INTRODUCTION

International House Darwin
Mission Statement

International House Darwin (IHD) is a student residential complex with a diverse mix of students from various backgrounds both from within Australia and from overseas. IHD aims to provide a safe and secure residential community environment which is conducive to academic achievement, intellectual enquiry and the social, cultural and intellectual development of all residents.

RESIDENT HANDBOOK

This handbook is a resource designed to give residents helpful information about IHD and aims to provide a guide to living at IHD and to the services provided. It also contains information on regulations and codes of conduct associated with maintaining the quality of life at IHD. All residents 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.

INTERNATIONAL HOUSES WORLDWIDE

International Houses Worldwide is an affiliation of 17 International Houses from across the continents, united by one mission:

To provide students of different nationalities and diverse cultures with the opportunity to live and learn together in a community of mutual respect, understanding and international friendship.

As a member of IHWW, IHD students receive a 25 per cent discount on accommodation for a short stay (up to 7 days) at other IHWW around the world.

HISTORY

The student accommodation facility at Charles Darwin University (CDU) was established in 1985 following a move to accommodate the expanding student population and growth of CDU. In recent years CDU accommodation has expanded to include facilities at Alice Springs campus and Katherine campus.

Previously, IHD was named North Flinders International House recognising the financial assistance provided by North Flinders Mines Ltd during the early years of the establishment.

CDU is named after the English naturalist who lived from 1809-1882. Charles Darwin is remembered for his theory on natural selection which forms the basis of modern evolutionary theory and, as such, is a foundation to the biological sciences.

HARMONIOUS LIVING

The overarching philosophy at International House Darwin (IHD) is that all residents are adults and entitled to organise their lives according to their own personal beliefs and values. The rights of individual residents should be respected and include the right to privacy, security and a healthy living environment. The individual must, in turn, accept responsibility for their actions and the consequences of their actions.

Individual rights can only be upheld where they do not violate the rights of other individuals or the IHD community in general. An atmosphere of mutual tolerance and regard is required. A residential community functions properly when all members show respect for the rights, ideals, culture, religion and comfort of all other residents and the staff who serve their community. Respect for property is also essential, whether personal effects or communal facilities are involved.

OPPORTUNITY THROUGH INVOLVEMENT

By living at IHD, residents have access to a wide range of social, cultural, intellectual and sporting activities, as well as facilities not available to other students. Barbeques, parties, movie nights, international food celebrations, culture nights, guest speakers, sporting activities and off-campus outings are organised for residents.

The key to enjoying your time at IHD is to get involved. Don’t feel shy – everyone’s participation is welcomed. There are a range of events and activities that you can join in, providing welcome relief from or supporting the rigours of study.

We encourage you to strike a balance between your study commitments and social engagement. Your studies will benefit from the relief given by social engagement and the support of others will help you to adjust to life at CDU more quickly.

We wish you every success at CDU and a most enjoyable stay at IHD!
TERMS AND CONDITIONS OF RESIDENCY

The Terms and Conditions of Residency form part of the residence contract between IHD and the resident.

Upon accepting an accommodation offer with IHD, the applicant agrees to have read, understood and accepted the Terms and Conditions of Residency. This document is available on International House Darwin’s website.

www.cdu.edu.au/ihd/governance

STUDENT RESIDENCE CODE OF CONDUCT

The University is committed to providing a residential environment conducive to study at all times, including a place for people to live while studying. The Student Residence Code of Conduct applies specifically to students and/or other persons who may from time to time reside in any hall of residence or accommodation facility established or provided by the University.

This Code outlines the positive standards of behaviour expected within the University’s residential community which are specific to residential living.

Residents and guests are expected at all times to display mature, tolerant, courteous behaviour and consideration for others, and should act in such a way as to cause no offence, inconvenience, harm or disturbance to any other resident, staff member or any neighbour of the residence. Furthermore, no resident should act in a manner which would bring the residential facility or the University into disrepute.

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

This Residents’ Handbook works in conjunction with the Terms and Conditions of Residency, the Student Residences Code of Conduct and the CDU by-laws. All documents are available on the Charles Darwin University and International House Darwin’s website. See www.cdu.edu.au/ihd/governance.
Manager Accommodation Services – Philip Mosely
Based at IHD, Philip oversees the management of accommodation facilities offered by CDU in Darwin, Katherine and Alice Springs.

Coordinator Resident Services – Penny Biddle
The Coordinator Resident Services manages the positive student experience from resident enquiries, resident applications, arrival and orientation, transition to tertiary education, community life through to graduation and alumni activities.

Resident Engagement Officer – Imran Nadeem
The REO is responsible for coordinating academic, social and personal development activities at IHD and giving every resident the opportunity to get involved in the IHD community.

Finance Officer – Kalindi Marnell
The Finance Officer is responsible for maintaining IHD accounts.

Communications Officer – Bronte Hewett
The Communications Officer is responsible for communications within the IHD community and between IHD and the broader community.

House Services Supervisor – Matile Phillips
The House Services Supervisor is responsible for overseeing cleaning, repairs and maintenance at IHD.

Maintenance Officer - John Kasi
The Maintenance Officer is responsible for upkeep of the IHD grounds and fixing maintenance issues which don’t require contractors.

Guest Service Officers - Kim Brereton
Telephone: (+ 61 8) 8946 6591
Email: accommodation@cdu.edu.au
The Guest Service Officers are the first point of contact at IHD and are responsible for all resident bookings, accounts and attending to any general queries from students, staff and the general public.

Resident Leaders (RL) Telephone: (+ 61 8) 8946 6591
RLs offer out-of-hours leadership in the IHD community. The RLs are on-call from 5.00 pm to 9.00 am every night of the week and 24 hours on weekends. The RL on duty should be contacted in case of emergency, lockout from your room, medical incidents, excessive noise or disturbances, security matters or for other community concerns.
IHD OFFICE

The IHD office is the place to make enquiries about accommodation, activities and maintenance.

Contact details:
Telephone: 8946 6591
Email: accommodation@cdu.edu.au
Location: Brown Building 1, CDU Casuarina campus

In the office area you will find:
• Forthcoming events information
• Local information
• Maps
• Bike hire and equipment hire

The IHD office hours are as follows:
• Monday to Friday: 9.00 am to 5.00 pm
• Closed weekends and public holidays.

On-call RLs are available outside of office hours. The office telephone is placed on divert to facilitate this at such times.

CONTACTING ON-CALL STAFF

Resident Leader: 8946 6591
CDU Security: 8946 7777

Resident Leaders (RL) work an on-call roster to ensure residents have access to assistance outside of office hours. We request that residents do not disturb on-call staff for trivial or non-immediate concerns. The RLs are on-call from 5.00 pm to 9.00 am every night of the week and 24 hours on weekends. Issues may include lockouts, urgent maintenance issues, noise or other disturbances, medical incidents and safety incidents. A lockout charge applies between 10.00 pm and 8.00 am for residents who have locked their room key in their room or require issuance of a replacement key. Storage room access and equipment hire/return is not available between 10 pm and 8 am.

AFTER-HOURS PHONE

After-hours phones are located on each floor of every building at IHD.

In the event that you need to contact the Resident Leader on-call (RL) or Security, you can use these phones to contact them directly. Simply pick up the phone on the wall and press either the RL or Security button to be forwarded to the person on duty.

Alternatively, if you have a mobile phone you can call them directly on the above numbers.

If the RL is on the phone when you call, please wait a few minutes and call again.

IHD COMMUNICATION

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

Communication between management and residents at IHD is also provided via:
• The IHD website: www.cdu.edu.au/ihd
• IHD Facebook page: facebook.com/EventsIHD
• Email correspondence
• Notices posted on notice boards in kitchens or communal areas.
• Newsletters from the IHD Communications Officer
• Information conveyed by Resident Leaders and staff
• Specific notices to individuals posted on their doors.

facebook.com/EventsIHD
ROOMS

OCCUPATION OF YOUR ROOM

Your bedroom is occupied by you under an agreement called a ‘residential agreement’ which you signed to accept your place at IHD. You may not permit anyone else to use it during times you are away or to live in this room with you. If you give your keys to someone else to use your room and the facilities, you break the terms of your agreement and will be disciplined. Only the IHD management can offer rooms under a residential agreement.

You must live only in the room allocated to you and may not move to another room within IHD without approval from IHD management. IHD may require you to move to another room during the vacation periods or at any other time if IHD considers it necessary or desirable for maintenance or any other reason.

You are entitled to occupy the room allocated to you by IHD for the academic semester dates on your Residential Agreement. Outside of the Agreement is by further arrangement with IHD. Occupancy of your room does not guarantee you the right to future accommodation in IHD. Room allocations and residency is offered on a first come, first offered basis.

CHECKING IN AND OUT OF IHD

Check-in time is from 2.00 pm. Check-out is required by 9.00 am. These arrangements allow for the logistics of room cleaning and preparation between bookings.

All keys must be returned to the office prior to departure. During office hours staff will attend to all check-ins and check-outs, and after hours the Resident Leader on duty will carry out this task. Fees apply for late check out. If you are departing Darwin on a late flight, luggage storage is available and you should contact the office to arrange this.

If you are arriving after office hours, on-call staff are available to meet you on arrival at IHD. They can help you to check in and show you to your room. If you are arriving out of office hours please come to IHD Reception (adjacent to the main car park) and use the telephone on the wall to contact the RL on-call.

PAYING YOUR RENT

Long term residents are required to maintain their rent account status to be two weeks in advance at all times. Residents are required to set up a direct debit arrangement or make an alternative payment plan to ensure timely rent payments.

Residents are reminded of the importance of paying their rent on time; failure to maintain a positive rental history can have an impact on people’s credit history. A negative credit history can cause issues when applying for loans or a private rental property.

SWIPE CARDS

Residents will be issued with a swipe card which enables access to their room and/or apartment and to IHD common areas. Swipe cards provided are intentionally not labelled with an address or room number. This is to protect you against theft should the keys be lost or stolen. Please do not identify your keys with a name or address. If necessary, label keys with ‘International House Darwin’.

It is important you do not put any holes in your swipe card or damage it in any way. Swipe cards that are lost or damaged must be reported to IHD Reception immediately. Residents will need to provide appropriate identification to be able to be reissued with a new card.

Residents who lose or damage their swipe card will be required to meet the costs of replacement. Replacement room swipe cards will be charged at $20 for each individual swipe card lost or not returned to us (this is in addition to the lock-out fee if requested between 10.00 pm and 8.00 am).

If your swipe card is faulty (without cracks) please return it to IHD office and it will be replaced at no charge.

Residents are not permitted to give keys to non-residents for access to their room or common areas.

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

ROOM SECURITY

Residents should ensure that their room is always locked, especially when left unattended (even if only to make a quick trip to the bathroom or kitchen). Likewise, to ensure security of your food and property residents should ensure that they lock kitchen drawers after use. Please do not leave valuables such as laptops, wallets, keys and bicycles unsecured or unattended at any time.
CHILDREN

Children under the age of 18 may not reside at IHD unless they do so as a student of CDU with the necessary parental permission or they stay as an approved resident of apartments 18.2.07 – 18.2.11 together with their parents or legal guardian.

GUESTS

Residents may invite guests to IHD, but the following conditions apply:

• Guests should not stay overnight at IHD.
• All guests must be invited by and accompanied by a resident while at IHD. This resident must accept responsibility for their guest’s actions while at IHD. Damage or trouble caused by a guest will be deemed to be the responsibility of the resident who invited them.
• Guests are expected to adhere to IHD rules and maintain the accepted codes of conduct while at IHD.
• Guests must comply with all directions from authorised officers of IHD or the University and with all government legislation and other relevant governing documents of the University.
• Guests are not entitled to subsidies offered to residents attending IHD events.

DECORATING ROOMS

Residents are not permitted to paint or write on any surface in IHD.

Most adhesives will damage paint and varnishes. Please do not fix stickers or other adhesive decorations to the ceiling or surfaces in your room. Please do not use tape, nails or screws of any type. Damage to walls will require patching. Charges will apply for repairs and may include painting an entire wall.

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

ROOM FURNISHINGS AND CONDITION

When moving into a room, a resident is expected to carefully inspect the room. Within 24 hours of moving in any damaged items must be reported to IHD Office. IHD will follow up on all reported problems and take corrective action as appropriate.

Each bedroom is equipped with:
• 1 King single bed base
• 1 King single mattress
• 1 mattress cover

• 1 pillow
• 1 desk
• 1 lamp
• 1 chair
• 1 rubbish bin
• 1 clothes airer
• 1 fridge
• 10 litre water bottle
• curtains
• fan
• air conditioner
• wardrobe.

If a resident fails to advise the IHD office of any problem(s) within 24 hours of moving in, the resident will be taken to have been satisfied with the condition of the room and confirmed that the room was in a good and undamaged condition at the commencement date. Upon routine inspection or vacating a room, a resident will be charged a reasonable amount as determined by IHD Management for missing or damaged items and for damage to the room not reported to IHD Management at the time of moving in.

Please do not place personal items such as pot plants or shoes in the walkways or stairways.

REFRIGERATOR

The room refrigerators do not automatically defrost. Please defrost the refrigerator at least once per month. The refrigerator must be emptied, cleaned and left open before departure.

LINEN

Linen is not provided to long term rooms. Long term residents are required to provide their own. Linen packs are available from the IHD office if required. Short-term stay rooms have beds dressed with linen and a guest bath towel. All linen must remain in the room upon departure.

AIR CONDITIONERS

Air conditioners require a swipe card to operate. This is due to the substantial expense (not to mention the environmental impact) of running air conditioners in unoccupied rooms. Keys found in air conditioners in unoccupied rooms will be removed, the room locked and the keys returned to the IHD office. A fine may apply.

Air conditioners at IHD are designed to operate in a sealed room. Using the air conditioner while leaving windows or doors to a room open will cause malfunctions to the air conditioner. Residents should close the doors of all air conditioned rooms when entering or leaving. Windows in air conditioned rooms should be closed while the unit is operating.
REPAIRS AND MAINTENANCE

The occupant of each room accepts responsibility for the items on arrival. The cost of missing equipment or damage to rooms and equipment will be charged to the occupant. It is therefore important when you move into your new room that you check all of the equipment is present and working. If something is missing or broken, this should be reported to the IHD office immediately.

Should a maintenance issue arise during your stay, please log a maintenance report online so that repairs can be arranged. To log a maintenance report residents must log on to the Housing Portal via the IHD website maintenance link. Log in using the username and password created when applying for residence. Then select new job and log the details. Residents may check the progress of their maintenance report online. By logging a job online you are agreeing to entry to the room by an employee of IHD or subcontracted tradesman.

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

MOVING OF FURNITURE

Furniture and equipment provided in IHD common areas and residents’ rooms is to remain within that location and not to be relocated by residents either outdoors or in other rooms.

CLEANING YOUR ROOM

Residents are expected to keep individual rooms, shared bathrooms and common areas clean and tidy at all times. Any damage that exceeds reasonable wear and tear must be paid for by the resident.

Residents are expected to maintain hygiene standards of individual rooms and ensuite bathrooms and to clean these on a regular basis. Residents are also expected to clean internal windows, walls and air conditioner air filters during their stay.

Routine room inspections will be undertaken throughout the year by IHD Management who reserve the right to take actions to ensure the health, safety and cleanliness of the IHD residence.

If extra cleaning (that is beyond the standard vacate clean) is required after a resident has vacated their room, a cleaning fee will be deducted from the resident's bond.

Communal areas are cleaned by cleaners on Monday to Friday, however residents share the responsibility for cleanliness and creating a pleasant living environment. You are expected to clean kitchen spaces after preparing food and to leave bathrooms and common areas in a tidy condition.

ROOM INSPECTIONS AND BUILDING CONDITION ISSUES

Subject to complying with the provisions in the Charles Darwin University (student residences) by-laws and the IHD Terms and Conditions of Residency, IHD management reserves the right to enter any room:

• in the case of an emergency (as determined by IHD management at its discretion)
• at any time between semesters
• for the purpose of inspection, maintenance or repair if requested to do so by a resident.

Residents must not change any lock or place any additional locks on any door to their room.

Inspections of rooms and common areas are undertaken to identify maintenance needs, ensure that health, safety and cleanliness standards are being maintained and enable planning for renovation or refurbishment projects. Repeated failure to pass the cleaning inspections will result in charges to residents for professional cleaners to return the room and/or common area to IHD standards.

Prior to vacating a room, residents may request a pre-inspection of a room by contacting the IHD office.
PROHIBITED IN ROOMS

COOKING

Cooking is prohibited in rooms. Cooking is only permitted in kitchens or Sitzler court BBQ area.

Residents are responsible for removing food, grocery items and cooking equipment from the kitchen after cooking and should be considerate of other residents who use the kitchen facilities. Bench tops must be wiped down after use.

Cooking equipment such as electric kettles, toasters, rice cookers, electric woks and fry pans are not to be used in rooms. These will set off the fire sensors, requiring the evacuation of the whole building and an expensive call out by the fire brigade.

When using cooking equipment in the kitchen, residents are required to comply with any signage installed in kitchens. Failure to comply with such signage is likely to set off the smoke detectors in your kitchen.

Residents will be required to pay the cost of the fire brigade attending together with any administration charge imposed by the fire brigade and/or IHD management if a false alarm occurs because of a resident’s failure to comply with the above rules.

SMOKING

Smoking of any substance is prohibited in all IHD rooms, buildings, covered areas and within 2 metres of doorways, entrances, windows and air conditioners. Smokers must be mindful of not smoking near an open window. Violation of this policy may, at the discretion of IHD management, result in disciplinary action and a fine.

Smoking may set off fire sensors resulting in building evacuation and a fire brigade call out. Costs incurred as a result of this must be met by the resident responsible.

Smokers must dispose of their cigarette butts in the ashtrays/receptacles provided and not in gardens nor on paving or paths.

WEAPONS

Weapons, including knives, firearms and ammunition are prohibited on IHD premises. Keeping weapons in residents’ rooms and may be grounds for eviction.

FLAMMABLE ITEMS

Flammable and dangerous items such as fireworks, flammable liquids, fuels, gases, home brew kits, bug/pest control bombs, stills etc. are forbidden at IHD. Fines may apply.

PETS

Pets (except fish in a small aquarium) are not allowed at IHD for health reasons. Please also do not feed the feral cats that frequent IHD as they cause harm to native wildlife, including birds, frill-necked lizards and green tree frogs. Do not attempt to touch the feral cats as they are not tame. Please report feral cat problems to the IHD office.

ILLEGAL DRUGS

Illegal drugs are strictly forbidden at IHD. The possession, cultivation, usage, or selling 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.

Any breach of this rule in any form by a resident is considered serious misconduct and as a consequence IHD management reserves the right to immediately terminate a resident’s Residential Agreement and also report the incident to the police.
CONSERVATION OF ENVIRONMENT

IHD is a community of almost 400 residents. This means we leave a big footprint on the environment. We ask all residents to consider the impact of our significant energy usage and large output of waste products. IHD management has investigated ways the environmental footprint of IHD can be reduced. IHD had introduced the following:

• Recycling bins (with yellow lids or recycling labels) at IHD.
  We ask only two things of residents in this regard:
  1. Take time to place cardboard and flattened cardboard packages, paper, juice and milk cartons, glass, plastic bottles and aluminum cans into the special recycling bins.
  2. Place only the above items into the recycling bins. Do not contaminate the recycling with food or dirty items.

• Introduced clothes airers for each resident’s room and introduced coin operated clothes dryers.
  We ask residents to consider the enormous amount of energy wasted in tumble drying clothes that will, in this warm climate, quickly dry on a clothes line or an airer in your room. Please use clothes dryers as a last resort. The intention of the coin fee for their use is to discourage unconsidered use of dryers.

• Purchased environmentally friendlier front loading washing machines.
  Front loading machines use less power. They also use less water which means they require less detergent to be used. Specially formulated front loader washing detergent takes account of this requirement.

In addition to the above measures, we ask residents to consider the following energy saving practices:

1. Turn off lights in your room when you are not in it
2. Turn off kitchen, laundry, study room, TV room, computer room and games room lights if you are the last to leave the room.
3. Turn off electrical appliances when not in use (for example, even those little standby lights on the front of the TV use energy)
4. Never leave the air conditioner on in your room if you are not in it (tampering with the key device to keep the unit on will attract a fine)
5. Turn off the air conditioner in common areas if you are the last to leave.
6. Never run air conditioners with the room windows or doors open.

SERVICES AND FACILITIES

PERSONAL MAIL

The mailing address for residents at IHD is as follows:

‘Residents Name’
International House Darwin
Brown Precinct, Building 1
Charles Darwin University
Casuarina 0909
Northern Territory
Australia

Mail will either be delivered to IHD office. Staff will inform residents via email to collect any mail delivered to the office or to go to CDU post office in Building Red.1. It is your responsibility to check the Post Office regularly to see if you have any mail. Any mail not collected from the Post Office within 4 weeks will be sent back to the sender.

Alternatively residents may hire a post office box at the CDU Post Office or they may use the Post Restante (counter collection) service.

PO boxes provide the fastest, most convenient and most secure means of receiving mail and are accessible at any time of the day. IHD residents receive a discount price for PO box hire at the CDU Post Office.

A home or forwarding address should be provided when residents depart IHD so that mail addressed to them can be forwarded. For this reason, residents may not give IHD as their home address on the IHD data system.

CLEANING

IHD cleaners prepare individual rooms for the arrival of new residents. Once occupied, individual rooms are not cleaned and this becomes the responsibility of each occupant. Likewise, shared bathrooms in Building 3 and other en-suite bathrooms are not cleaned once occupancy has commenced. Cleaning becomes the responsibility of occupants.

Buildings 7, 8, 9, and 10 (the houses) each contain 5 standard rooms which share communal single gender bathrooms, kitchen, dining room, and lounge room. It is the responsibility of the occupants to clean their own communal areas (bathroom, kitchen, dining room, and lounge room). Inspections are conducted regularly and where cleaners complete a resident’s cleaning duties, fines will apply.

Communal bathrooms in all other buildings, together
with all kitchens and common areas are attended by cleaners between Monday and Friday. Cleaners do not work on weekends. All residents are expected to:

• Clean their room regularly
• Maintain their room in a hygienic manner
• Clean internal windows and walls in their room
• Clean air conditioner air filters in their room.

In communal living spaces, every resident shares the responsibility for cleanliness and creating a pleasant living environment. Cleaners are not maids; tidy, hygienic and adult attitudes towards household cleanliness are expected. Please adhere to the following basic principles:

• Do not leave personal items e.g. shampoos in communal bathrooms
• Dispose of all personal waste appropriately and leave bathrooms and kitchens as you found them
• Wipe down kitchen surfaces after use (ants and other pests can quickly become a problem in the tropics when food is left out)
• Wipe out microwaves after use
• Scrape down barbeques after use
• Never place any type of metal in microwaves
• Do not leave out of date items in refrigerators and freezers.
• Clean lint filters in clothes dryers after use
• Place all rubbish in the appropriate bins provided.

**VEHICLES AND PARKING**

Residents may obtain a free parking permit to park vehicles on the grounds of IHD. Permits are available from the IHD office for each semester. The IHD permit should be displayed on the car windscreen. It allows the car to be parked in designated IHD parking spaces only. If the IHD car parks are full, residents with a valid IHD parking permit may park in the University car parks Blue F, Yellow A and Yellow B which are located directly opposite Buildings 1, 2 and 11. The permit must be clearly displayed. Proof of ownership of a vehicle is required to receive a parking permit.

Due to limited parking spaces, it is not possible to issue IHD parking permits for non-residents and only one permit per resident is allowed. Visitors may use metered or free parking in the University car parks near to IHD.

Driving or parking on grassed areas can destroy underground watering systems and damage the grass. Accordingly, the University will fine vehicles parked on grassed areas of IHD. The University will also fine cars parking without permits, those illegally parked in disabled spaces or those parked on yellow lines.

Motor vehicles and motorcycles are to be parked at IHD at the owner’s risk. Scooters and motorcycles may also be parked in the allocated motorcycle parking spaces.

Vehicles which block access roads will be removed.

Bicycles or motorcycles that are parked in a way that blocks passageways or fire exits will be fined and will also be removed.

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

**LOAN OF EQUIPMENT**

The following items may be loan from the IHD office between 8 am and 10 pm:

• Bikes
• Sporting equipment
• DVDs
• Video games
• Board games
• Camping and picnic equipment

Please see the IHD office or Resident Leader on duty if you wish to loan any of these items. You must sign for items and return them within the time limit after use. Lost or damaged equipment will be charged to your account.

**KITCHEN KIT HIRE**

Short term stay guests may hire a kitchen set for $1.50 per day from the IHD office.

**RECYCLING**

Only recyclable items should go in dedicated recycling bins. To do otherwise contaminates the whole recycling program both here and at the waste depot. Large waste items must be placed in the big blue bins beside buildings 13 and 18.

The following does **not** belong in recycling:

• Plastic shopping bags (never wrap your recycling!!)
• Food scraps
• Clothing items
• Pizza boxes
• Take-away food containers or utensils
• Soiled paper or napkins

Please rinse milk and juice containers and put lids in the rubbish, not the recycling.
BIKE SHED

Although bicycle racks are provided in many parts of IHD, the bike shed between buildings 4 and 5 is the most secure way of storing bicycles. Use a good locking system to secure all bikes stored in the shed or the racks (we recommend a D lock not a chain). Always ensure that the Bike Shed is locked when you leave. The combination code is obtainable from the IHD office.

Please follow these directions if you wish to store your bicycle at IHD:

1. All bicycles at IHD which are owned/wanted need to be registered with the IHD office.
2. When you register your bicycle at the office you will be issued with a bike permit that needs to be cable tied to your bicycle.
3. IHD regularly conducts bicycle audits. All unregistered bicycles will be removed.

Note: If you wish to leave a bicycle at IHD over holiday periods, this is fine, but it must be registered. Please assist us by registering any wanted bicycles. Please do not risk having your bicycle disposed of by mistake.

COMMON AREAS WITHIN IHD

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

KITCHENS

IHD is a self-catering facility and residents are all jointly responsible for the cleanliness and hygienic use of their kitchen area. Dirty dishes must not be left in sinks or on benches. Failure to pack away your items may result in those dishes being thrown out. Areas should be cleaned within 2 hours after use. Rubbish should be placed in bins outside the kitchen. Please wrap food scraps to deter flies and insects. Please keep bin covers in place.

Upon checking-in to IHD, each resident will be issued with a kitchen drawer. It is the responsibility of the resident to obtain their own padlock for this drawer to secure their items. Please ensure you remove this padlock at the end of your contract. Padlocks found remaining on kitchen drawers after your contracted stay will be forcibly removed. Please also do not store unsealed foods in drawers as this will attract pests. Instead use zip lock bags or plastic containers with lids.

LAUNDRIES

There is a laundry located in each of the IHD residential buildings and clothes lines nearby. The houses (Buildings 7 - 10) share a laundry. These are for use by IHD residents only. Out of respect for other users, please keep laundries clean and wipe out machines after use. Laundries have environmentally friendly front-loading washing machines. These use less detergent and residents should purchase detergents labelled for use in front-loading machines.

Coin operated dryers cost $3.00 (3 x $1 coins) for 1 hour usage. Please note that the lint filter on the dryer should be cleaned before each use. This maximises your drying efficiency and extends the machine life.

Residents should use dryers sparingly. In the Darwin climate clothes usually dry quickly on the clothes line or on an airer in your room.

As a matter of courtesy, please empty machines promptly when their operating cycle has ended. If you cannot be present in the laundry when your clothes are washing/drying, please leave a bag or basket on the top of the machine. This is a sign for other residents that you want them to place your fully washed or dried clothes in that container awaiting your return.

NOTE: Under no circumstances should any resident terminate another resident’s machine cycle early or throw their clothes out of a machine. Penalties for misconduct may apply.

COMPUTER FACILITIES

CDU provides wireless internet access across most areas of Casuarina campus including IHD, however this is not guaranteed. Residents are encouraged to bring a laptop computer to IHD. We recommend the use of surge protecting power adapters with laptops and other sensitive electronic equipment due to the electrical storms experienced in the Darwin area.

Computer facilities are for use by IHD residents only and are located on the ground floor of Building 1 and 8. These rooms should be locked at all times. The computer room in Building 1 is for quiet study. The Multimedia Lab in Building 8 may be used for Skyping.

Consuming food or drink in the computer room is prohibited. Also, please do not lock computers when leaving the room for periods of greater than 5 minutes as it is unfair to deny other residents use of a computer that you are not using. Instead, please log off and pack up. Fines may apply for all of these breaches.

Computer room facilities are not to be used to conduct a business nor to access illicit websites.
LAWNS

The grass areas may be used for ball games or relaxing. Some IHD functions and sporting events are held in the central lawn area.

SITZLER COURT AND BBQS

This outdoor area behind Building 13 is for use by small resident groups and authorised functions. It is a good place to gather late at night as noise carries less from this area. Residents are welcome to use the BBQ facilities at Sitzler Court, but should clean them after use. This means scraping off fat and other residue and placing it in a bin.

MULTICULTURAL ROOM

The Multicultural (MC) room is located in Building 13 and residents can relax and socialise there. It is perfect for social events and is available to be booked for specific events through the IHD office.

There is a TV with foxtel and a large projection screen with HDMI connection.

Doors should be kept locked at all times. Air conditioning should operate only with doors closed and should be turned off if you are the last to leave. Please keep these rooms free of litter. Guests may not sleep overnight in the MC room.

STUDY ROOMS

IHD also has 6 individual study rooms and three study rooms suitable for groups. They are located in convenient rooms across IHD.

TUTORIAL ROOM

Our specifically designed tutorial room is located in Building 7 and is available for residents to use. Bookings for this room are to be via IHD Reception during office hours.

EXERCISE ROOM

Located in Building 4, this is the perfect place to unwind from your studies. A range of equipment is offered. Just plug in your earphones and work away— but please don’t play loud music as there is bedrooms nearby.

GAMES ROOM

The IHD games is in Building 12. Come in and play table tennis, foosball or have a competition with your friends on one of our three games consoles. Games and controllers are available from the IHD office.

SWIMMING POOL

The swimming pool is for the use of all IHD residents and their invited guests. It may be used at any time, but please be mindful that noise from the pool may disturb residents of nearby buildings. Please adhere to the safety signs and apply common sense.

The following rules apply to the use of the pool:
1. There is to be NO glass in or around the pool.
2. In the event that the pool is deemed unhygienic by IHD management the pool may be closed for an indefinite period of time at IHD management’s discretion.
3. No diving, pushing or running.
4. No unsafe or dangerous behaviour as determined by IHD management at its discretion.

Note that NO GLASS of any type may be used in the pool or its enclosure. Fines will apply for breaches of this rule. Broken glass causes lengthy and expensive closure and cleaning of the pool.

Please keep the pool gate closed at all times as this is a requirement of Australian Law and may prevent an accidental drowning if a non-swimmer enters the area.

The pool is professionally cleaned each week so you can be guaranteed a comfortable and safe swim year round.
PRAYER ROOM

IHD has a prayer room located in Building 10 which is available for all residents 24 hours, 7 days a week. This space is multi-faith and used for prayer and meditation only. It may be used by any IHD resident.

READING ROOM

Lay back on the couches and simply relax with a good book. The reading room is conveniently located in Building 9. Bookshelves in the room contain some novels and study materials for the use of all residents. These need to be returned when no longer needed. Donations to this collection are always welcome.

MUSIC ROOM

IHD has a music room located in Building 3. There is a keyboard and electric drum kit for you to use, or you can bring in your own instrument, plug them into the machine and jam away! Bookings for this room must be made via the IHD office during office hours.

SUPPORT AND ACTIVITIES

iGrow

The iGrow student development program encourages the growth of residents through a range of events, activities and opportunities within five keys areas.

- Academic development
- Professional development
- Location
- Cultural Experience
- Personal Wellbeing.

Academic outcomes are enhanced by maintaining a balanced life while at university. It is important not to isolate yourself by spending too many hours with your books and equally important that your academic success is not compromised by too many distractions.

ACADEMIC SUPPORT

Your academic success should be your primary goal while at university. IHD expects residents to retain a focus on their academic welfare.

A broad range of strategies are implemented to promote academic support to residents. Check notice boards or ask IHD staff about current offerings. Please don’t be shy if you need help.

ORIENTATION

At the beginning of semester an Orientation program is held to introduce members of the community to each other and to life at IHD. We strongly recommend that all residents attend. The IHD Resident Leaders will be present at this program and it is a great opportunity to meet people.

ACTIVITIES AND EVENTS

IHD employs a Resident Engagement Officer to coordinate events and activities which cater to the academic, social and physical needs of residents. We also employ a Communication Coordinator to help keep you informed on all that is happening at IHD. Become involved and enjoy your time at university!

Regular events are promoted through posters, newsletters, the IHD website and the IHD Facebook page during the year. Speak to IHD staff or a Resident Leader a few weeks in advance if you have suggestions for an event you would like to arrange.

SUPPORT SERVICES

CDU Equity Services provides support in a range of areas to assist you during your studies. As a CDU student you are welcome to access, free of charge, a number of confidential services. In consultation with staff you will have the opportunity to:

- Identify and clarify your concerns
- Explore options
- Develop plans or strategies
- Receive information about relevant external organisations and resources
- Obtain supporting documentation (where appropriate).

Free call: 1300 933 393 or email: equity@cdu.edu.au. Visit the office in Blue Building 1, Level 1, Room 21.
EMERGENCY, SAFETY AND SECURITY

FIRE ALARMS

There are fire sensors in each building and in each room of IHD. Every Resident Leader is a designated “Fire Warden”. If a fire alarm sounds, residents are required to vacate their rooms and move calmly to the car parks of IHD, regardless of the inconvenience.

Resident Leaders (RL) or IHD staff may enter rooms during fire alarms to ensure that all residents have been safely evacuated. The privacy of residents is respected wherever possible, but safety is a priority in an emergency situation.

In the event of a fire or other incident where resident safety is endangered, residents are required to follow the instructions of the RL or IHD staff members.

Evacuation when required is compulsory (by law) for all residents. Please respect the efforts of staff and RLs who are trying to help you and do their job. Failure to evacuate a building during a fire alarm can result in a hefty fine imposed by the NT Fire Department.

Do not return to an evacuated room until instructed to do so by a RL or staff member.

NEVER ASSUME that a fire alarm is false. FIRE KILLS.

FALSE ALARMS

Where the fire service is called out on a false alarm, residents will be responsible for the cost of the call out fee in the following circumstances:

- Use in rooms of candles, incense, oil burners, pest/bug control bombs, toasters or cooking equipment
- Cigarette smoke in a resident’s room
- Where deemed the fault of the resident’s action.

FIRE EQUIPMENT

Fire blankets and/or extinguishers are located in all kitchens. These are to be used for small fires only such as stove top fires where oil has ignited. Used fire blankets/extinguishers must be returned to the IHD office for immediate replacement.

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

It is against the law 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. Violators will be subject to substantial fines, possible criminal penalties and disciplinary action which may include termination of a residence at IHD.

Any fire equipment repair or replacement that results from resident misconduct will be charged to the resident(s) responsible. If the responsible party cannot be determined, the fine and related damage will be charged to all residents of the building or apartment in equal shares.

SAFETY AND SECURITY EQUIPMENT

Do not interfere with safety and security devices or equipment at IHD. Heat sensors, smoke detectors, fire hoses and fire extinguishers are intended to save lives. They are not toys for your recreation.

Destruction of or tampering with safety equipment may endanger someone’s life. Incidents involving vandalism of safety equipment will be treated as serious misconduct.

Do not obstruct walkways or stairways with personal items such as pot plants, shoes, or clothes airers. These areas are vital exits in an emergency situation.

ELECTRICAL SAFETY

Residents are asked to ensure that all personal electrical appliances used at IHD comply with Australian Safety Standards. Speak to the IHD office if you need an item tested and tagged.

If residents require additional power points in their room, a power-board with an overload safety feature and surge protection should be used.

To prevent overloading electrical circuits and to conserve energy, please limit 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.
ELECTRICAL SAFETY REMINDERS

Residents must comply with the following fire and safety policies which are intended to prevent injuries in IHD and to ensure compliance with health and safety regulations:

• 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 IHD office for assistance
• Extension cords should only be used when absolutely necessary and only on a temporary basis. If you must use an extension cord, we recommend using a multiple outlet power strip equipped with an internal circuit breaker.
• Do not link multiple extension cords and/or power strips
• Large appliances are not permitted in rooms
• Promptly replace frayed or damaged cords.
• If you discover any faulty electrical equipment, please report it to the IHD office.

CYCLONE PROCEDURES

Darwin is located in a cyclone risk region. Information on cyclone emergency procedures is posted on the noticeboard of all IHD resident rooms and you should familiarise yourself with this information.

As with other emergencies, in the event of a cyclone warning, please obey the instructions of IHD staff and Resident Leaders. If evacuation is required, it is compulsory and you should not return to your room until instructed to do so.

ACCIDENT OR EMERGENCY

In the event of an emergency dial 000 and notify the IHD office or the Resident Leader on duty for help. Where transportation to medical services is required, it is the responsibility of the patient to meet the associated expenses. With the exception of ambulance transport, it is the responsibility of the patient to arrange transportation to medical services.

Accident and Emergency service is offered at:
• The Royal Darwin Hospital
• Darwin Private Hospital
Both are a 5 minute drive on Rocklands Road, Tiwi.

FIRST AID

Each Resident Leader (RL) and most IHD staff are trained in First Aid. If you or another resident or guest requires First Aid assistance, please contact the IHD office or the RL on-duty. First Aid kits are held at the IHD office and by each RL. Please note that IHD staff and RLs are not permitted to dispense medication of any kind including panadol.

MEDICAL PRACTICES

The Charles Darwin University (CDU) Medical Centre is situated on the Casuarina campus of CDU at the corner of Lakeside drive in the Green precinct.

IDENTIFICATION

Residents should obtain a Student Identification (ID) card as soon after arrival as possible. Student Central, Orange Building 1, can assist with this once enrolment has been completed.

Residents may need to produce photo ID at IHD when seeking assistance with access to their room, storage or other secured areas of IHD. ID may be required for equipment loans, account queries or retrieval of lost property. In the event of a security incident, ID may be requested by a IHD staff member, RL or CDU Security. Residents must comply with requests for ID from these people. Failure to do so may result in a fine.

ABSENCE FROM IHD

For safety reasons, if you expect to be absent from your room for more than 48 hours, please inform the IHD office via email, and leave a contact number to reach you in an emergency. Additionally, if you are going away from your room for more than a few days we recommend you leave your ceiling fan on to keep air circulating and leave windows partially open (although be mindful of rain getting in some windows in the wet season. This will help to prevent mould in rooms.)

If you are detained away from IHD for any reason, please contact the IHD office and leave a message if it is unattended. Should another resident or a Resident Leader report to IHD management that you have not been seen for 48 hours and you have not advised us of your intended absence, IHD management has the authority to enter your room to check that you are okay.

PERSONAL SAFETY AND SECURITY

A resident must take reasonable steps to minimise any negative impacts their behaviour might have on other residents and on University facilities.
Residents should ensure they do not:
• Engage in any activity within, near or around the University Residence which may cause injury to someone or damage to property
• Take glass into the pool area
• Burn items such as candles or incense in any room or store flammable items on the residence
• Smoke in IHD bedrooms.

Residents must at all times:
• Maintain a safe and secure environment within their room such as keeping doors and windows in rooms, locked when occupied and when left unattended
• Ensure valuables such as laptops, wallets, keys and bicycles are not left unsecured or unattended at any time
• Comply with all University health and safety policies and procedures and directions of University wardens, safety officers and other staff members regarding health and safety
• Follow specific safety and evacuation procedures and evacuate the buildings when the alarm sounds, or if instructed by a staff member.

IHD recommends that residents do not walk alone at night. Please take particular care in the areas around the beach.

PREVENTION OF THEFT

IHD strives to provide its residents with a secure atmosphere that is conducive to the academic life of each resident. Unfortunately thieves exist in our society. Please remember to lock your room and car at all times. It takes a thief very little time to steal your valuables.

Valuable equipment is stored in common areas like the Multicultural room, games room, multimedia lab, exercise room, study room and computer room. Please keep doors to all rooms closed and locked to prevent outsiders from damaging these facilities.

There are several ways in which residents can further increase their level of security. This includes:
• Not leaving any items of value visible in your car
• Ensuring that your room door closes and locks behind you when you enter or leave your room
• Ensuring that building external doors are kept locked at all times
• Not propping open any IHD doors
• Not allowing people that you do not know from following you into a building
• Never lend your swipe card/key to another person
• Not leaving your swipe card under a pot plant, door mat or on the frame of the door
• Not leaving windows wide open when you are not in your room
• Not leaving money or valuables in full view when you are not in your room
• Securing your bike to a bike rack using a quality lock such as a U-bolt
• To reduce the likelihood of theft, we recommend that you bring all items in from the clothes lines at night. Dry valuable items of clothing in your room on the airer provided.

REPORT SUSPICIOUS BEHAVIOUR

The best way for residents to protect the IHD community is to be vigilant, get to recognise their fellow residents and report suspicious activity, unacceptable behaviour or odd behaviour to the IHD office or Resident Leader (RL) on-duty (phone 8946 6591).

Remember University Security offers a 24 hour service and may be contacted on 8946 7777.

Do not call security unless an emergency is occurring. In all other situations, call the Resident Leader. If people from IHD bother security with unimportant matters it diminishes the response we might expect for real emergencies. Please think before contacting security and ensure that nuisance calls are not made.

INSURANCE

IHD and CDU are not responsible for any damage or loss caused to items located on the premises. Residents are encouraged to take out appropriate insurance. You are advised 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 expensive electrical items.
GUIDELINES AND OCCUPANCY RIGHTS
IHD has a number of guidelines in place to ensure that proper standards of conduct are maintained at all times.

CONDITIONS OF OCCUPANCY
A resident shall be bound to the conditions prescribed in this handbook and those agreed to upon entering IHD.

Rooms are for the use of current, paying residents of IHD only. Rooms may not be sub-let and where a resident is found to be sharing or subletting their room without authorisation, this may be taken as grounds for eviction. Residents are not permitted to bring additional mattresses or bedding into their rooms. This may be interpreted as evidence of subletting or sharing your room. Allowing a non-resident not in your company access to your room is not permitted.

Refer to www.cdu.edu.au/ihd/governance for all Terms and Conditions.

ROOM ALLOCATIONS
Rooms are allocated on a first in basis and at the discretion of management. Preferences expressed will be taken into account but not guaranteed. During teaching breaks, residents may be required to change rooms and services to some buildings may be limited. At these times, different accommodation fee structures may be applied.

RETURNING RESIDENTS
All residents must reapply for residence for IHD at the start of each calendar year. The granting of readmission will be dependent upon the standard of behaviour and fee payment exhibited during a previous period of residence. Residents intending to return to IHD may leave their bond money with IHD from year to year, but this will not be taken as a guarantee of readmission. Management reserves the right to limit the number of places available to returning residents in a given year. The bond amount may differ due to price fluctuation and change of room type.

Please note, there is limited availability during semester time and advance bookings are recommended. Applicants may be required to prove their suitability to be housed at IHD. This may include an interview. Applications are assessed on the following criteria:
• Ability to pay a bond and maintain ongoing financial commitment
• Compliance with IHD and the University’s Policies and Procedures
• Academic achievement and satisfactory course progression
• Participation and involvement in the IHD community
• Ability to assimilate in a multicultural community environment

Residents may normally stay at IHD during semester breaks, but should ensure that their contract reflects the full period they wish to stay. Failure to notify the IHD office of your intention to remain at IHD by the date specified may result in allocation of your room to another resident.

STORAGE OF BELONGINGS
IHD has a limited amount of storage which may be used for residents’ personal items during long vacations. A maximum of 4 items per resident is permitted and size restrictions apply. Please contact the IHD office if you wish to store or retrieve items from storerooms between 8.00 am and 10.00 pm only.

All stored items must be labeled with the IHD blue form with your name, phone number, date of collection and room number. Storage of belongings is entirely at the owner’s risk and belongings must be removed from all storerooms by 1 March the following year. If residents will not return to IHD, they should contact the IHD office to arrange for collection of stored items before 1 March. After this date, items of non-residents will be deemed unwanted and management will arrange for their disposal.

DEPARTURE FROM IHD
Residents should depart IHD by 9.00 am on the end date specified in their accommodation contract. Residents wishing to extend their stay beyond the agreed timeframe are required to inform the IHD office as early as possible. IHD cannot guarantee extensions, so providing early notice of your intentions is advised. If your room is not available you may be offered another room or you may have to find alternate accommodation. 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. For residents departing outside office hours, a key
Residents are expected at all times to display mature, tolerant, courteous behaviour and consideration for others. Residents should act in such a way as to cause no offence, inconvenience, harm or disturbance to any other resident, employee guest or neighbour of IHD. No resident should act in a manner which would bring IHD or CDU into disrepute.

Residents of IHD are responsible for ensuring that their guests also uphold the expected standards of behaviour while visiting IHD.

**NOISE**

Darwin has a great outdoor lifestyle. Unfortunately, noise travels, especially at night. Even conversations within a small group of people can be disturbing to other residents. 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 an area like Sitzler Court where there are less residential rooms nearby.

As a general rule, there should be no disruptive noise after 10.00pm. Specifically approved functions which generate noise may only be held on Friday or Saturday nights unless approved by management and will not run past midnight. The exception to this general rule is during revision and examination weeks when silence is expected to be maintained at all times and requirements will be published by management.

Radios, stereos, televisions and musical instruments may only be used at reasonable hours of the day and restricted to a low level during quiet hours. Residents are urged 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. Failure to comply may result in a penalty or official reprimand.

**OFFENSIVE BEHAVIOUR**

Offensive behaviour includes abusive, threatening, menacing, obscene, obnoxious or antisocial conduct. It includes physical assault, fighting and bullying. In all forms it is totally unacceptable and inappropriate behaviour and will not be tolerated at IHD. Fines or eviction will result.
HARASSMENT

IHD affirms that the right of all residents is to live free from harassment and discrimination of any kind, including harassment, 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 occur unintentionally, but it is still harassment. It is unwelcome, unwarranted 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. Sometimes the person may be unaware that their actions are causing you 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 IHD or the University or to a Resident Leader. The University’s Support and Equity Services staff may also be able to offer you guidance.

HYGIENE

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

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

- Shower daily and apply deodorant after showering
- Wash hair at least twice per week
- Brush teeth daily
- Wash clothing regularly
- Wash bedding and towels weekly
- Clean and air bedroom’s regularly
- Air the cupboards regularly
- Store food in sealed packages or containers
- Wash plates and cooking utensils after each meal
- Do not leave food scraps and perishables in bedroom rubbish bins
- Flush toilets after use and wipe up spills
- Do not stand on toilet seats
- Wrap used feminine hygiene products and place in the sanitary bins provided
- Wash or sweep away body hair from bathroom surfaces or floors
- Do not cut hair within IHD buildings
- Dispose of all rubbish thoughtfully including recycling appropriately.

GRAFFITI AND PROPERTY DAMAGE

Residents will be held responsible for all damage (including graffiti) caused to residential property or facilities including furniture or safety equipment such as fire alarms.

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

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

ALCOHOL

Residents over the age of eighteen (18) are permitted to consume alcohol whilst in or about IHD subject to the conditions of the University’s Code of Conduct, Alcohol, Drugs and other Substances Policy and the Student Residence Code of Conduct.

Alcohol may be consumed by residents over the legal age while on IHD grounds between midday and midnight, as long as resultant behaviour does not impact on other residents. Residents shall observe socially acceptable practices in all areas of the residence and must not behave inappropriately or offensively while under the influence of alcohol. Alcohol consumption is not an acceptable excuse for poor conduct. IHD does not accept that having a good time needs to involve damage to property, noise, mess, abuse or harassment of others.

Residents are asked to consume beer and other alcohol which is sold in cans or contained in plastic vessels. Broken glass is a risk to residents and staff.
No glass containers may be taken into the pool area under any circumstances. Fines will apply.

Functions held at IHD must not have the consumption of alcohol as the primary activity and must not be advertised as such. The promotion or encouragement of excessive or accelerated consumption of alcohol is prohibited, for example, group drinks such as punch, drinking games, beer bongs or funnels.

The brewing of alcoholic beverages on the IHD premises is prohibited and will result in a fine and confiscation of equipment.

ILLEGAL DRUGS

Possession, use, manufacture, distribution, consumption or selling of illegal drugs or other substances and equipment associated with drug use or drug paraphernalia whilst in or about a University residence is not permitted in accordance with the University’s Alcohol, Drugs and other Substances Policy. Any resident found to be in breach of this requirement will face immediate and permanent eviction from the University Residence and police action.

DISCIPLINARY ACTION

Incidents of behaviour contravening the guidelines contained in this book, the Terms and Conditions of Residency at IHD, or University By-laws will be taken seriously. Such incidents observed by or reported formally to IHD management - including incidents logged overnight by Resident Leaders - will be considered by management and disciplinary action may result. Serious incidents will be referred to the police where appropriate.

LOCAL KNOWLEDGE

PUBLIC BUSES

The Northern Territory Government provides cheap bus travel for all Territory students (and visiting Australian students) on the Territory’s public bus network. Public bus travel operates 7 days per week. University students MUST present an Australian Student ID Card (part-time and full-time) to the bus driver upon boarding the bus to qualify for student travel fare. International Student Cards are not accepted.

The number 4 bus from CDU and number 1 bus from Ellengowan Drive travel to Casuarina Square.

Bus Route and timetable information is available online on the www.transport.nt.gov.au.

SHOPPING

Casuarina Square: IHD is fortunate to be located a 15 minute walk or 5 minute bus ride from Casuarina Square, Darwin’s largest shopping centre. Residents will find supermarkets, food stalls, general stores, credit unions and specialty shops in the centre. There are fast food outlets, banks and service stations in the precinct around the shopping centre.

IHD FREE SHUTTLE

IHD runs a free transport service to and from Casuarina Square on Friday nights from 5.30 pm to 9.00 pm on most weeks of the year.

MARKETS

Popular markets operate in Darwin at Mindil Beach on Thursday and Sunday nights during the dry season. Year round markets operate at Parap on Saturday mornings, Nightcliff on Sunday mornings, and Rapid
Creek on Sunday mornings. The number 4 bus travels from CDU to the city via the Rapid Creek, Nightcliff, Parap and Mindil markets. The number 10 bus from Casuarina also travels to Rapid Creek.

Asian specialty foods
A specialist Asian supermarket, the Oriental Emporium operates on Bagot Road at Coconut Grove (opposite the McMillan’s Road intersection). Residents can travel here on the number 10 bus from Casuarina Square. Asian vegetables are also a specialty of the Rapid Creek markets.

TAXIS

Darwin Radio
Taxis phone: 131 008
Blue Taxis: 138 294

Residents should clearly describe their pickup location to the taxi operator. We recommend pick up from the car park beside the IHD Office when calling a taxi here.

SPORTING FACILITIES

The Gym@CDU is located on campus a 5 minute walk from IHD. There are a number of sporting clubs associated with the CDU Sport facilities.

Public swimming pools are available on the Nightcliff foreshore (259 Casuarina Drive, Nightcliff) and in Angelo Street, Wanguri (other side of Casuarina Square). Both are about 20 minutes walk from IHD.

Basketball courts are located on campus adjacent to Red Building 2 and tennis courts are located near the university gym.

NIGHTLIFE

The Beachfront Hotel is a popular pub for IHD residents. It is located on Casuarina Drive at Rapid Creek, but most residents walk there via the beach. For your personal safety we strongly advise against making this walk alone during darkness.

Pirates Bar is located on campus adjacent to the gym in Green building 2.

On weekends many residents go to the city for entertainment. Popular night spots are located in the Mitchell Street area of the city. Residents are asked to care for each other’s safety when out for a night on the town and to travel in groups.

When returning from a night out please be mindful of your own safety and that of your friends. PLEASE - Do not walk alone at night - Do not drive if you have been drinking - Do not accept a ride in a car with a driver who has been drinking. A taxi shared by friends costs very little. Consider the alternative.

CDU CASUARINA CAMPUS

CDU Cafeteria (Red Building 1, Level 2)
- Gourmet salad and fresh sandwich bar, all made to order
- Selection of hot dishes changes daily
- Roast of the day
- Burgers, gyros, chips, hot dogs and lots of tasty finger foods
- Wide variety of chilled drinks

Opening hours: Monday - Friday: 8am to 3pm
(Hours may vary during semester breaks)

CDU Coffee Shop (Red Building 1, Ground Level)
- Freshly brewed coffee and assorted teas
- Gourmet cakes, tartlets, loaves, muffins, cookies & slices
- Toasted sandwiches and savoury croissants
- Gourmet baguettes, wraps, rolls & sandwiches
- Home-made pizzas, pies, quiches and sausage rolls
- Fresh fruit salad
- Wide variety of chilled drinks

Opening hours: Monday - Friday: 8am to 4pm
(Hours may vary during semester breaks)

ACIKE Coffee Shop (Blue Building 2, Level 1)
- Freshly brewed coffee and assorted teas
- Gourmet cakes, tartlets, loaves, muffins & slices
- Toasted sandwiches and savoury croissants
- Gourmet baguettes, wraps, rolls & sandwiches
- Home-made pizzas, pies, quiches and sausage rolls
- Fresh fruit salad
- Wide variety of chilled drinks

Opening hours: Monday - Friday: 8am to 2pm
(Hours may vary during semester breaks)
For more information about IHD visit the IHD website, IHD Facebook page, send us an email, or call us:

Website:  cdu.edu.au/ihd  
Email: accommodation@cdu.edu.au  
Facebook:  facebook.com/EventsIHD  
Phone:  00 61 8 8946 6591 (International)  
        08 8946 6591 (Australia)  
Fax:  00 61 8 8946 6886 (International)  
        08 8946 6886 (Australia)  
Mailing address:  
International House Darwin  
Brown Precinct Building 1  
Casuarina Campus  
Charles Darwin University  
Darwin Northern Territory 0909