help you access the assistance you need.

### Reporting options

Any member of the College can make a report to College concerning the behaviour of another College member/s. Any individuals or groups who have witnessed or had something happen to them that they think has breached the College's policies can make a report.

## **What happens when there is a breach of the Policy or our Code of Conduct and what are the reporting options?**

A breach occurs when a member of our community does not feel safe, supported, or respected. This can be through any form of bullying, harassment, or sexual assault.

There are several options for members who have concerns about breaches of the Respectful Relationship Policy. These options include:

- Disclosure
- Anonymous Report (see below to make an anonymous report)
- Informal Report
- Formal Report.

More information can be found on the options above for current students on our e-learning platform Moodle or reach out to a member of staff for further assistance and support.

## **Community Standards**

The College has developed a Diversity and Inclusion Policy which upholds the rights of individuals as protected by the Anti-Discrimination Act, which makes discrimination unlawful on grounds including gender, race, age, sexual orientation, impairment, religion, political belief or activity.

No person in College should be unreasonably noisy. Reasonable noise should be tolerated at reasonable hours in appropriate places, but those studying or sleeping should be allowed to do so in peace. The hours from 10pm to 7am are to be regarded as 'quiet hours', with noise in and around wings kept to a minimum.

Those who leave the College to party elsewhere should return to the College campus mindful of others — do not disturb the neighbours or other students with unreasonable noise or behaviour. Those who are repeatedly unreasonably noisy, or who deliberately cause disturbance may be subject to a disciplinary process under the College policies and procedures

As a member of the Emmanuel College community, your behaviour outside the College reflects on the College

Under no circumstances may students swim in the Brisbane River

Under no circumstances may students climb College fences or gates

Under no circumstances may students climb on the roofs of any College buildings or structures

Students have a responsibility to:

- adhere to rules, regulations, policies and procedures of the College
- monitor and accept responsibility for the behaviour of guests
- comply with reasonable requests made by staff
- recognise the rights of fellow students
- adhere to all Federal and State legislation and laws.

## Wellbeing at Emmanuel College

Student wellbeing is our greatest concern and priority. We provide a holistic program of individual care with multiple layers of support.

Our Director of Wellbeing works closely with staff and student leaders to continually enhance and strengthen our Wellbeing Program. We aim to provide Emmanuel students with a comprehensive wellbeing program that enables opportunities to strengthen the development of their sense of self, encourages them to explore and understand their own wellbeing. The program is delivered through education, training, life skills, wellness sessions, lectures, and interactive learning both online and face to face.

Our program offers support and specialised care when our students need it and is tailored to support and address the unique needs of adolescents and young adults. Our College Counsellors are available to support students through personal pressures and with their mental health. We can also help students with referrals to the most suitable external counsellors and psychologists.

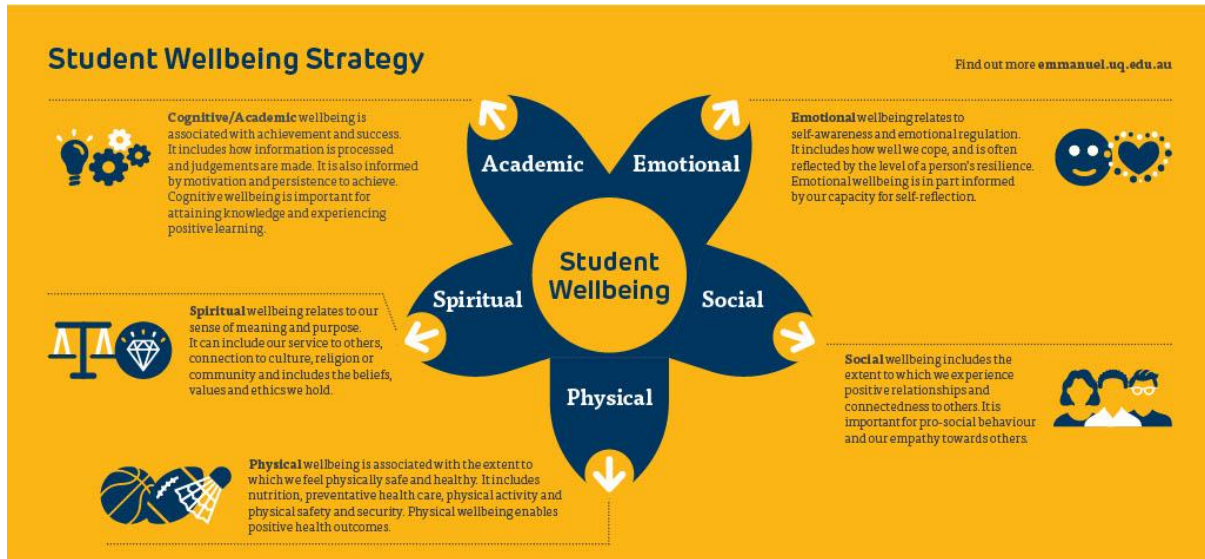
Dean of Studies, Michael D'Arcy is available to help with academic and residential concerns and our Dean of Admissions & Career Development, Bre Ramsay-Orr is available to support resident's career development and employability capabilities.

Our Residential Experience Officers are here 24/7 to keep everyone safe and provide practical help when needed. In addition, our Deputy Principal, Paterson Boyd, and Director of Wellbeing, Louise Hallo, are available outside of office hours to address any student facing issues that may require additional support.

Students are able to book an appointment with these members of the Student Engagement Team through our online booking system or at the front administration desk.

# Wellbeing Strategy

Emmanuel College has developed a Student Wellbeing Strategy which illustrates our commitment to support our residents in adopting healthy lifestyle behaviours across all aspects of their life. This strategy leads all that we do at Emmanuel, ensuring student wellbeing is at the forefront of the student experience we provide.



Emmanuel College achieves this wellbeing strategy through five key areas:

**Promotion**

**Support**

**Report**

**People and Resources**

**Governance**

## Academic Wellbeing

Emmanuel College has a vibrant academic culture. While our students excel in sports, cultural, and community activities, university study remains a high priority – students are encouraged and supported to pursue their academic potential.

The College provides a tailored academic program that complements students' university studies through tutorials, academic guidance and support, as well as guest lectures and masterclasses.



## **Tutorials**

Emmanuel tutors work with small groups and individual students. The small-group tutorial environment enables tutorials to be tailored to the needs of specific students. Students are able to target material they are least comfortable with, thereby increasing their understanding of the course material; students are also able to explore their field of study in greater depth, developing intellectual skills and specialist knowledge applicable to their university program or course. The tutorials are designed to make students more confident with their coursework, and to support students in pursuing their academic goals.

Tutors hold regular one-hour sessions in their subject areas. Attendance at tutorials is encouraged for all students, but particularly for first-year students. Students are welcome to attend any tutorial that appears on the timetable and may request additional tutorials via a QR code during each semester. The tutorial timetable is posted each week on the Emmanuel Announcements Facebook page.

Most tutors hold or are studying a postgraduate degree and/or are industry professionals. Many are members of the Emmanuel alumni community. If a student has concerns about their tutorial, they should talk with the tutor in the first instance. Feedback can also be provided about any tutorial or tutor via the same QR code. If the situation is unresolved, the student should contact the Dean of Studies.

Student attendance is recorded for each tutorial and is monitored throughout the semester. Students who are unable to attend their regular tutorial should advise their tutor with as much notice as possible prior to the scheduled tutorial. Poorly attended tutorials may be removed from the timetable.

## **Academic Advice**

Students can access support and guidance on a range of academic topics, which include (but are not restricted to):

- Course/program changes or enquiries

- Academic progress or direction

- Study habits/organisation

- Navigating university or course policies

- Appropriate referrals

- Advocacy and support

Students can book appointments either by email or QR code.

## **Academic Standing**

Residents' academic standing is assessed following the full release of grades at the conclusion of each semester. Non-UQ students are required to submit their unofficial academic transcript once they have received their grades for each semester – this must be done prior to students' return to College for the next semester. Assessments of academic standing may change following the release of deferred and supplementary examination results.

## **Minimum Student Academic Requirements**

Emmanuel students are expected to maintain sound academic progress throughout the course of their studies. If a resident obtains a GPA below 4.00 for a given semester, they may receive provisional (academic) re-entry to College and be required to set up an Academic Wellbeing Plan. If a resident obtains a GPA below 4.00 in successive semesters, or a GPA below 4.00 in two out of three successive semesters, or a yearly GPA below 4.00, they may not receive an Emmanuel College residential offer for the next semester.

Additionally, if a resident does not progress their studies at all in any given academic year, they will not receive an Emmanuel College residential offer for the next semester. The final decision rests with the Principal.

## **Revision and Examination Period Policy**

During the revision and examination period, quiet study conditions apply at all times.

The College does not approve any events on campus during this period and there is no tolerance for noise or party-going by students as this disturbs those students who are revising and studying for exams. Any student breaching these community standards may be asked to leave College immediately.

## **Spiritual Wellbeing**

The College was historically under the auspice of the Presbyterian and Uniting Churches of Australia. To this day, the College still has a strong relationship with the Uniting Church. Emmanuel supports its residents to explore and practice their faith whilst residing at College in a safe environment.

The College Chapel is available to residents for quiet reflection. Small services can be held in the Chapel upon request and on approval from the Principal. The College also supports residents from different faith backgrounds to practice/observe special holy times within their faith, including arranging meals for Ramadan, etc.

The College recognises that for many people their faith and spirituality is often expressed in practical and community actions. Emmanuel residents have many opportunities to engage in community service and volunteering opportunities through the College and the Inter-College Council network.

## Physical Wellbeing

Emmanuel is a community characterised by student involvement, with the aim to support students in developing their passions. Our students can demonstrate their talent, enthusiasm, and creativity in art, music, drama, debating, literary pursuits, team and individual sports, and are also provided opportunities to participate in spiritual and religious activities, community service and volunteering, and a wide array of College social events.

There are plenty of opportunities for students to play sports and exercise. This includes participation in ICC sporting teams and also signing up for individual sports not undertaken as part of the College experience. Facilities for most sports and fitness classes are available on the UQ campus, run by UQ Sport. The College also has a cardio studio including rowing machines and a treadmill.

In addition to the residential fee, students pay an additional compulsory fee for a UQ Lifestyle package. UQ provides world-class gymnasium and fitness centre, and sporting facilities. The UQ Sport Lifestyle Package entitles each Emmanuel residential student to use the following:

- Unlimited general access to the UQ Sport Fitness Centre weights, gym and cardio studio

- A one-hour fitness consultation per student

- All group fitness classes

- Unlimited general access to the UQ Sport Aquatic Centre for general swimming

- Unlimited aquatics equipment hires

- Adult swim squads

- Tennis Court hire between 7am – 5pm and 9pm – 11pm on weekdays and 7am – 2pm Sundays

- Access to train on the Olympic-standard athletics track all day, every day, subject to availability.

## **Emotional Wellbeing**

Emmanuel College offers a professional and confidential counselling service to its residents. We have practicing psychologists, for on-campus, in-person counselling across three days per week. Residents can book via an online booking system.

Our counselling service focuses on short-term interventions and so any situation that requires more specialised or long-term support will be referred to an appropriate practitioner resource within the wider community.

As well as individual counselling services, the College also provides a series of psycho-social education sessions focusing on a range of different areas relevant to young adults and tertiary college life. These sessions can include topics such as healthy sleeping habits, understanding your learning style, how to engage in positive relationships, and more.

## **Social Wellbeing**

The College environment provides a unique range of social interactions. Emmanuel College's Respectful Relationships Policy is a key element in the establishment of positive social and community interactions supporting safe and inclusive opportunities for engagement.

Like all elements of a person's wellbeing, residents are encouraged to find a healthy balance of engagement in their social lives. Whilst living at College, residents have opportunities to engage and develop one on one relationships and group relationships. This can be found through their wing community and through the cultural, sporting and social activities and events. We encourage all students to engage in activities outside of their wing to build and foster their social wellbeing.

## **Career Development**

The career development services at Emmanuel College, including the Career Expo and Ambassador Program, are integral to our commitment to student success.

Under the guidance of the Dean of Admissions and Career Development, there is a comprehensive suite of career development services that provide valuable resources and opportunities for residents to prepare for and excel in their professional journeys and future careers. These services are facilitated by a registered professional career development practitioner, ensuring expert guidance and support. Residents are highly encouraged to engage actively with these services to maximise their college experience and career potential.

## **Career Development Services**

Individual Career Counselling: Personalised guidance on career paths, job search strategies, and professional growth. Book appointments via <https://calendly.com/emc-bro/30min>

Career Assessments: Assessments to identify strengths, interests, and suitable career options, available by appointment.

Internship and Job Placement: Assistance in securing internships and job opportunities.

Professional Development Workshops: Sessions on resume building, interview skills, networking, and more.

Online Job Portal: In direct partnership with Prosple, Emmanuel residents have access to job listings (ranging from unique opportunities through our industry and alumni networks to prospects from some of the largest companies in the world) and resources tailored to Emmanuel residents' employment journeys.

## **Emmanuel College Careers Exhibition**

The Emmanuel College Careers Exhibition is an annual event designed to connect academic learning with professional opportunities allowing students of all levels to explore diverse career paths, network with industry professionals, and gain essential insights into the job market. With interactive booths, expert panels, and workshops, students can discover various industries, build valuable connections, and receive practical advice on recruitment processes, interviews, and job searching. This event is a crucial step in empowering students for their professional journeys, offering guidance, inspiration, and the opportunity to engage with potential employers and alumni, adding real-world value to the college experience.

Date and Location: Held locally on-campus, annually in March.

Industry Booths and Panels: Interaction with professionals across various sectors.

Networking Sessions: Opportunities to connect with alumni and industry leaders.

Participation: All residents are encouraged to participate. Registration details will be communicated via email.

## **Emmanuel College Ambassador Program**

The Emmanuel College Ambassador Program is an enriching opportunity for students to represent and promote the values and vision of what it is to be an Emmanuellian. This program invites enthusiastic residents to become the face of the College, playing a pivotal role in outreach initiatives, campus events, and prospective student engagements.

Ambassadors gain invaluable experience in leadership, public speaking, and networking, while also contributing to the college community. They serve as mentors to new residents, share their College experiences at various events, and assist in College marketing efforts. Participation in this program is not only a mark of distinction towards employability skills but also a chance to develop interpersonal and leadership skills, making it a rewarding experience for those involved.

**Role:** Ambassadors represent Emmanuel College at various events, offering mentorship and promoting college life.

**Eligibility:** Open to residents with strong leadership qualities and has completed at least one semester at Emmanuel College.

**Benefits:** Development of interpersonal and leadership skills, access to exclusive events, workshops, gateway to prestigious awards (such as the [UQ Employability Award](#)) and on completion receive a formal recognition of contribution letter from the College to support your resume.

**Application Process:** Invitation for application will be communicated to all residents. Selection involves a personal statement and an interview.

## **Life Skills Program**

The third-year residents Life Skills Program at Emmanuel College is a unique blend of practical skill-building and cultural enrichment, equipping residents for success beyond academic achievements. Participation in this multifaceted program is strongly encouraged to ensure residents are well-prepared with essential financial, career, and practical skills, and enriched with diverse cultural experiences. This unique program is purposed to prepare post-Emmanuel residents to confidently step into their professional lives, equipped with a broad perspective and understanding of the world.

### Program Structure

**Duration:** One academic year

**Format:** A mix of interactive workshops, seminars, and cultural events

**Frequency:** Special events

**Participation:** Open to all third-year residents

**Registration:** Registration via invitation, per event.

## Student Leaders

An important aspect of the day-to-day fabric of our community includes our student leaders. A leadership role at Emmanuel College holds responsibility above and beyond that of a normal student.

The responsibilities of being a student leader at Emmanuel include:

At all times, as a leader and role model, they must display superlative and excellent behaviour, showing respect and polite conduct to all within the community and upholding the values and reputation of the College.

To understand and uphold the Colleges' Respectful Relationships Policy and Code of Conduct to ensure the College remains a safe and welcoming community for all residents.

To attend and engage in formal College events throughout the year and actively encourage members of their community to do the same.

The ability to maintain confidentiality when involved in working with staff to support students, their wing community in particular when dealing with sensitive situations.

Student leaders are made up of the following roles:

Emmanuel College Students' Club Inc. (ECSC) Executives

Wing Leaders

Office Holders

Diversity & Inclusion Officers

Publications Officers

College Interns

- IT Interns
- Communications Interns

Each group has a slightly different role to play within our community, but all work collectively together with the staff to create a safe, fun and inclusive environment.

## College Services and Facilities

Emmanuel College provides the following services:

- Breakfast, lunch, dinner and supper
- Weekly cleaning
- Laundry services with washing and drying machines
- Reception with 24/7 staff member availability
- Wi-Fi connectivity across the College and in all individual rooms
- Weekly tutorials
- Onsite counselling and support
- Academic advocacy and support
- Air-conditioned rooms used for tutorials and as study areas 24/7
- Fully fenced and gated community
- Ironing and kitchenette facilities in each residential wing
- Gill Student Centre
- Secure bike shed
- Chapel
- Dr Jane Thompson Common Room
- Senior Common Room
- The Presidents' Room
- Soundproofed and air-conditioned music rooms
- Basketball/netball court situated by the Brisbane River

### Room/Flat Facilities

Students are personally responsible for their room and its contents and are expected to keep it tidy.

On taking up residence, the furniture and fittings should be inspected carefully, and any damage should be recorded at check-in time. All rooms will be assessed on departure and any damage found may be charged to the occupier of the room.



In each residential room, the College provides:

An inner-spring bed and mattress with a mattress protector

Study desk, chair, and desk light

Ceiling fan

Fridge

Shelving, and whiteboard

Security fly screens

Spacious cupboards and drawers

Wi-Fi connection

IT network and support

Laundry bag

Rubbish bin

Flat facilities also include private communal kitchens and a private lounge and dining area.

Students must provide the following:

Towels

Pillows

Blankets/duvet/quilt

All bed linen (a linen pack is provided for international students).

### **Room usage guidelines**

For Workplace Health & Safety and fire regulation safety standards, the College has deemed that the following room limits will apply:

Standard Room: no more than 6 people at any one time.

Small Room: no more than 4 people at any one time.

Wing Leader Room: no more than 12 people at any one time.

## **Care of Common Areas and Rooms**

Out of respect for the community, students are requested:

Not to hang towels, clothing or other items from windows or balconies

Not to remove furniture from any room within the College

Not to change the configuration of furniture within the room

Not to bring furniture into any common areas or rooms within the College

Not to bring furniture and furnishings and place them anywhere outside a common area or room within the College

Not to play games in hallways or leave shoes and damp clothing outside their room

Not to leave windows open when away from their room. Any damage caused to carpets and fittings from storms because of windows left open will be charged to the student

In the event of sudden storms, to be communally responsible and secure open rooms and common areas

To place papers and rubbish in the receptacles provided

To report any faults found in a room to reception immediately.

## **Wi-Fi and IT support**

Wi-Fi services are available throughout the College for residents to access.

Instructions for connecting to the student Wi-Fi and individual log in details for each student is provided on Welcome Day.

Students are welcome to bring their own laptop or computer to College.

If students encounter any technological issues, assistance is available by contacting one of the Student IT Interns. If the Student IT Intern is unable to resolve the issue, they will refer it to the College's external IT provider, Cymax.

## **Communal Computer Use**

The Gill Centre features desktop computers and printing facilities available for use by students 24/7. Emmanuel College's external IT provider monitors traffic through the network and illegal or inappropriate activities may result in exclusion or suspension from College.

Federal Government legislation restricts internet services for people under 18 years of age. Permission forms must be completed by a parent/guardian for both the College and the University before arrival at College if a resident is under 18 years of age.

## **Safety at College**

Students are not permitted any of the following:

No student is to keep or have in their possession any substance or article which is forbidden by a law of the state of Queensland or the Commonwealth of Australia, including, but not restricted to, drugs, firearms or weapons, knives, etc. Contravention is likely to lead to expulsion from College

Students are not permitted to bring pets to College

The College is unable to cater for assistance animals of any kind

Students are not permitted to bring their own beds and/or mattresses or any other items of furniture to College, including air-conditioning machines, larger fridges or similar

Students are not permitted to use candles, fairy or party lights or incense (due to fire risk). LED party lights are permitted, subject to approval and installation in a way which does not damage the College premises.

Students are not permitted to bring microwaves, fryers, sandwich presses, electric jugs, toasters, heaters, etc. (due to fire risk).

Any false alarm caused by a student occasioning fire service attendance will be charged to the student at the rate of \$1,337 subject to increase without warning.

## **Personal Accident Insurance**

The College maintains a limited insurance policy for the benefit of students who are injured whilst at College or at College events. This policy does not extend to events that are organised or managed by the Emmanuel College Students' Club Inc.

Students at UQ are covered by various University policies while undertaking approved UQ activities. More information on UQ's insurance can be found [here](#).

## **Workplace Health and Safety**

Under the Workplace Health and Safety Act, the College is recognised as a workplace. This places responsibility on not only the employer but also places reciprocal responsibility on everyone who interacts with the College, including employees, students and visitors.

The College undertakes to train any students or staff who are employed in the kitchen or grounds in required procedures and safe use of equipment.

Individuals need to be aware of such matters as:

- Ensuring clear access to and exit from all buildings at all times

- Ensuring bicycle/s and other objects are stored properly and do not become a hazard

- Ensuring any fire or emergency notices or equipment is respected and maintained in place

- Advising the College of your health issues so that the College can attempt to provide a safe environment for you and others in the community.

## College Fees

College fees will be paid in accordance with the Residential Agreement Terms and Conditions. The residency fee covers:

39 weeks full residence (based on UQ Academic calendar), including all meals (breakfast, lunch, dinner, and supper)

Personal room with a bed, study desk, ceiling fan, fridge, whiteboard, cupboards and drawers, and Wi-Fi connection

Academic support program and weekly tutorials

Weekly cleaning and laundry services

Onsite counselling and wellbeing support

Access to 24/7 staff members

Sporting and cultural activities

Social events organised by the ECSC

Chapel services and meditative space

Student leadership opportunities

Formal dinners and guest speakers.

For full details, please refer to the Emmanuel College Fees on our website.

## Withdrawal from College

Should a resident wish to terminate their residential contract before the end date, they should refer to Clause 9 of their individual Residential Agreement Terms and Conditions which was signed upon the student's acceptance of their offer.

Any resident wishing to withdraw must first meet with the Director of College Life / Deputy Principal prior to submitting their request to withdraw from College.

## Arrival and Departure at College

### Check-in

Returning students are required to sign-in at Reception on Move-In Day. Dinner will be available that evening. Any variance to these times must be pre-approved by the Director of College Life. If students return to College before the due date of return, a daily residence fee will apply.

Check-in and check-out dates can be found on the Emmanuel College's website.

### Orientation Week (O-Week)

Orientation Week (O-Week) is a week-long program jointly coordinated by staff from the Student Engagement Team and the Emmanuel College Students' Club Inc. (ECSC).

The main objectives of O-Week are to welcome new students to the College, to inform them about what to expect, and what life looks like, as a college and university student, and to prepare them for the upcoming academic year.

Students are required to attend information sessions as indicated in the O-Week program, as well as sessions organised by their chosen university/faculty. The ECSC Inc. organises social and community events throughout the week, although attendance at ECSC events is optional.

### Absence from College

If a student intends to be away from College for more than three days, they are required to inform the REO on duty. This ensures College staff members are aware of a student's whereabouts and can respond accurately in case of an emergency.

It is also highly recommended that the student informs their Wing Leader and a close residential friend/s of their whereabouts if leaving campus for a period of time and intended date/time of return.

## **Check-out**

Students are required to vacate their rooms and check-out of College by 10am on the final day of Semester 2. The student's room access key and laundry bag must be returned to reception.

Students will be given specific instructions on how to leave their room upon check-out. All personal effects must be removed from the College campus and students are responsible for leaving their room and all common areas in a neat and presentable manner. Depending on the circumstances, excess cleaning costs may attract a charge payable by the student or by the ECSC if the responsible student/s cannot be identified, and any items left on campus will be donated to a local charity or disposed of accordingly.

Once a resident has completed check-out, the College will determine if the Code of Conduct incentive refund will be applied.

Check-in and check-out dates can be found on our website.

## **Vacation Accommodation**

If students are participating in formal course work or supplementary examinations during vacation periods, accommodation may be available, subject to availability.

Arrangements need to be made with the Director of College Life prior to the end of the previous semester and a daily residence fee will apply.

Students may also be required to move rooms/wings if staying during a vacation period.

## **Re-admission to College**

Students wishing to return to College the following year will need to reapply via the online application portal. An email will be sent to all relevant students towards the end of Semester 2 with application information.

Re-admission to College from one semester to another is not automatic. Considerations for re-admission include but are not limited to, financial (residential fees being paid in full), academic and behavioural conditions during the previous semester. Please see 'Minimum Academic Standards' section under Academic Wellbeing for further information

## General Information

### General Behaviour

The College requires a high standard of behaviour at all times. Behaviour of any kind that is contrary to the ethos of the College will not be tolerated; neither will intentional contravention of College and University regulations, including the encouragement of others to do so.

Likewise, offensive, demeaning or degrading behaviour is totally unacceptable. Therefore, disruptive and abusive behaviour, drunken or otherwise, including throwing or flicking of food, and acts likely to endanger and/or harm yourself or others, are strictly forbidden.

### Community Relations, Smoking and Alcohol

Living in a community is different from living a private life. It requires respect for others and give and take by all students. Refusal to abide by the College constitution, by-laws and regulations of the College will lead to loss of the privilege of residence within the College.

Some disadvantages such as some loss of privacy, occasional noise, sporting and social distractions are inevitable in a communal environment. Occasionally, students may display a lack of sensitivity towards others. All College members have a responsibility to point out to those involved that their behaviour is not acceptable at Emmanuel College.

Inter-collegiate raiding, individually or collectively, is not permitted. Students are warned that where this regulation is infringed, action may be taken not only by the Heads of Colleges concerned but also by the University.

### Inter-college Disturbances

From time to time, members of other colleges may do certain things in and around the College which are inappropriate. All Emmanuel College students should not retaliate as this only escalates the problem.

Students should advise a staff member on duty immediately of any inter-college disturbances taking place.



## **Visitors**

Students may entertain guests in their rooms. In so doing, they are expected to respect the needs and regulations of the community. Students are responsible for the behaviour of their guests while on College grounds.

Permission may be sought from the Director of College Life in advance and in writing for close relatives to stay overnight from time to time for a reduced nightly fee, pending availability. There is a maximum stay of three nights, and guests may also buy meal vouchers for meals eaten at the College.

No guests under the age of 18 are permitted to stay overnight at College.

## **Smoking**

Emmanuel College is a non-smoking precinct. Smoking is injurious to health and is a potential fire risk. In keeping with University regulations, smoking is prohibited in all Emmanuel College buildings and within five metres of the College campus. This policy also extends to vaping.

## **Alcohol and Other Drugs at College**

The College has an alcohol and other drug policy which takes a harm minimisation approach. Further to this policy, the following rules apply:

The College has adopted a policy on alcohol that acknowledges that some students wish to consume alcohol. Those who do wish to consume alcohol and are over 18 years old are advised to do so in moderation.

No College event will have the consumption of alcohol as a major focus. Soft drinks and iced water must be available whenever alcohol is served. Mixed drink punch (combining spirits, wines, etc.) is prohibited.

Alcohol must not be consumed in any of the public areas of the College (including the outdoor areas, Chapel, Dining Hall, tutorial rooms, bathrooms, toilets, Junior Common Room and the music practice rooms) without the Principal's permission.

The College upholds the University's policy on alcohol. Alcohol is not to be brewed or distilled on College grounds. Attempts to induce intoxication or vomiting are also proscribed. Those who indulge in drunken behaviour may be asked to leave College.

Only quantities of alcohol that are deemed reasonable for the consumption of one person may be kept in student rooms. If large quantities are required for a function, the College should be consulted to determine a suitable storage facility.

## Student Life

### Dining

Emmanuel College is committed to providing a high standard of food in the College Dining Hall. The College is partnered with Chartwells who are part of Compass Group Australia and specialists in providing catering and hospitality services in the education sector.

Chartwells aims to deliver an outstanding food experience, offer real wellbeing solutions while also exciting the appetites of the students and broader university community with modern and nutritious menus, presented well and changing daily.

The Chartwells catering team are passionate about providing our residents with a range of healthy options at each meal service. Not only do they create menus with solid favourites, underpinned by our smart food program, they will also regularly add new dishes for students to try to keep food options fresh and interesting.

Dining regulations must always be adhered to:

Food is not to be eaten in the servery for health and safety reasons

Meals are served by the Chartwells catering team and students should move promptly through the servery

Students are to return dishes to the washing-up bay when they are finished their meal

Any unruly behaviour in the servery or Dining Hall will not be tolerated.

Those using the College Dining Hall are expected to maintain appropriate standards of dress (which excludes sleepwear and swimwear), and footwear must be worn at all times. No caps or hats are to be worn in the Dining Hall or servery. Anyone not wearing appropriate dress will be asked to leave the Dining Hall.

### Mealtimes

Monday to Sunday

Breakfast Continental	6.30am – 9am
Breakfast Hot	7am – 9am
Lunch	12pm – 1.30pm
Dinner	5.30pm – 7pm
Supper	7.30pm – 9pm

## **Dietary Requirements**

Dietary requirements/preferences such as vegan, gluten-free, dairy-free and vegetarian can be easily accommodated for and generally, all meals feature multiple meals consisting of these options.

If you have any specific dietary requirements or allergies, please see reception or alternatively talk to a Chartwells staff member.

## **Packed Lunches, Late Dinner and Guests**

Students unable to return to College for lunch or dinner due to other commitments, are able to order a packed lunch or late dinner

To order a packed lunch, please click [HERE](#).

To order a late dinner, please click [HERE](#).

Special requests for early meals on weekends during examination periods may be considered however they must be discussed with the Director of College Life in advance.

Guests may join students at mealtimes, but charges will apply. Students with accompanying guests must purchase a meal voucher at reception and present the voucher to the kitchen staff on duty.

## **Cutlery and Crockery**

No cutlery, glassware, plastic tumblers or crockery may be taken from the Dining Hall.

All residential wings feature a kitchenette, where students are able to prepare and reheat food. Students are welcome to purchase or bring their own cutlery and crockery to use in the wing kitchenette.

## **Formal Dinners**

Formal, themed and special dinners are a time-honored tradition at Emmanuel where students wear their academic gown for a two or three-course meal with table service. Formal Dinners are a way for the College to celebrate our students' academic, community, cultural and sporting achievements, while also acknowledging key annual events occurring in the wider community such as ANZAC Day and NAIDOC or Reconciliation Week. The dinners have a smart dress code and often feature interesting guest speakers or a themed cuisine.

If students are unable to attend formal dinners, alternative dinner options are made available.

## **Laundry**

Laundry bags are issued upon check-in at College and must be returned on check-out, or a replacement charge will apply.

Clothes must be taken to the laundry in the bag provided before 8am on the day designated for each residential wing or placed in the blue bin outside the laundry room the night before.

Care must be taken in the selection of items to go into bags for laundering. Delicate items or items where colours might run should not be included, but rather washed separately by the student. The College does not accept responsibility for damage of items of clothing that have been washed in the commercial machines.

The bags hold up to 8kg of laundry and is the allowance per load to avoid overloading the machine. Clothing exceeding 8kgs will be returned to the student unwashed and will be the student's responsibility to launder.

Residents are also welcome to do their own laundry at any time during the week or weekend, for a fee charged at the machine with payment by a credit or EFTPOS card.

## **Cleaning**

Wing common spaces including bathrooms are cleaned daily. Resident's individual rooms are cleaned weekly on a scheduled roster. This clean includes vacuuming, wiping down surfaces, window cleaning and emptying the rubbish bin.

If a resident's room is too messy to be cleaned, a one week warning to tidy it will be issued, so it can be cleaned properly the following week. Failure to do so will result in further action by the College.

College staff will undertake routine inspections of resident rooms throughout the year. These inspections, similar to rental property inspections, are to ensure the room is well cared for by the resident and to check if there are any repair, maintenance or health and safety issues. If a room fails an inspection, the resident will be given three days to rectify the issue/s. If, on re-inspection, the room fails again, further action may be taken by the College.

## **Maintenance**

Residents are responsible for reporting any maintenance issues with their room, or common areas, as soon as is feasibly possible.

Reporting of any maintenance requests can be completed through each residents individual portal log-in.

## **Lost Property**

Any property found within the College grounds should be handed to reception. Items will be stored in the lost property section at reception for a maximum of three months, at which time it will be donated to a local charity.

## **Mail and Parcels**

Parcels received at the College are stored in a student residence parcel locker which ensures contactless and efficient parcel delivery and collection. Secure access codes are delivered automatically to the resident on arrival of their package, with parcel collection available 24/7.

Stamped outward mail can be left at reception for mailing.

## **Printing Facilities**

Each student is provided with a \$30 printing credit per semester. Any remaining print credit will be rolled over into the next semester in a calendar year, or cancelled at the end of each year or semester, the latter for semester only students.

Additional printing credit can be added to a student's account by visiting reception and paying by cash or EFTPOS.

## **Parking at College**

The College has a limited number of parking spaces available for second and third year residents. The College is unable to offer parking to first-year students (unless under special circumstances and approved by the Director of College Life).

Parking applications for returning students are completed through the online student portal. Parking is allocated on the basis of year level and GPA attained from the previous year.

Students who have been allocated a parking space must sign a parking waiver form and agree to the Emmanuel College car parking terms and conditions. Any student found to be accessing the College's parking facilities, or providing access to others, without express permission from the College, will forfeit their parking space.

## **Vehicle Noise and Speed**

Consideration for other students is required from all vehicle owners and drivers.

The speed limit while driving on College grounds is 5km per hour. Dangerous driving, driving over the speed limit and inconsiderate parking may result in a loss of parking permissions/permits or vehicles being towed.

## **Bicycles**

Bicycles must be stored in the bicycle shed and must not be taken into rooms or residential wings. Fire regulations and safety standards prohibit the parking of bicycles near building doorways, in rooms or in passageways.

All students who have bicycle/s at College must remove their bicycle/s from the College grounds upon the student's departure and final check-out for the year. The College accepts no responsibility for theft of, or damage to, bicycles parked within its grounds.

The College has a designated charging area where electric scooters can be safely secured and charged while not being used. Electric scooters are not permitted in the residential wings due to fire safety regulations relating to the storage of their batteries.

## **Transport**

There are a number of public transport options available, close to the College campus. For information about Brisbane public transport options (buses, ferries and trains), please visit Translink.

## **Sustainability**

The Emmanuel community strives to be environmentally aware and takes steps where it can to minimise its environmental footprint. We encourage all residents to be mindful of their water and electricity consumption and to recycle where they can.

Students are urged to be economical with electrical power. Lights and electrical appliances should be switched off when leaving rooms. All appliances should be 240v. Any student using an appliance that is not 240v is recommended to use a transformer.

To ensure the safety of the community, it is the responsibility of students to ensure their appliances are checked and tagged by a licensed electrician before being used at College.

# Security at Emmanuel College

## Residential Experience Officers

Residential Experience Officers (REOs) are employed for the safety of students and College property and are available both during and after office hours for general assistance and emergencies.

REOs are also responsible for taking telephone calls, receiving visitors, opening rooms as needed, and assisting residents with any other help or request they may have.

## Exterior Doors and Gates

All exterior doors to residential wings are permanently locked. Access is gained by an electronic key, which also provides access to College campus common and study areas.

To ensure the integrity of the security of our wings and common building facilities, all exterior doors must be closed and remain closed. If any exterior door is left open, an alarm is triggered until it is closed. All students must shut their doors when leaving their rooms to ensure the security of their personal possessions.

The College grounds are fully fenced and all entrance gates are locked at midnight. Pedestrian access is provided through side gates, accessed by the student's electronic key. Climbing the fence is prohibited.

After hours vehicular access and exits should be arranged with the REO prior to leaving campus, or by telephoning reception and giving a specific time of arrival.

For the safety and security of the entire community, we ask residents to not admit strangers into the residential wings.

## Electronic Key Access

Upon check-in, each student will be issued with a uniquely coded electronic key which provides access to their individual room, all College residential wings, and other College study and common areas. It is the responsibility of the individual student safeguard their key which includes not letting another person, including another resident, borrow it.

Electronic keys are available in different forms:

- Fob (limited time only during transition to mobile app)
- Mobile app

Lost fobs must be reported as soon as possible to reception due to safety and security reasons. In the event of a lost fob, the student should go to reception and purchase a new fob. A \$30 charge will apply for each replacement fob/key card. If a resident needs to replace a mobile app key, it will be free of charge.

## **Intruders**

Although the College takes all possible precautions, intruders may occasionally gain entry onto our campus.

If students see anyone that is unfamiliar, or anyone behaving suspiciously, a staff member should be notified immediately. The person or persons should be observed from a distance, so as not to put students at risk.

All visitors should be referred to reception. Students should not give unidentified visitors entry to the wings, escort them to student rooms, or disclose where a student lives, as the student concerned may not wish to see the visitor.

Students should not give or lend their electronic access key to anyone else in order to provide access to College buildings – doing so may lead to termination of a student's residential agreement.

## **Theft and Vandialism**

All residents are expected to treat Emmanuel College property with care and respect. To deter theft or vandalism, all students are strongly encouraged to lock their door each time they leave their room. Students should also ensure that non-residents, including former students, do not gain access to common room facilities.

Students engaging in unlawful behaviour such as theft and/or vandalism of any kind must be aware that their actions may result in:

Prosecution of offenders (conviction could seriously hamper a professional career)

Suspension from University classes

Suspension or exclusion from Emmanuel College residence.

Students are advised that what may appear to be a harmless student prank can have very serious consequences.



## **UQ Campus Security Bus**

The free UQ campus security bus operates all semester. Information regarding the bus can be found on the UQ website [HERE](#) or by contacting the University Security Office: (07) 3365 1234. Students are advised to use the campus security bus at night and not move around campus alone after dark.

Residents are also advised to download the [UQ SAFE ZONE](#) app on their mobile device.

## **Privacy**

Emmanuel College treats all information collected from its students as confidential. We take all reasonable steps to comply with the Australian Privacy Principles and the Privacy Act 1988 (Cth) in the way we collect, use, keep secure and disclose personal information. Such information is used only for administrative or educational purposes by the College or in accordance with specific consent.

Emmanuel College will not provide any third party with personal information unless required or permitted by law, or if a resident has consented in writing.

The College may distribute aggregated statistical information in a form that will not identify any individual.

## Emergency Information

In case of an emergency students must call 000 or (07) 3871 9100. If 000 is called, a staff member must be informed immediately, or as soon it is safe to do so. Senior staff members will respond and instigate any necessary action.

### Fire and Emergency Evacuation Procedures

Immediate evacuation of all buildings is required in the event of a fire or if the fire alarm sounds.

The College has a detailed Fire and Emergency Management Policy and Evacuation Plan. Procedure notices and evacuation plans have been placed in all residential wings and College common areas. All staff members and students are required to become familiar with these procedures.

Fire prevention is aided by tidy rooms free from litter and rubbish. Flammable materials including incense and candles and sources of ignition such as matches and lighters or multiple electric leads must not be used. Double adaptors are not allowed; only fusible power boards are permitted.

Corridors must be kept clear of personal belongings as they may hinder evacuation of students in an emergency.

The alarm system identifies the room where the alarm was triggered. This identification remains in the system and cannot be removed.

False alarms may be caused by burnt toast, aerosols, detectors hit by objects including footballs and clothing or deliberate tampering with alarm equipment. Repeat offences may result in the student being asked to leave the College.

It is a criminal offence to tamper with fire detectors or alarms. Fire extinguishers must also not be moved. Offenders may be prosecuted.

Any false alarm caused by a student occasioning fire service attendance will be charged to the student at the rate of \$1,337 subject to increase without warning.

## Medical Information

### Personal Medical Information

We encourage students to disclose any relevant medical information so the College can appropriately support their needs. If a student chooses to not disclose, or disclose retrospectively, the College may be limited in the ways it can offer support and safety.

College staff must be advised of any ongoing medication or existing medical conditions and any allergies that have the potential for serious consequences.

As a part of the Colleges' wellbeing strategy, residents may, in conjunction with the College Counsellor or Director of Wellbeing create a physical or mental wellbeing plan. Should a student experience an injury or emergency, ambulance staff will need to be advised of any pre-existing or complicating condition.

### Accidents

Staff members and all Student Leaders are qualified in basic first aid training. If anything other than a minor injury is suspected, a staff member should be called immediately. First aid kits are maintained at reception, the kitchen and staff maintenance shed, as well as with Wing Leaders.

In the event of a major accident, please contact our staff on (07) 3871 9100 who are available 24/7, seven days a week.

### Hospitals and Ambulance

If a student is injured in an accident, whether on College grounds or not, Reception staff or the REO on duty should be informed immediately. If it is an emergency, 000 should be called, followed by informing Reception.

Ambulance cover for students is provided through the Community Ambulance Cover. Lists of available doctors and hospitals are held at reception. Choice of public or private hospital may depend on the condition of the patient, hospital bed availability, or the particular medical condition. In emergencies, students will be taken to the Royal Brisbane and Women's Hospital.

The College reserves the right to inform the Next of Kin (NOK) if a student has been taken to hospital, depending on the situation. At any time when College staff reasonably considers a student's wellbeing is at risk, or there is a risk to others, the NOK may be informed.

## Illness

College staff must be notified immediately of any infectious illness (such as glandular fever, chickenpox, measles, mumps, influenza or COVID) in order to prevent cross-infection.

For public health emergencies, the College follows all relevant Queensland Health guidelines. This may necessitate special arrangements for catering staff to provide meals and property staff to provide alternative accommodation.

## Nearby Medical Centres

St Lucia Medical 32 Hawken Drive, St Lucia Monday to Friday: 8.30am – 5pm Saturday: From 9.30am	(07) 3371 6005
The University of Queensland Health Care Level 1, Gordon Greenwood Building (Blg 32) St Lucia campus Monday to Friday: 8.30am – 5pm Saturday, Sunday and public holidays: Closed	(07) 3365 6210
Taringa 7 Day Medical Practice 15 Morrow Street, Taringa 7am – 11pm	(07) 3870 7239
Indooroopilly General Practice Suite 5, 66 Station Road, Indooroopilly Monday to Friday: 7am – 6pm Saturday: 8am – 1pm	(07) 3878 3733

## After-Hours Medical Care

Bulk-billed doctor home visits can be arranged through 13 74 25 (13 SICK).

The closest private hospital is the Wesley Hospital, Coronation Drive, Auchenflower (07 3232 7333).

The closest public hospital is the Royal Brisbane and Women's Hospital, Butterfield Street, Herston (07 3636 8111).

## **Medical Emergency**

In an emergency, call 000, and then alert a staff member – (07) 3871 9100.

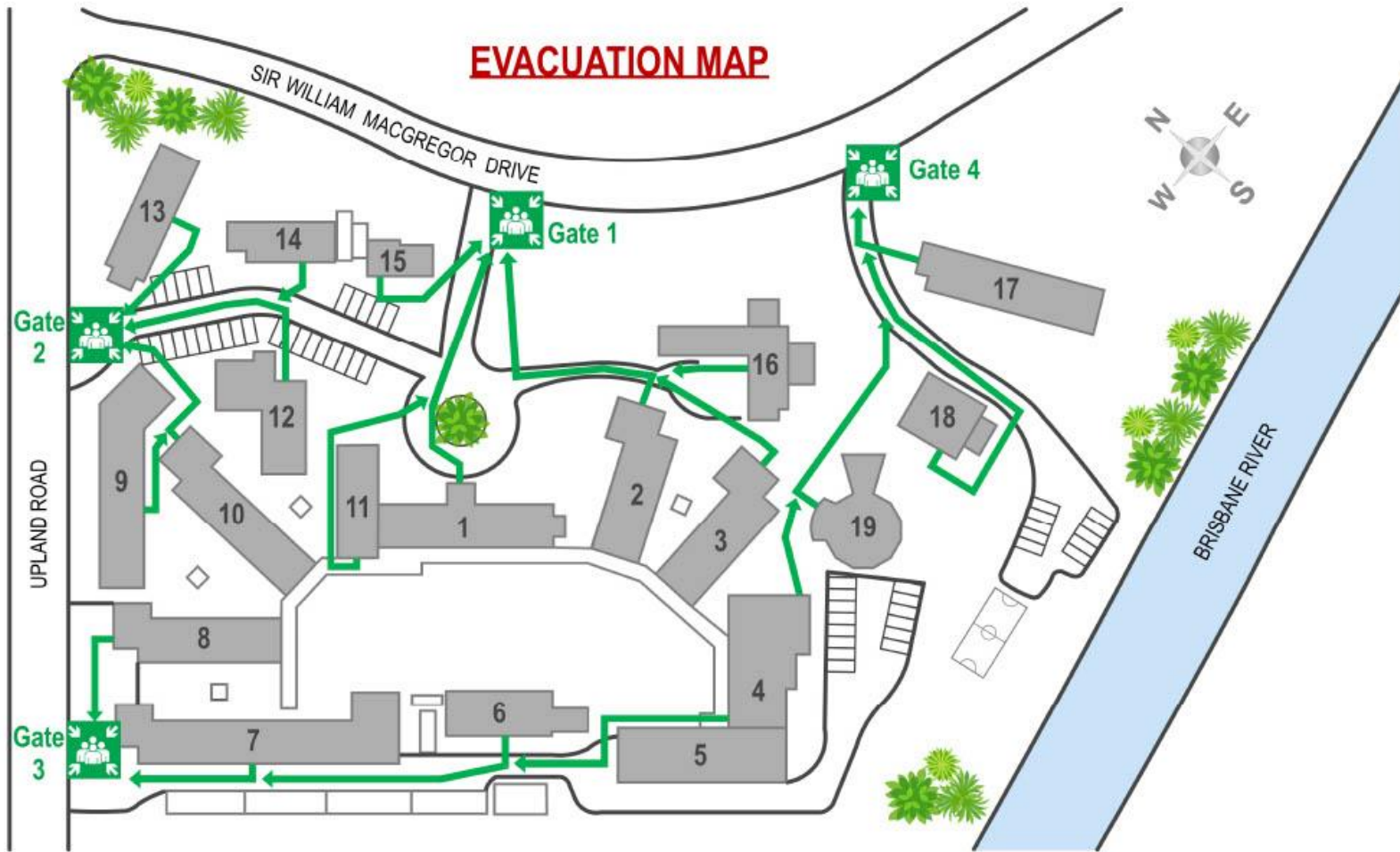
## **Fire**

Evacuate the building immediately.

## **Any other emergency**

Dial (07) 3871 9100.

# Evacuation Map



**LEGEND**

- |                         |                    |               |                      |                              |
|-------------------------|--------------------|---------------|----------------------|------------------------------|
| 1 Reception / Busch     | 5 Kitchen / Dining | 9 Drewe       | 13 MacGregor         | 17 Martin                    |
| 2 Merrington            | 6 Douglas          | 10 Meiklejohn | 14 2nd Residence     | 18 Gym / President's Room    |
| 3 Gibson                | 7 Henderson        | 11 Chapel     | 15 3rd Residence     | 19 Riverview / Seminar Rooms |
| 4 Gill / Stevens Bonnin | 8 Glaister         | 12 Edmonds    | 16 Principal's Lodge |                              |