



The Women's College
within The University of Queensland
ready to lead

2024

The Women's College
Student Handbook

110
YEARS OF



The Women's College
within The University of Queensland
ready to lead

Capimus ut dividamus

“We take so that we may share”

Empowering women to lead lives of meaning and purpose

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Please send corrections or suggestions to admin@womens.uq.edu.au

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Section 1: Introduction to The Women's College

Head of College & CEO's Welcome

I extend a very warm welcome to The Women's College. As always, we have an extremely impressive group of young women joining us this year. Undoubtedly, you will make a wonderful contribution to the Women's community as you embrace the spirit and culture of this special university residential college.

The College staff and Student Leadership Team (SLT) work together to create an inclusive, happy and vibrant home-away-from-home and learning culture for you. We are looking forward to guiding you through what promises to be a period of rewarding growth, both academic and personal, in your lives. The SLT conducts numerous Resident-led activities and ensures that you live in a caring and supportive environment.

The Women's College community offers you freedom within the boundaries of our Code of Conduct and various College Policies. We will engage with you as young adults, and we expect you to take responsibility for your own actions. Our Code of Conduct and Policies are in place to ensure that every member of our community feels safe, supported, respected, and comfortable at all times.

I trust that you will find this Student Handbook informative about College life. While your academic studies are your main focus, I encourage you to balance these with the social, cultural, community and sporting activities we offer and to embrace the many opportunities available through the Ready to Lead, mentoring and leadership programs. By getting involved, you will maximise your enjoyment of The Women's College experience.

Women's College is a very special place and it is a great privilege to support you on your journey through university studies and transition to adulthood.



Flo Kearney
Head of College & CEO

History of The Women's College

Established in 1914 at Kangaroo Point, The Women's College was Queensland's first residential College established for young women to reside at while attending university in Brisbane, and the third female college instituted in Australia. A non-denominational college, the College was officially opened for its first nineteen Residents on 16 March 1914 at Shafston Avenue, Kangaroo Point, Brisbane. The College relocated to its present site at St Lucia in 1958.

Plaques from the original college and lithograph sketches by Lloyd Rees are displayed in the College. One of the founders wrote:

"I should be sorry for any of us to rest content with the establishment of merely a place of residence. If it is to be worthy of the name, it (the College) must increasingly attempt to render a Resident's life as full and as sufficient as possible in every direction.

The pursuit of academic excellence in beautiful surroundings and respect for one's social and cultural environment, continue to be dominant in the College philosophy.

Today, The Women's College provides accommodation for 255 undergraduate and postgraduate women Residents, attending The University of Queensland and other Brisbane tertiary institutions. It also runs an Associate Membership program for non-residential students.

History of Mary Wooza

Since the early 1990s, Women's Residents have been affectionately known as 'Woozas'. To read about the history of Women's College Mascot, Mary Wooza (originally spelt 'Woozer'), please refer to the Student Portal.

The Women's College Community

In Australia, the role of a university residential college can be described as committing to provide for the academic, social and cultural development of its student Residents. The mode of operation may differ from college to college, but all will intend to engage in the following:

- Formal and informal academic tutorials, and other support to academic studies being pursued at the home university.
- Debate and discussion on matters of current concern.
- Visits by academics, and others of good standing, from universities and the community.
- The presence in the college, both as Residents and visitors, of university staff members and others of scholarly and/or professional distinction.
- The provision of good study facilities including academic and internet resources.
- Oversight of the academic progress of Associates and Residents by the Head of College & CEO.
- The facilitation of social and cultural development by the provision of pastoral care for all members of the college, but especially the first year Residents. Such care would normally be the responsibility of the Head of College & CEO, and Student Services/Wellbeing staff.
- Encouragement of Residents to take responsibility for the various aspects of college life.
- Creation of opportunities for Residents to meet across faculty, national and socio-economic boundaries.
- Fostering widely varied social, cultural, and sporting activities.
- Providing adequate housing and nutrition, together with the opportunity for both informal and regular communal formal dinners.

Residents and Associates are encouraged to be responsible, caring adults whose behaviour promotes the College as a safe, supportive and inclusive environment. The College is a home to 255 Residents and 50 Associates. It is the responsibility of every individual to ensure that the community living standards are at the acceptable standard of the 'reasonable person'.

The Equity Pledge

At The Women's College we strive to provide a supportive community where diversity is celebrated and all individuals are respected.

We, as staff and students of The Women's College, pledge to create a safe environment where everybody is on the same playing field and is treated with respect and dignity, no matter their individual characteristics, behaviours, beliefs, practices and personalities.

We will ensure that as staff and Woozas, we are welcoming and empathetic of all perspectives, and aim to make sure that everyone feels safe, and where they can be themselves without fear of judgement, harassment, discrimination or exclusion. We pledge to maintain this attitude in our day-to-day lives.

We commit to fostering an open and accepting atmosphere, where we adopt an open mind and willingness to learn – from each other and our mistakes – in order to make all staff and Woozas feel valued and empowered. Through curiosity and non-judgement, we commit to the inclusion, respect and growth of each and every Wooza, no matter who.

We pledge to NEVER LEAVE A WOOZA BEHIND. We respect one another, learn from one another, lead one another and care for each other no matter what. We commit to creating an open and accepting environment where all Woozas feel included, valued and empowered.

Important Milestones

1913	22 April. First meeting of the Standing Committee to found The Women's College
1913	November. Appointment of the Foundation Principal, Miss Freda Bage MSc FLS (later Dr Bage)
1914	16 March. College opened at Kangaroo Point, with the Principal, one Tutor and nineteen Residents
1958	August. Relocation of the College to its present St Lucia site
1959	14 March. Official opening by Her Excellency Lady Slim, wife of the Governor General of Australia
1964	Golden Jubilee of the College
1989	75th Anniversary of the Opening
1997	Opening of Piddington Wing and The College Playhouse
2000	Installation of stained-glass windows in the Harriet Marks Dining Hall
2014	Centenary Year
2015	Opening of Centenary Wing and the Chislehurst Room
2020	Opening of The Study Hub
2021	Naming of the Sallyanne Atkinson Building
2023	Refurbishment of the College Playhouse
2024	110 th Anniversary of the College

A full history of the Women's College was documented to commemorate our centenary year in 2014. You can purchase "The Women's College – A Centenary History" on our online store. The [Virtual Museum](#) on the College website also has historical information about the College and the interactive Touchwall (110th Anniversary legacy project) located in the College Foyer

Our Vision

Empowering women to lead lives of meaning and purpose.

Our Purpose

To create an inclusive and supportive community that enables our students to discover their potential, build confidence and leadership skills, and form connections for life.

Our Values

- **Community:** Providing a vibrant and collegiate environment of friendship and support.
- **Diversity:** Respecting and seeking to understand different backgrounds, recognising the unique talents, perspectives and experiences of all people.
- **Empowerment:** Valuing one another and providing the information and encouragement needed to achieve results.
- **Excellence:** Inspiring and achieving success at the highest level in all pursuits.
- **Integrity:** Consistently doing what is moral, just and fair in every situation.
- **Respect:** Acting with mutual regard, inclusivity and acceptance.

The College Crest

The Armorial Bearings assigned to The Women's College within The University of Queensland by Royal Warrant in 1957 are described in the following way:

"Sable on a pale Rayonee on an ancient lamp azure enflamed gules between in chief a rose also gules barbed vertand seeded argent and in base a crosspaty of the fourth."

In plainer English, the symbols have the following meaning:

- **The Rose** represents a symbol used by the Lady Margaret, mother of Henry VII of England. It is either a Lancastrian rose or a Marguerite, both used by this remarkable woman whose belief in the importance of education was expressed in her very generous endowment of university colleges – Christ's College Cambridge, reformed in 1506, and St John's College Cambridge, reformed in 1511.
- **The Lamp of Learning** is a universal symbol of scholarship.
- **The Croix Pattee** is taken from the armorial bearings of The University of Queensland, and its presence in the College armorial bearings signifies the close relationship of the two.

College Colours

Formally royal blue, chocolate and gold. However, navy and maroon are our modern version of those.



The College Grace

Before the meal

"Benedictus Benedicat, per Jesum Christum Dominum Nostrum. Amen."

Common translation

"May God bless, through Jesus Christ Our Lord. Amen."

After the meal

"Benedicto Benedicatur, per Jesum Christum Dominum Nostrum. Amen."

Common translation

"May God be blessed (for this meal)."

Section 2: Introduction to 2024 Staff and Student Leaders

College Staff

Flo Kearney MEd, BCom, BEd, DipT, MACEL, FBEAQ, MAICD
Head of College & CEO

Gayle Harris MEd, BA, DipEd, MACEL
Deputy Head of College

Fiona Bryant BCom (International), FCA, MTeaching (Primary)
Director of Finance

Susan McGinley BBusComm, Dip T, M.EdPlus
Director of Advancement

Luiz Gomes M BA, B Hotel Mgt, Dip Hosp Mgt
Director of Operations

Emma Campbell MTeach, BPsych (Hons), MAPS
Dean of Students

Petra Mildenhall BOccThy, GradDipEd
Admissions Officer

Stephanie Stappung B Bus, MIntEcon&F
Financial Accountant

Edna Kruger BIS (Hons)
Bookkeeper & IT Officer

Belinda Andrieux Dip Events Mgt
Conference & Events Manager

Andrea Goode
Administration Assistant

Rosalia De Marco B Tour Hosp Mgt
Administration Officer

Dilshad Sattha BJourn, Dip Graphic Des
Communications & Design Officer

Thomas Ruys
Executive Chef

Sakshi Sakshi
Executive Housekeeper

Elliott Hampson
Facilities Manager

Night Porters
Evan O'Halloran, Roman Leontjew, Tony Hair, Marcela Toro Teras, John McInnes, Michael Reardon

Student Leadership Team

The Student Leadership Team (SLT) comprises Resident Assistants (RA's) and the Student Club Executive. RA's are selected for their roles by the College administration, while the Student Club Executive are elected to their positions by all Residents at the Annual General Meeting in October each year.

Resident Assistants

Isabel Nolke – Senior Resident Assistant
Bachelor of Politics, Philosophy & Economics
(Hons) - UQ

Jillian Campbell – Deputy Senior Resident Assistant
Bachelor of Science / Bachelor of Education
(Secondary) - UQ

Claire Asquith – Resident Assistant & Equity Officer
Bachelor of Arts / Bachelor of Business
Management - UQ

Charlotte Sutton – Resident Assistant & Academic Officer
Bachelor of Laws (Hons) / Bachelor of Arts -
UQ

Kira Craig – Resident Assistant
Bachelor of Design - QUT

Lily Dewhurst - Resident Assistant
Bachelor of Biomedical Science - UQ

Chloe Evans – Resident Assistant
Bachelor of Engineering (Hons) / Bachelor of
Commerce - UQ

Georgia Gargan - Resident Assistant
Bachelor of Arts - UQ

Ella Hockam - Resident Assistant
Bachelor of Advanced Science (Hons) - UQ

Stephanie Jersmann - Resident Assistant
Bachelor of Biotechnology - UQ

Sarah-Jane Kiernan - Resident Assistant
Bachelor of Laws (Hons) / Bachelor of Arts -
UQ

Natalie Mabiza - Resident Assistant
Bachelor of Commerce - UQ

Sophie Posselt - Resident Assistant
Bachelor of Psychological Science (Hons) - UQ

Clementine Sweetland - Resident Assistant
Bachelor of Speech Pathology (Hons) - UQ

Olivia Taylor - Resident Assistant
Bachelor of Biomedical Science - UQ

Ebony Turner - Resident Assistant
Bachelor of Speech Pathology - ACU

Student Club Executive

The Women's College Student Club plays an important role in the Residents' development through participation as officers in the Student Club, as observers on the College Council, and through shared collegiate activities.

The Student Club promotes intra and inter-college activities, including official Inter-Colleges Council (ICC) activities, such as the ICC Sporting and Cultural competitions. The Student Club Executive are elected annually by Residents and Associates, and each Executive Committee member has specific responsibilities and duties to the College associated with their position description.

Women's Exec 2024 Vision

The Women's College Student Club Executive is elected by the Student Club and works in partnership with the College staff. The Executive aims to promote a diverse, inclusive, and supportive community. We endeavour to act as a voice for all Woozas, empowering and encouraging students to immerse themselves in the unique opportunities presented by our community. As an Executive, we aspire to lead by example and act as positive role models through the embodiment of our core values of respect, trust and commitment. We strive to continue to be a catalyst of change amongst Australian colleges to set a standard for acceptable collegiate behaviour.

Zimena Furey - President

Bachelor of Engineering - UQ

Dixie McNaught – Vice President

Bachelor of Health, Sport & Physical Education (Hons) - UQ

Lauren Gilmore - Treasurer

Bachelor of Commerce - UQ

Sydney Peff - Secretary

Bachelor of Laws (Hons) / Bachelor of Business - UQ

Tess Feller - Communications Representative

Bachelor of Nursing / Bachelor of Midwifery - UQ

Hayley Wright - Social Convenor

Bachelor of Nursing / Bachelor of Paramedicine - ACU

Georgia McMullen - Sports Convenor

Bachelor of Exercise & Nutrition Sciences - UQ

Georgia Moor - Cultural Convenor

Bachelor of Behavioural Science (Psychology) - QUT

Laura Charles - Sponsorship & Fundraising Convenor

Bachelor of Communications / Bachelor of Business - QUT

Hannah Meyer - ICC Representative (Secretary)

Bachelor of Education (Secondary) - QUT

Caitlin Brittain - 2nd Year Representative

Bachelor of Laws (Hons) / Bachelor of Justice - QUT

Tara Lavery - 2nd Year Representative

Bachelor of Environmental Science - UQ

College Fire Wardens

Chief Fire Warden(s)

Head of College & CEO	Flo Kearney	Ext 505 (Office)	0423 476 394
Deputy Head of College	Gayle Harris	Ext 506 (Office)	0423 476 397

Admin Fire Wardens

Senior Resident Assistant	Izzy Nolke		0474 133 225
Director of Operations	Luiz Gomes	Ext 504	0435 674 427

Wing Wardens

Position	Area	Name of Warden	Location	Phone Number
Chief Warden	College	Night Porter	Reception	3377 4500
		Senior Staff in Residence	Head of College Residence	3377 4515 0423 476 394
			Dean of Students Residence	3377 4516 0423 340 448
		Senior RA <i>Izzy Nolke</i>	139 UH	0474 133 225
		Deputy Senior RA <i>Jillian Campbell</i>	093A LC	0488 545 521
Floor Warden	Lower Bourne Rooms 1-17	Ebony Turner	001 LB	0497 795 420
Deputy Floor Warden	Lower Bourne	Tara Lavery	009 LB	0404 020 931
Floor Warden	Upper Bourne Rooms 39-57	Sophie Posselt	017 LB	0499 681 442
Deputy Floor Warden	Upper Bourne	Hannah Meyer	043UB	0418 344 938
Floor Warden	Lower Philp Rooms 18-38, Garden 78A-G	Georgia Gargan	030 LP	0438 577 633
Deputy Floor Warden	Lower Philp, Garden	Lily Dewhurst	031 LP	0490 356 536
Floor Warden	Upper Philp Rooms 58-78	Charlotte Sutton	070 UP	0481 712 311
Deputy Floor Warden	Upper Philp	Claire Asquith	071 UP	0438 097 550
Floor Warden	Lower Cuppaidge Rooms 85-99, Garden 79A-84	Ella Hockam	085 LC	0472 538 789
Deputy Floor Warden	Lower Cuppaidge	Caitlin Brittain	091 LC	0402 594 188
Floor Warden	Upper Cuppaidge Rooms 118-138	Natalie Mabiza	099 LC	0413 028 779

Deputy Floor Warden	Upper Cuppaidge	Zimena Furey	138 UC	0422 558 781
Floor Warden	Lower Hartland Rooms 100-117, Garden 160A-E	Clem Sweetland	110 LH	0478 959 223
Deputy Floor Warden	Lower Hartland	Laura Charles	101 LH	0448 884 129
Floor Wardens	Upper Hartland Rooms 139-160	Olivia Taylor	111 LH	0402 170 634
Deputy Floor Warden	Upper Hartland	Dixie McNaught	160 UH	0467 089 134
Floor Warden	Centenary (G & 1) Rooms 189-221	Stephanie Jersmann	207 C1	0448 157 174
Deputy Floor Warden	Centenary (G)	Georgia Moor	189 CG	0420 227 288
Floor Warden	Centenary (2) Rooms 222-238	Chloe Evans	224 C2	0448 406 734
Deputy Floor Warden	Centenary (1 & 2)	Georgia McMullen	196 CG	0409 171 799
Floor Warden	Piddington Room 169-188 & Apts 1-6	Sarah-Jane Kiernan	APT 4 P1	0409 987 454
Deputy Floor Warden	Piddington	Sydney Peff	169 P1	0455 139 477
Floor Warden	Third Wing Rooms 161-168 & Apt 7	Kira Craig	APT 7 TW	0402 513 345
Deputy Floor Warden	Third Wing	Ally Thompson	163 TW	0459 562 319

Section 3: Living at College

College Support

Pastoral Care

Staff Support

In many cases, and in addition to your university's Student Services, the College can provide advice or assistance for students experiencing difficulties. It is advisable to let someone know if you are facing serious problems, be they academic, emotional, social, physical or financial. The Head of College & CEO, Deputy Head of College, Dean of Students, Director of Finance Admissions and Administration Officers and Resident Assistants are always willing to listen and, wherever possible, provide practical help. In general, the Deputy Head of College and Dean of Students work collaboratively to provide and coordinate academic and wellbeing and support. Both the Deputy Head of College and Dean of Students are part of the UQ First Responder Network and can provide a safe and supportive environment, and information about support services, for survivors of sexual assault and sexual harassment.

Students facing financial difficulties should talk to the Director of Finance at the earliest opportunity. It is important that your contact details are kept up to date, both for use in emergencies, and in order to provide you with support, so please make sure that you contact the Admissions Officer if these details change.

You are welcome to contact staff via email, or in person, should you need assistance or if you would like to raise a concern. A link to book an appointment directly with either the Deputy Head of College or Dean of Students can be found at the bottom of their email signatures. Thank you for treating the College staff with dignity and respect in all of your interactions as they endeavour to act in the best interests of all involved, at all times.

Resident Assistants

The Resident Assistants (RAs) report to and work with the Deputy Head of College and Dean of Students to offer wellbeing support and pastoral care to all students. Each residential wing has its own RA who:

- helps students settle into College when they first arrive
- promotes activities and programs, and co-ordinates social events for the wing throughout the semester and
- is available for consultation on personal or university related matters.

Each Associate is allocated an RA and wing as well. The RAs assist with security and foster communication between all groups in the College. They can help you if you are experiencing noisy neighbours, feeling stressed about an assignment, feeling ill, or just wanting to have a chat. They are here to help and will point you in the right direction, or towards someone who can assist.

An RA is on call overnight and on weekends. After office hours you can contact the RA on duty on the RA Mobile 0478 757 742. After 9:00 pm, the RA on duty is available for emergencies only.

Sickness

All Residents are expected to keep their own supplies of non-prescription items, such as pain killers, band-aids, and items needed to deal with minor ailments.

A first aid kit is located at Reception and a mobile first aid kit is available after hours from the Night Porter or security guard. RA's are also equipped with a basic first aid kit and have first aid training.

A full compliant first aid kit is also located in the main kitchen.

Available at Reception are: Ventolin inhalers, allergy relief tablets and an EpiPen.

All cases of sickness or accident must be reported immediately to:

- Monday-Friday office hours: Administration, Deputy Head of College or Head of College & CEO
- After office hours (5:00pm – 11:00pm) and weekends: Night Porter or Resident Assistant on duty (call RA duty phone)
- After 11:00pm: Resident Assistant on duty (call RA duty phone), Security, Head of College & CEO, Deputy Head of College or Dean of Students depending on who is on duty.

Should an emergency occur in College, please call the College office number on 3377 4500 (or 500 from a foyer phone located in all wings except Third Wing) to report the incident. After hours, this number will be diverted to our security officer. College security will then contact UQ Security who will respond and contact an ambulance if required.

- In case of an emergency, call 000 then call the staff member on call (Head of College & CEO, Deputy Head of College or Dean of Students)
- Non-emergency / unsure and require assistance, call 3377 4500.
- College Security will alert the Head of College & CEO, Deputy Head of College, or Dean of Students in the case of an emergency.
- Parents will be notified and consent sought if necessary (for example, if under 18)

If sick

- Alert Resident Assistant
- Call Home Doctor Service or
- Arrange visit to university doctor

Sick Residents remaining in College should alert their RA's to organise to receive meals and necessary care in their room. If a Resident needs to call a Home Doctor service, they can call themselves, or ask Reception, Night Porter or RA to do so on their behalf. Any costs associated with a Home Doctor visit are the responsibility of the Resident.

If a Resident has called a Home Doctor service themselves, they should then notify an RA or the Night Porter, so they are able to meet the doctor in the foyer and direct them to an appropriate room for the consultation, such as the Freda Bage or Council Room; when possible, we recommend against a Home Doctor visiting a Resident's room. The Resident may wish to ask the Night Porter, their RA, or another Resident to accompany them and stay with them for the duration of the consultation. When necessary, the Night Porter or RA will contact either the Head of College or Deputy Head of College or Dean of Students to make them aware of the situation.

Absence from College

If you are away from College overnight, we ask that you notify us so that we can contact you if necessary and/or in the case of emergency we know of your whereabouts (i.e. for headcounts after a fire alarm).

To do so, fill out the Away from College form online via the Student Portal. You may also wish to write on your whiteboard when you intend to be away (e.g., home for the weekend).

The purpose of this is to ensure your safety, particularly during emergency evacuation or lockdown procedures, and ensure compliance with fire regulations; there is no intention to impinge on your privacy.

Academic Program

The Women's College prides itself on assisting students to reach their academic potential. Therefore, it is expected that as a member of The Women's College community, you take your university studies seriously, and strive for academic excellence at all times.

The Dean of Students is able to provide support for any academic difficulties that you may face such as:

- Adjustment to academic study at university (eg., guidance around study scheduling and time management)
- Choosing courses or programs
- Changing degrees/programs or taking leave of absence/deferring study
- Communicating with tutors and lecturers
- Applying for deferred examinations due to illness or other emergencies
- Submitting change/reduction of study load requests to Head of College & CEO
- Responding to allegations of academic misconduct

Ready to Lead Program

By being offered a place at The Women's College, we recognise the potential each Resident has to be a leader. The Women's College Ready to Lead program provides Residents with thoughtful, purpose-filled, and engaging activities that help identify what makes an effective leader and how to cultivate their innate leadership qualities and see the leadership potential within themselves.

Ready to Lead workshops and events are offered throughout the academic year, are facilitated by specialist presenters who are experts in their chosen field and focus on a diverse range of personal and professional development topics.

Tutorial Program

Attendance at College tutorials is not mandatory; however, it is strongly encouraged in order to help students reach their full academic potential. The College tutorial program is intended to complement university classes. College tutorials will assist in the explanation and revision of concepts and skills being taught at university, as well as providing the opportunity for discussion, and specific questions to be answered. Whilst the College endeavours to provide various forms of academic support, it does not guarantee subject-specific tutorials in every subject/course. It is the student's responsibility to access appropriate resources (from the University or privately) to assist them in their studies where necessary.

Academic Resources

Study Hub: Your security fob allows you to enter the Study Hub which is located below the Dining Hall at ground level. It can be accessed by the stairs at the end of the deck, or by walking past the Playhouse.

Formal Dinners

Formal Dinner will be held fortnightly on a Thursday night from 6:00 pm to 7:30 pm, commencing Week 1 and terminating in the last lecture week of each semester.

Formal Dinner is a collegiate occasion. Students are expected to wear their academic gown over business or cocktail dress (no jeans, casual shorts, Birkenstock-style sandals/thongs, work boots or running shoes, etc.). Formal Dinner is the only occasion when Residents, Associates, and College staff all eat together, and for this reason attendance at Formal Dinner is compulsory. The

only acceptable reasons for absence from Formal Dinner are illness or attendance at university classes which cannot be scheduled at any other time; work schedules and tutorials should be arranged to avoid clashing with Formal Dinner.

Associates are invited to attend all Formal Dinners. For catering purposes, Associates are asked to notify the Dean of Students if they are attending a Formal Dinner.

If Residents are unable to attend Formal Dinner, they are to email a formal apology to studentlife@womens.uq.edu.au addressed to the Head of College, explaining why they are absent. If there is a university clash, Residents are asked to provide a copy of their university timetable at the beginning of the semester.

General Schedule for Formal Dinners 2024

5:55pm	All students enter dining hall in preparation for Formal Dinner with special guests
6:00pm	Head of College & CEO leads guests into the dining hall to be seated. Guests to be seated. Musical performance (introduced by Cultural Representative)
6:05pm	Recognition of traditional owners and Head of College & CEO address
6:09pm	Head of College & CEO invites Student Club President to say Grace
6:10pm	President of Student Club says Grace and announces that dinner will now be served
6:40pm	President to Introduce guest speaker
7:05pm	Dessert served
7:25pm	Thank you and closing Grace by Senior Resident Assistant – stand for High Table – Dinner close
7:30pm	Student Announcements

Financial Assistance

Payment Plans

In order to support students and their families in paying fees, the College offers a Payment Plan program at no additional cost. Payment Plans are flexible, are created in consultation with the student and are personalised to suit each student's individual circumstances. Payment Plans can be entered into at any time during the year. To discuss your options, please contact our Finance Team at accounts@womens.uq.edu.au.

Bursaries and Scholarships

Each year, the College awards a significant number of Bursaries and Scholarships to eligible residents. Information about the College's [offering](#) and is available on the College website. If you have any queries relating to bursaries and scholarships, please contact admissions@womens.uq.edu.au

Assistance on Campus

The University of Queensland (UQ)

Student Central [Contact Student Central - my.UQ - University of Queensland](#)

Student Advisers are available for appointments to get general information, support or referrals on UQ processes, finances, and welfare or health issues. Visit them online or on campus: Building 21D near the Schonell Theatre or call them on (07) 3365 1704.

The University of Queensland provides an extensive range of support services for students, including the Counselling Service. The St Lucia Student Centre is located at Level 1, J.D. Story Building and is open from 8:30am – 5:00pm

The Sexual Misconduct Support Unit (SMSU) can provide academic support, advice on housing and financial support, emotional support and counselling, and information on reporting options to survivors of sexual assault and misconduct.

Find out more about the SMSU and UQ First Responder Network at [UQ Respect](#)

Queensland University of Technology (QUT)

Student Support Services [QUT - Support for students](#)

QUT offers many proactive and timely support services to help you succeed. You will have access to a range of free services within your course and outside of class:

Language and learning support, such as writing and assignment feedback, study and presentation skills

Maths, Science and IT support, such as understanding course content, developing STEM skills and guidance with assessment items

Career management skills that put you in charge of your future and enable you to investigate career options while building your employability

Leadership and development such as attending workshops, conferences and volunteering on campus to understand your leadership style, skills and strengths.

QUT also provides support for any member of the QUT community who has experienced or witnessed sexual harassment, assault, or problematic behaviour. QUT's Harassment and Discrimination Advisors can provide support and referrals to counselling and other support services.

Find out more about Reporting, Disclosures and Complaints at [Respect and Safety at QUT](#)

Griffith University

Student Services [Student support \(griffith.edu.au\)](#)

Students are offered a range of helpful services, from access for students with disabilities, counselling and chaplaincy, to budgeting and health services. These services are confidential, professional and of no cost to students and reflect the diversity of a shared learning community.

You can locate the various contact staff based on your campus by visiting: [Contact Griffith University](#)

Students who have experienced sexual assault, sexual harassment, childhood sexual assault, or

domestic and family violence can access priority counselling via the Violence Response and Prevention Counsellor. Support is also available via SASH Responders and Harassment and Discrimination Officers.

Find out more about accessing support at Griffith University at [Safe Campuses](#)

Australian Catholic University (ACU)

Student Services [Student services – ACU student life](#) is located at the ACU Centre, building 212, ground level.

ACU's Brisbane campus provides support in academic and career development, student advocacy, counselling, and disability support and also provides a medical centre on campus located at 8 Approach Rd, Banyo.

ACU provides a range of free confidential support services, including counselling, medical assistance and Impartial advice on the university's reporting processes to ACU staff and students, and anyone who has experienced or witness sexual assault or harassment at ACU.

Find out more at [ACU Sexual Harassment and Sexual Assault Support](#)

Central Queensland University (CQU)

Student Support [Student Support - CQUniversity](#)

CQU provides support to assist students across a range of both academic and personal areas. They include counselling, accessibility, student mentors, Indigenous student support, advocacy, health and welfare, learning support and financial assistance.

Support is available for members of the CQU community who have experienced sexual assault or violence, regardless of when and where this occurred.

Find out more Information about Accessing Support and Reporting and Incident at [CQU Safer Communities](#)

Faculty Office

Your faculty office is available for any issues or questions related to your course. They will direct you to people for specific help.

Special Consideration/Disability Services

Should you become ill or have a family bereavement, it may be possible to request special consideration from your university. This requires URGENT action and will not be considered unless university guidelines are adhered to. For details regarding special consideration consult the university websites listed above.

Legal Assistance

Advocacy is provided for all students at each of the Brisbane universities. Please go to the listed websites above to find out how to utilise support within your university.

Security

Keys/Fobs

On arrival you will be issued with a fob which will allow you to access the College through designated external doors and to your own bedroom. If a Resident has been allocated a car park, their fob will also lift the boom gate for that car park.

Please familiarise yourself with the Spare Room Fob Procedure & Management Annexure.

Residents must not give their fob to other non-Residents/guests/friends and must take extreme care to keep their fob safe at all times. Duplication of any fob is considered a crime and the College will take appropriate action.

Only those Residents who have been allocated a car park will be able to access the designated car park assigned to them. Students with car park access may not, under any circumstances, provide their fob to other Residents or non-Residents to access a car park. If this occurs, the Resident may lose their car parking space for the remainder of the year.

Night Porter

A Night Porter will be on duty at Reception until 11:00pm each night and on weekends from 9:00am – 11:00pm

After 11:00pm a security guard is on duty. Should you require the security guard, they can be contacted by dialing 3377 4500 or 500 from phones located in the following foyers: Old, New, Centenary and Piddington Wings.

Personal Property

Lost or stolen property and insurance: Whether it is your own or College property that you notice missing, it should be reported to the administration staff as soon as possible.

Insurance is not available through College for your own personal possessions. Ask your parents to extend their policy to include you or arrange for your own insurance. The Women's College will not be responsible for any damage or loss, however caused, to any private property whatsoever located on College premises or within student rooms. This includes motor vehicles, motorcycles and bicycles.

Lost and unclaimed property: Property left in corridors will be removed, and you can claim your goods from the Housekeeper. Non-valuable lost property will be placed on shelves outside the Linen Room and kept for two weeks after which it will be given to charity.

Room Security

When leaving College take your fob with you. LOCK YOUR ROOM when you are away from it, even if you are in another part of the College. Do not keep large amounts of money in your room. The College takes no responsibility for items stolen from Resident rooms. We cannot stress enough the importance of due diligence in locking your room.

College staff have been advised to lock your room after it has been cleaned or maintenance work has been carried out.

Under no circumstances may you admit a person after 10:00pm who is not your guest. Any guests should be accompanied at all times when within the College. Under no circumstances may you interfere with the College's secure environment. Please direct anyone attempting to enter the College to reception.

These measures are important to ensure that unauthorised people do not gain entry to the College and cause a security risk to Residents. College security can be contacted by dialing 500 from the foyer phone located in each wing or 3377 4500.

Safety

Security Guard & UQ Security

Overnight, a security guard is on duty. If you require assistance, this security guard can be contacted by dialing 3377 4500 or 500 from your phones located in each wing foyer.

For other concerns UQ Security may also be contacted on 3365 1234 or in emergency 3365 3333.

Damage to Fire Equipment

Interfering with fire detection or firefighting equipment is a criminal offence. Breaches of the Queensland Fire and Rescue Service can attract heavy fines and may also result in suspension or expulsion from College. Any charges incurred by the College will be payable by the Individual person/student if known or Student Club if person/s unknown.

Electrical Items

- Please note NO cooking appliances can be used in Residents' rooms
- Maximum 1 x 4 plug power boards are acceptable
- Residents must not use fairy lights in the College
- Hair appliances are acceptable but can only be used in bathrooms, not in Resident bedrooms
- Unless for a specific reason for which permission has to be granted by the Head of College & CEO or Director of Operations, Residents may not bring major appliances, such as refrigerators or televisions into College. Those students requesting a fridge must email the Director of Operations prior to arriving in College with the reason for the fridge request (eg., to store medication). Those Residents granted permission to bring a small bar fridge into College are responsible for defrosting and cleaning them and will be charged \$5 per week for 34 weeks. Before vacating College during the vacation period your fridge must be cleaned, turned off with door slightly ajar
- Portable heaters and ceiling fans are installed in all rooms. Additional heaters, fans or electric blankets may not be used
- Portable air-conditioners are not permitted in rooms
- Air purifiers and diffusers are not advised; however, a small electric or battery operated diffuser should be alright if not placed under a fire detector or any electrical equipment
- Salt lamps are not permitted in rooms

Special permission from the Director of Operations is required to bring any of the above non-permitted items into College.

Emergency Response, Evacuation and Lockdown

All Residents will be instructed in procedures to follow in the event of an emergency such as fire, or personal injury that may arise whilst at College. Procedures will include the selection and use of firefighting equipment, provision of first aid, evacuation procedures, etc. Resident Assistants are equipped with first aid kits and ice packs.

Residents are to co-operate in the conduct of all emergency response activities (including use of equipment, evacuation drills, etc.), and follow the instructions of members of the emergency response team should an emergency arise. Failure to comply with College procedures may lead to disciplinary actions.

Please review the Evacuation and Lockdown Procedure and familiarise yourself with your responsibility.

Fire

The College is equipped throughout with a fire detection/alarm system using both heat and smoke detectors. No candles, incense burners or cooking appliances of any kind should be used in Resident bedrooms as they will set off the fire alarm in your room. Every fire alarm results in a whole College evacuation and a response by the Queensland Fire Service. The College is billed

every time a fire alarm is activated and the Queensland Fire Service responds.

Please note that the fire/smoke detectors are extremely sensitive. In order to avoid false fire alarms, the following items must NOT be used in bedrooms and may only be used in the communal bathrooms:

- Hair dryers
- Curling wands
- Hair straighteners
- Any other hair appliances
- Hairspray
- Body sprays
- Other aerosol products

Should the unauthorised use of such an appliance in a study/bedroom lead to an alarm, the Resident will be charged the cost of the Queensland Fire Service visit, which is currently \$1374.00 + GST.

Any attempt to block or detach smoke detectors will be met with a fine of \$200.

The Head of College & CEO is the Chief Fire Warden. Regular fire drills will be held throughout the year.

Reporting Incidents or Workplace Health & Safety Hazards

All Residents are required to report any incidents, injuries, illnesses, safety hazards and near misses to The Women's College. All reported incidents, injuries, illnesses, safety hazards and near misses will be recorded on the appropriate form and reported to the relevant persons and authorities (where required). Notifiable incidents, injuries and illnesses will be reported to the Regulator within the required time period using the regulator's Incident Notification Form.

Daily Life

Rooms

Room allocation and facilities: Undergraduate rooms are allocated annually at the discretion of the Deputy Head of College.

You must bring your own pillowcases and towels. Many Residents also like to bring their own doona, mattress topper or decorative pillows. Please note that you must store all College-provided items in your room, even if you bring your own items. You may use a 2 plug or 4 plug power board.

Room Information

Damage to College Property

You are responsible for all damage to and loss of College property within your room. Your room will be checked when you vacate it, and any charges relating to cleaning/damages, will be charged to your account. Unreasonable damage to public areas will be charged to the Student Club if the person responsible is unknown.

Posters, Pictures and Decorations

- Blu-tack/glow in the dark stars are not to be stuck on ceilings
- Do not place stickers or Blu-tack on varnished surfaces
- Please use Blu-tack on the walls
- Please use pins (not Blu-tack) on your pin boards

You must remove Blu-tack yourself when you vacate your room, or a fee will be charged based on the time taken for Housekeeping staff to remove it.

Pot Plants

You may keep a maximum of three pot plants in your room provided they are kept on drip trays so that water does not seep through onto bench surfaces. Ensure pebbles are kept out of the plant pots as they may fall on the ground and are a hazard for Housekeeping staff.

Pets

No pets are allowed to stay in College.

Spillages

For any spillages made on carpeted areas, please retrieve spill powder from the Housekeepers or Night Porters. Place this powder over the spillage and then fill out a Housekeeping request on the student portal so staff can follow up the next day.

Room Cleaning

Your room will be vacuumed and cleaned thoroughly once a week by Housekeeping staff. Housekeeping staff are not required to enter a room which is unusually dirty or untidy. The room will be reported to the Deputy Head of College who will request that the Resident takes appropriate action to allow the room to be cleaned by housekeeping staff on the next designated cleaning day, or a fine will be imposed. On your cleaning day, you should ensure that any shelves to be dusted are cleared of items, and your floor is also clear of items if you wish to have the room vacuumed. Additional cleaning products are available if needed by contacting the Housekeeper.

Your room will be locked by the cleaners once it has been cleaned.

It is the responsibility of those who use the common rooms to keep them clean. You are responsible for your own washing up. Any spillages should be reported to housekeeping staff.

The College is fully pest-controlled throughout the year. Please do not let rubbish accumulate in your room, especially food scraps which attract vermin. Sanitary items should be placed in the appropriate bins in the bathrooms.

You must empty your own waste bin. Large collection recycling bins are located at the rear of Bourne Wing behind the laundry and these are emptied each day. Please note that paper and cardboard waste should be placed in the bin marked for the purpose in line with our recycling environmental awareness policy.

Please contact the Housekeeping staff regarding any cleaning queries.

Cleaning Days

- Monday:** Lower Bourne 1-17
Lower Cuppaidge 85-99
Third Wing 161-168 + Apt 7
Cuppaidge Garden Rooms 79-84
Level 2 Centenary Wing 222-238
- Tuesday:** Lower Philp + Garden Rooms 18-38 + 78A-78G
Piddington Wing 169-178
Level 1 Centenary 205-221
- Wednesday:** Upper Bourne 39-57
Upper Cuppaidge 118 - 137
Ground Floor Centenary Wing 189-204
- Thursday:** Upper Philp 58-78
Upper Hartland 139-160

Room Check List

Included in this handbook is a room inventory, detailing the items you will find in your room, and the cost you will incur if any of these items are lost or damaged. Should you have any queries about your room inventory, see the Director of Operations.

ROOM WHITEBOARDS: If your room is being used for an exam, please ensure you advise staff on your whiteboard, so they don't enter your room.

COMPLETION OF INVENTORY: All student rooms are prepared by Housekeeping staff prior to your arrival at College. The Head Housekeeper inspects all rooms prior to your arrival to ensure the following items are located in your room. Please inspect your room upon arrival and if any items are missing please advise the College staff immediately.

INVENTORY

- Window/door roller blinds
- Sheets x 2
- Doona
- Blanket
- Waste Bin + Paper cardboard recycling bin
- Entry door whiteboard
- Towel rail
- Mattress/mattress protector
- Pillow/pillow protector
- Ceiling/wall fan
- Ceiling light
- Fan heater
- Cupboard/wall mirrors
- Desk chair

Check In/Out Process

Each Resident is responsible for completing an inventory checklist on departure at the end of the year. This must be returned with your keys when departing College.

Please ensure you check all cupboards and draws for personal items before departing College.

When it is time to check out of your room, hand in your room fob and spare fob if you have borrowed it to Reception. Following your departure, the Housekeeper will inspect your room to ensure all items listed are present.

Laundry

Laundries are located on the basement level in Bourne, the bottom level in Third Wing, lower-level Piddington and ground floor Centenary Wing. Please show consideration for others when using the laundry.

- Do not leave your clothes in the washers or dryers once the cycle is completed. Any Resident finding a machine occupied by clothes which are washed or dried may remove them to a basket.
- Do not remove another person's clothing from a machine in progress.
- Do not remove any laundry baskets or drying racks from the laundry area.

All College washing machines and dryers are coinless operated. The cost per wash or dry is \$2.00. Please download and register this app: womens.eziwash.com.au

Please note that washing machines are on an automatic time switch to avoid noise at inappropriate hours. To avoid potential damage to clothing, you should adhere to the stipulated laundry hours of 7:00am – 9:00pm. It is inadvisable to start a cycle after 8:15pm.

The laundries are cleared of belongings left on benches each week. Belongings that are left on shelves outside the Linen Room for two consecutive weeks will be donated to charity. All enquiries about belongings should be directed to the Housekeeping or Administration Staff. Residents should bring washing in off the lines daily to avoid damage to or loss of belongings.

Fresh bed sheets are available each Thursday from 7:00am until 2:00pm from the Laundry in Bourne Wing.

Luggage Storage

A luggage room is situated in New Wing.

All storage requests are managed by the Administration staff. Throughout the academic year you may store suitcases, but no perishable goods. All possessions must be clearly labelled with your name.

At the end of the academic year, you must remove all of your belongings, including bicycles, from the College premises. Any Items not removed will be donated to a charity.

In special circumstances the Administration staff may give permission for belongings to be stored in the Luggage Room over the long vacation.

E-bikes and E-scooters

Students wishing to store and/or charge e-bikes or e-scooters at the College must notify the Director of Operations and agree to adhere to the following College guidelines. These guidelines have been established to promote the safe and organised storage of these devices within the College while ensuring convenient and responsible charging practices.

Storage Guidelines:

Residents must store their e-bikes and e-scooters in the designated storage area within the bike storage area. These areas will be clearly marked and easily accessible. The storage of e-bikes and e-scooters in any other area, including in resident rooms, common areas, hallways, emergency exits, or any location that obstructs pathways is strictly prohibited. While unattended, residents are encouraged to use secure locking mechanisms to prevent theft. The College is not responsible for any loss or damage to e-bikes or e-scooters left unsecured.

During extended breaks or vacations, residents must store their e-bikes and e-scooters securely in the designated storage area or remove them from the College premises. E-bikes and e-scooters must not be left on charge when storing during extended vacations.

Charging Guidelines:

The College will provide designated charging stations equipped with electrical outlets specifically for e-bikes and e-scooters. Residents are required to use these designated areas for charging. Residents must use only approved chargers and follow manufacturer guidelines for safe charging practices. Charging should take place in well-ventilated areas to prevent overheating. Residents are discouraged from leaving their e-bikes or e-scooters unattended while charging and must not leave them charging overnight. If necessary, residents should check on their devices periodically.

Residents are encouraged to be mindful of power consumption and unplug their e-bikes or e-scooters once fully charged to allow others access to the charging stations. A small charge of \$5 per week will be applied to cover power usage. Residents must adhere to all electrical codes and guidelines while charging their e-bikes and e-scooters to ensure the safety of the College infrastructure.

Breaches of these guidelines may result in penalties, including fines, suspension of storage or charging privileges, or other appropriate disciplinary actions.

Recycling

Recycling bins are located throughout College to ensure all waste is disposed of in the correct bin. Please ensure you dispose of all waste correctly. Bins are located at the rear of Bourne Wing behind the laundry, Centenary Wing, Third Wing and at the back of the kitchen. Please contact Administration with any questions you have.

Vacating Your Room During Mid-Year Break

During most vacations, conferences are held in College. Residents wishing to stay over the mid-year break must make requests to the College staff ASAP. Vacation fees are charged and daily fees are available in the fee schedules.

The income derived from conferences and functions is important because it subsidises College fees and makes new projects possible.

Rubbish Disposal

Rubbish and other belongings are not to be left outside Resident rooms, in the hallways or in the common rooms. Room bins should be emptied by Residents in the respective garbage bins for each wing.

Locations:

- Bourne Wing (outside Laundry)
- Third Wing (third wing entrance door)
- Centenary Wing (outside, below the drying room)

At the end of the year, charity donation bins are provided for Residents to deposit unused items into.

Guests

Daytime Guests

You must meet your guests as they enter the College, accompany them at all times, and personally see them out of the College at the conclusion of their visit. The front entrance door is set to open automatically between 6:00am and 11:00pm. You will need to open the door for your guests if they visit outside these times.

You are responsible for your guests' actions and behaviour while they are present on the College grounds at all times. Please note that all guests are to adhere to The Women's College Code of Conduct. You will be held responsible for any infringement of the Code of Conduct caused by your guests or by those whose presence in College you have condoned.

Under no circumstances may you admit a person to the College who is not your guest. Should you do so, and your action is brought to the Head of College & CEO's attention, you may be asked to leave the College. This offence is regarded most seriously as it allows unaccompanied people or strangers to wander freely around the College.

All overnight guests must be registered as a guest on the Student Portal as a security and safety measure in the case of an emergency evacuation or event.

Your visitors may not sleep over in any of the College common/s areas.

Overnight Guests

Please follow these steps to ensure you are complying with all College policies and procedures if you would like to host an overnight guest.

- You must register any overnight guest you have by completing the online guest registration form on our website in the Student Portal:
<https://www.womens.uq.edu.au/student-portal/guest-register/>
 - 24 hours notice is needed if a guest requires access to a rollaway bed (there is no charge for a rollaway bed) There are only a few of these available for loan.
 - No charge is applied if a guest is registered as an overnight guest and does not require access to facilities or meals.

When you register your overnight guest, you can choose to have them join you for breakfast the following morning. A charge of \$16 for breakfast, \$18 for lunch and \$20 for dinner will apply. You can collect a meal voucher from reception up to 9:00pm the night before. Kitchen staff will not permit guests to access any meal unless a voucher can be produced.

- Collection of rollaway guests' beds – This must be done by the student with the request. Please contact the office so staff can meet you down in the Bourne laundry. It is then your responsibility to return the bed to the linen room once your guest has departed
- Guest registration is a Fire and Safety Regulation and is for the purpose of Fire and Safety emergencies.
- You must register all guests – failure to do so may result in warnings and consequences as it is a safety risk.
- Guests may stay overnight for one (1) night, but they must be registered using the online form. Should you require a guest to stay more than one night and up to a maximum of three (3) nights for one visit you need to seek approval from the Deputy Head of College.
- Family members, such as parents and grandparents, are welcome to book one of the College apartments for their accommodation.
- Additional meals for your guests cannot be charged to your account.
- Please note the following expectations if you are to host a guest in College:
 - Persons entering the College must be registered online.
 - Members of the College are responsible for their guests' welfare and behaviour whilst they are within the College's boundaries. This responsibility extends to receiving punishment for misbehaviour in their place
 - Guests of the College are permitted to use facilities of the College such as Common Rooms only whilst accompanied by their host who is a Resident
 - Guests may be refused entry to the College by the Night Porter or Security if they are not accompanied by a current member of the College or if they are heavily intoxicated
 - Guests must pay for all meals – tearoom food is not available for guests and guests are not permitted in this area.

Common Rooms and Special-Purpose Areas

The Women's College has various Common and Function rooms for student use. Function Rooms are often rented out to generate additional income to help with upgrading and refurbishment of the College facilities. College staff encourage students to make use of all these areas; however, they are required to book any function rooms by contacting the Conference & Events Manager or other Administration staff at Reception.

During SWOTVAC and exam periods, all College common and function rooms except the College Playhouse are available for student use 24/7.

Freda Bage Room is the main common room of College. It offers alternate study spaces and comfortable sitting areas. This area is for your use throughout the semester. However, from time to time, this room is used for College functions. Notices will be erected advising Residents when this room is unavailable.

Council Room is the venue for regular council meetings. It also serves as a tutorial room.

Wing Common Rooms are small informal sitting rooms. There are fridges and tea/coffee making facilities in each room. UHT milk is placed in the common rooms by the cleaners. If there is no UHT milk in the fridges, please see Housekeeping or the Kitchen staff.

Chislehurst Room is our main function room and pending availability can be used for Resident club activities, study and tutorials. Bookings can be made through the office.

The Maureen Aitken Garden was established by generous donations from former Principal, Dr Maureen Aitken. The Garden is NOT to be used for social gatherings without permission from the Deputy Head of College. It is used as a space to gather quietly for personal reflection/study/reading, or for College approved events. NO GLASS or any alcohol is to be consumed in this garden unless otherwise approved by the Deputy Head of College.

Vic's Place is located near the Study Hub entrance. You should use this room if you wish to entertain friends and guests, especially after 10:00pm. Bookings for Vic's Place are essential.

By booking this space, you acknowledge that no noise will disturb Study Hub users or other College Residents and that all College regulations will be followed. You also accept responsibility for the behaviour and actions of your guests, any clean-up required (including emptying bins) and any damage incurred.

Tennis/Basketball Court : Bookings for the court are made through the online booking system on the Student Portal. In addition, the Sports Convenor can supply you with nets or equipment for other ball games that can be played on the court. There are a stock of second hand tennis balls available from Reception.

College Playhouse comprises:

- *May Hancock Auditorium* is available for Student Club meetings, debates, drama and other performances. It is necessary to book this space if you wish to use it. Bookings can be made through Reception.
- *Lurleen Perrett Room* is available as a wellness centre for residents and is available for personal training. All users must take a towel or yoga mat and wipe down all equipment after use.

Music Resources: There are four pianos in College. There is one grand piano in the Dining Hall and one in the Freda Bage Room, one upright in the College Playhouse and one upright in the music practice room.

Meals

Semester Mealtimes (starting first Sunday of semester)

Breakfast	6:00am - 7:00am (Continental breakfast only)
	7:00am - 9:00am (or by arrangement if required)
Lunch – Monday - Friday	12:00pm - 2:00pm
Lunch - Saturday	12:00pm - 2:00 pm
Dinner – Monday - Friday	5:00pm - 6:30 pm
Dinner - Saturday & Sunday	5:00 pm - 6:30 pm
Sunday Brunch	7:00am - 2:00pm
Formal Dinner – Thursday	6:00pm - 7:30pm
Tea Room	8:00 pm – 10:00pm daily

THE DINING ROOM IS CLOSED OUTSIDE THE ABOVE MEALTIMES

Cut Lunches: You may take a cut lunch Monday to Sunday. Ingredients are provided on a “cut lunch” set up in the Dining Hall cold bay at breakfast time. No hot food is to be used as part of your cut lunch due to Queensland Health Regulations. Please take due care to ensure your food remains at a safe temperature when you leave the Dining Hall – any food taken from the Dining Hall is your responsibility. The College takes no responsibility for any issues with food taken out of the Dining Hall.

Late Dinners: These are available all week, throughout the teaching weeks of each semester and thereafter by special arrangement. Please place your request for a late dinner by completing the late meal request on the Student Portal. To guarantee a late meal, please submit the online form by 3:00pm on the day you require a late meal. Late dinners can be collected from the fridge marked late meals on the verandah. These meals are available after 6:00pm. Any resident who orders late meals and regularly does not collect them will be charged for them.

Tea Room: is available in the Dining Hall/Kitchen (7 days per week) for snacks between 8:00pm and 10:00pm daily. It is the responsibility of the Residents to keep this area clean and tidy. Failure to do so may result in the temporary closure of this service. Students are allowed to access the Dining hall during the day for take-away coffee etc. Guests aren't permitted to access the Tea Room.

During the official study and examination weeks, afternoon tea will be provided every afternoon.

Crockery and Cutlery

Mugs and other crockery and cutlery are NOT to be taken from the Dining Hall at any time. You will need to bring your own keep cup to take hot and cold beverages out of the Dining Hall. If mugs, crockery and cutlery are taken out of the Dining Hall, the College reserves the right to charge the Student Club a cleaning fee if items are found in the wing kitchenettes. Students may be charged directly for this fee.

Dress/Attire at Meals

All meals except Formal Dinner are casual. However, you must observe normal standards of dress (no swimwear or sleepwear) and come to meals dressed appropriately for the community environment. Footwear must be worn in the Dining Hall (no soccer boots).

Please do not wear clothing that has been covered in dye or chalk to the Dining Hall. Similarly, after sporting events or training, please remove your shoes/clothing that has grass and/or mud on them.

Visitors at Meals

If you wish to invite a guest to a meal, please see Reception or Night Porter to pay for a voucher to present to kitchen staff.

The cost of a guest meal is \$16 for breakfast, \$18 for lunch and \$20 for dinner which must be paid for at reception. Meals can't be charged to your account.

Taking Food from the Dining Hall

The College prepares meals for students to eat in a community-style arrangement.

Food must not be taken out of the Dining Hall without prior permission as it does not fit within the WH&S standards of food service. It is considered anti-social behaviour to remove food from the Dining Hall. If you are providing food to a Resident who is unwell, please advise a staff member or RA of your intentions.

Activities and Events

The College calendar provides a comprehensive list of sanctioned events and activities for the year. Whilst these may change slightly in date or location, you will be well-informed of the many activities on offer at the College.

The Student Club Executive and Resident Assistants will mostly arrange the larger College events throughout the year. There will be some events that Residents and Associates will organise and a Student Event Request Form (SERF) will be required. For smaller gatherings, a Student Event Notification Form (SEnF) will be required. See the flowchart below to assist with requesting events.

College Events

The events run by the College Staff; supported by the students are designed to support current, future and past Residents and Associates of the College.

Student Club Activities

The Student Club Executive will be responsible for liaising with external providers such as UQ Sport and others to run events and activities to enhance the interests of the College; and by doing so, are responsible to the Student Club for ensuring that all students are equally represented in the activities and events. The Student Club Executive will be responsible for running all ICC Sport, Cultural, Community and Social events, supported by the College Staff and with approval from the Head of College & CEO.

Student Event Requests

All other student event requests not listed on the College calendar require approval or require documentation in order to facilitate transparency for all members of the College. Please refer to the flowchart below to assist you with making a booking or registering an event.

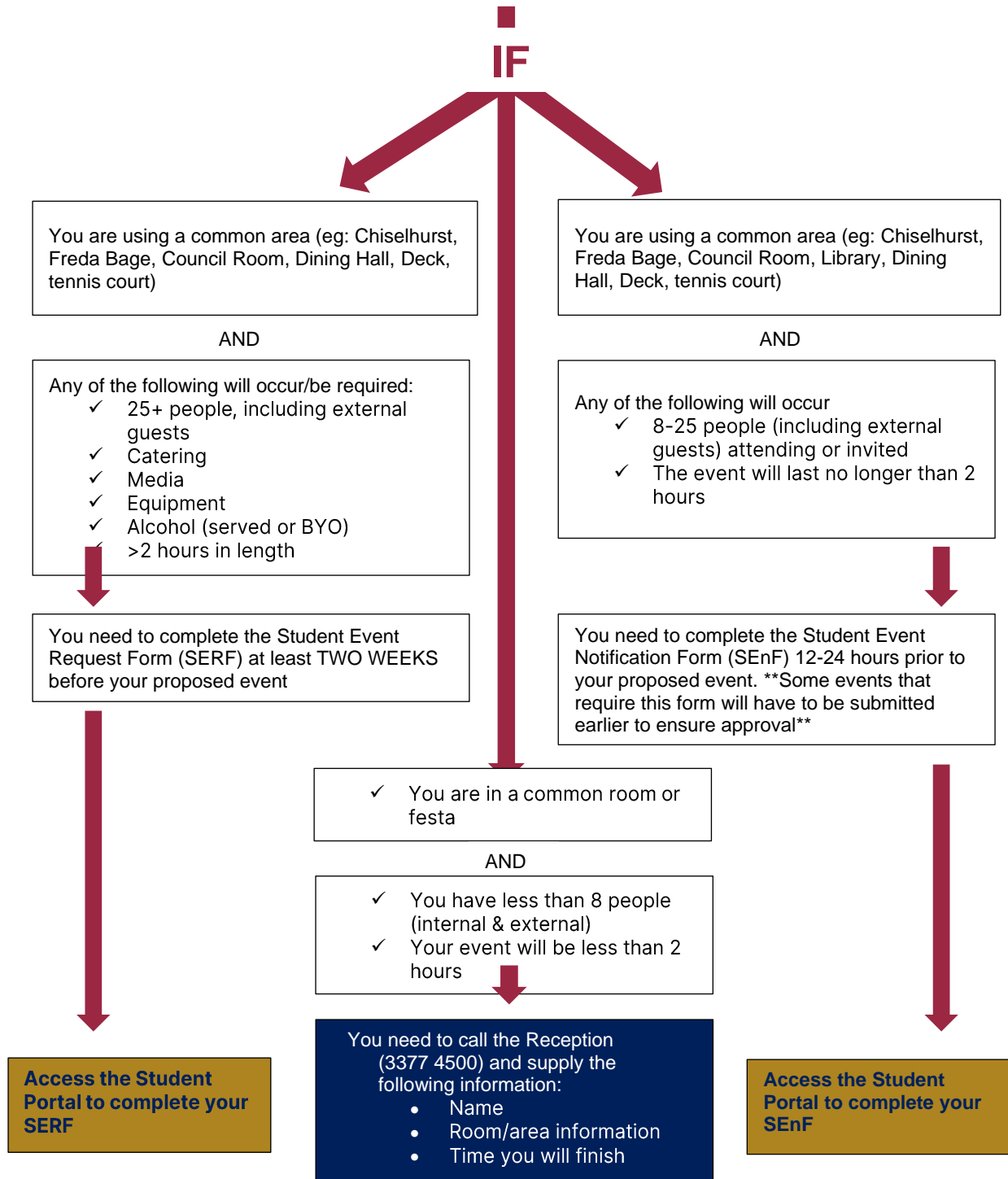
Pools

Blow-up pools are not to be used on College grounds. College staff have been advised to dispose of any pools found in College grounds.

Alcohol

The consumption of alcohol while walking around College is prohibited. Students may have a casual drink with a friend in their rooms or small groups in the Common rooms. Vic's Place can be booked for small events. Large parties are not allowed in College (apart from Student booked events) College staff or Security will stop or shut down any unauthorised gatherings within College. Please ensure any alcohol being brought into College is via the various entry doors around College and not through the front door. For a full outline of our Alcohol Policy and Procedures please visit our Student Policy Section on the Student Portal.

What event form do I need to submit?



Community Living

Noise

- Restrict the volume of your sound system at all times. After 10:00pm headphones must be used.
- A noise curfew is in place from 10:00pm every night.
- Restrict voice and vehicle noise in the car park areas at night.
- Do nothing to provoke noisy behaviour and show respect at all times for your fellow Residents and our surrounding community.
- If you are being distressingly noisy, you will be asked, politely, to be quieter, and/or move your group. If you are approached a second time, a \$50 fine may apply and this will continue for every subsequent occasion on which you are approached, until you are quieter.

Examination Periods

During study and examination weeks, disturbances to other Residents will not be tolerated. If you are involved in noisy or inappropriate behaviour you will be required to vacate College either:

- immediately, if you have completed your examinations; or
- the morning following completion of your final examination; or
- for the period of study week.

Internet Access & Printing

- On arrival residents will receive login details to access the College Wi-Fi and printing facilities.
- A printer is located in the Study Hub for Residents for use with clear operating instructions listed.
- Please refer to the **2024 Student IT Handbook** for further details.

Gym Membership

UQ Sport presents Women's College Residents with a variety of opportunities to engage in active participation in sport and other activities. UQ Sport venues, programs and activities help create like-minded communities built on active minds and healthy bodies. The location and value for money of the activities offered by UQ Sport give the Residents ample opportunity to participate in these activities.

As part of your Resident fees, you have Gold membership to UQ Sport's gym and pool. Your Gold membership entitles you to the following for the full calendar year:







- 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 hire;
- Adult swim squads;
- Tennis Court hire between 7:00am – 5:00pm and 9:00pm – 11:00pm on weekdays and 7:00am – 2:00pm Sundays
- Access to train on our Olympic-standard athletics track all day every day subject to availability.
- Access to hire the outdoor basketball court all day every day subject to availability.
- Access to hire the outdoor beach volleyball courts between 9:00am – 5:00pm weekdays subject to availability.
- Access to hire William Dart Park Playing Field between 9:00am – 5:00pm weekdays subject to availability.

Staying active and healthy are key drivers of a better lifestyle. Benefits of regular exercise and good nutrition include: improved energy levels, decreased body fat, stronger bones, lower blood pressure, avoiding depression and increased feelings of wellbeing.

Social Media

As a member of The Women’s College, you are a member of a shared home and it should be respected as such.

The College operates in a collegiate environment and within a university setting. Therefore, the College is subject to public scrutiny. Please read the social media policy document on the Student Portal and ensure you comply with the directions.

	College website	www.womens.uq.edu.au
	Facebook	@TheWomensCollegeUQ www.facebook.com/TheWomensCollegeUQ
	Instagram	@womenscollegeuq www.instagram.com/womenscollegeuq @wooza_world https://www.instagram.com/wooza_world/
	TikTok	@womenscollegeuq https://www.tiktok.com/@womenscollegeuq
	LinkedIn	The Women’s College within The University of Queensland www.linkedin.com/company/the-womens-college-uq
	YouTube	The Women's College UQ www.youtube.com/channel/UCRiBnAitYIT6JD6rCDPA0KQ

Mailing

Mail is delivered Monday to Fridays and placed in pigeonholes outside the reception office. Outgoing mail may be deposited in the Australia Post box outside the office. This mail will be collected Monday to Friday. You must provide your own stamps.

Address for Mailing

Your Name and Room
The Women’s College
College Road
ST LUCIA QLD 4067

Do not use The University of Queensland’s postcode 4072 - it is not correct for the College address and will only delay your mail delivery.

College Phone

The College office can be contacted 24/7 by calling 3377 4500 or 500 from foyer phones located throughout College.

Living in St Lucia and Brisbane

Public Transport

The main form of transport to the city and other parts of Brisbane is by bus - 66, 411, 412, and 407. There is also the City Cat ferry and a train service. The local train station is at Toowong which links to both bus and taxi services. To access public transport in Brisbane, you will first need to purchase a Go-Card. Go Cards may be purchased at:

- 7-Eleven stores and selected retailers where you see the 'buy' symbol
- Queensland Rail Station ticket offices
- fare machines at G:link and busway stations

When you purchase your Go Card, you'll pay a refundable deposit of \$10 (adult) or \$5 (child, concession, senior). [Buy and top-up go card | Translink](#)

[Journey planner | Translink](#) offers a link to plan your public transport journey.

Parking Policy

There is a limited number of parking spaces within the College grounds, which are offered to returning residents for an annual fee. Please see the College's [Car Parking Policy](#) for further details. We have limited parking on site and these are generally allocated to returning students.

CCTV Safety Cameras

CCTV Safety cameras are installed at all College entries and overlooking the College car parks.

Cameras were introduced for the safety and wellbeing of all residents, staff and guests to College.

Please refer to Student Policies for further details.

Smoke-Free Environment

On 1 July 2018, The University of Queensland became a smoke free environment with NO smoking or vaping permitted within the Women's College Grounds.

Bicycles

There is a bike shed located on the ground floor of Third Wing. Residents requiring access to this room to please see Reception for a key and ID tag to be placed on your bike.

Resident and visitor bicycles may only be parked in the areas designated in Third Wing with resident bikes not to be parked elsewhere in College. All bicycles are stored at your own risk.

Useful Apps

- MyTransLink
- Uber
- DiDi
- Deliveroo
- UberEats
- UQ Maps
- UQ SafeZone
- UQ Contact
- UQU Vibe
- YourBAC (blood alcohol concentration calculator)
- UQnav (searchable maps of UQ campuses)
- Brisbane app

Requesting a Rental Reference

If you require a rental reference after you leave the College these are the steps that you need to follow.

1. Email your request through to accounts@womens.uq.edu.au
2. Accounts will notify you if there is anything outstanding in your account.
3. Once your account is settled the College will provide you with two electronic documents. One will be a standard rental reference letter and one will be an updated statement showing a \$0 balance outstanding. These documents are the only documents we provide, and we do not complete any of the online rental reference check forms.

Annexure 1

Replacement Costs, Charges and Fines

Replacement Costs: Detailed below are charges that will be made for loss/damage resulting in replacement, or damage requiring restoration.

Charge (includes GST)

Roller Blinds Rm replacement	Replacement cost
Door roller blinds	Replacement cost
Sheets x2	\$50.00 pair
Doona	\$50.00 each
Blanket	\$99.00 each
Waste bin	\$20.00 each
Door noticeboard	\$30.00 each
Towel rail	\$50.00 each
Mattress	\$300.00 each
Mattress protectors	\$20.00 each
Pillow	\$20.00 each
Pillow protector	\$15.00 each
Ceiling fan	Replacement cost
Fan/Heater	\$55.00 each
Study chair	\$175.00 each
Mirror	Replacement cost
Windows	Replacement cost
Ceiling light	Replacement cost
Paint/varnish	\$500.00 minimum charge
Carpentry	Replacement cost
Carpet	Replacement cost
Replacement fob	\$20.00
Centenary Wing only (Door Open Release button)	Replacement cost
Damaged Door Lock	\$600:00 each

Annexure 2

Important Contact Numbers

Head of College & CEO	0423 476 394
Deputy Head of College	0423 476 397
Dean of Students	0423 340 448
College office	(07) 3377 4500
Email	admin@womens.uq.edu.au
Resident Assistant duty phone (from 9:00pm)	0478 757 742

University of Queensland

University Security (Non urgent)	3365 1234
University Security Emergencies	3365 3333
UQ Resident Services	3365 1704
University life - Outside of study - The University of Queensland (uq.edu.au)	
UQ Counselling Services	
Counselling - my.UQ - University of Queensland	
Examinations	3365 2488

Transport Information

TransInfo (buses, trains and ferries)	13 12 30
Taxis: Black and White	13 32 22
Yellow Cabs	13 22 27

Local Medical Assistance

Home Doctor Service	13SICK (13 7425)
Queensland University of Technology	Gardens Point Campus: 3138 2321
Medical Centre (Free to QUT Students)	Kelvin Grove Campus: 3138 3161

Health Care Providers close to The Women's College

Medical Centres

Name and Address	Opening Hours	Phone Number
UQ St Lucia Medical Centre Gordon Greenwood Centre University	8:30am – 5:00pm Mon – Fri	3365 6210
iHealth Indooroopilly Indooroopilly Junction, Level 5, 112 Coonan Street, Indooroopilly	8:00am – 5:00pm Mon – Fri 9:00am – 12:00pm Sat	3870 2525
Indooroopilly General Practice 5/66 Station Road Indooroopilly	7:45am – 6:00pm Mon – Fri 8:00am – 1:00pm Sat	3009 1800
Myhealth Toowong Medical Centre Level 1 Toowong Village	8:00am – 5:00pm Mon – Fri	3217 8033
Taringa 7 Day Medical Centre 15 Morrow Street Taringa	7:00am – 10:00pm Mon – Sun	3870 7239
Kenmore Clinics Suite 9 / 2081 Moggill Road Kenmore	8:00am – 7:00pm Mon – Thurs 8:00am – 6:00pm Fri 8:30am – 12pm Sat & Sun	3363 1600
Kenmore General Practice 900 Moggill Road Kenmore	8:00am – 6:00pm Mon - Fri 9:00am – 1:00pm Sat	3878 4555
Generations Medical Gailey Fiveways, Level 1, 144 Indooroopilly Rd, Taringa	8:30am - 5:00pm Mon - Fri	3507 1110
Brisbane City Doctors 289 Queen Street Brisbane	7:00am – 6:00pm Mon – Fri 9:00am – 1:00pm Sat	3221 3366
St Lucia Medical Centre 32 Hawken Drive, St Lucia	8am - 5pm Mon – Fri Saturday 9:30am - 12pm	3371 6005

Hospitals

Name and Address	Opening Hours	Phone Number
Wesley Hospital Emergency Coronation Drive Auchenflower	24 hours	3232 7333 Non-Emergency- 3232 7000
Royal Brisbane & Women's Hospital Butterfield Street Herston	24 hours	3646 8111

Ambulance

Name and Address	Opening Hours	Phone Number
University Security They will escort the emergency services to the College	24 hours	3365 3333
Queensland Ambulance	24 hours	000

Pharmacies

Name and Address	Opening Hours	Phone Number
Campus Pharmacy Student Union Complex University of Qld	During Semester 7:30am – 7:00pm Mon – Fri 10:00am – 3:00pm Sat	3870 1509
Taringa Day and Night Pharmacy 15 Morrow Rd Taringa	7:00am – 10:00pm 7 days	3371 3919

Dentists

Name and Address	Opening Hours	Phone Number
UQ Dental Student Union Complex University of Qld	8:30am – 5:00pm Mon - Fri	3870 0511
Toowong Dental Group 55 Sherwood Road Toowong	7:00am – 7:00pm Mon & Thurs 7:00am – 5:00pm Tues & Wed 7:00am – 4:00pm Fri 8:00am – 2:00pm Sat	3870 7617
St Lucia Dental	8:30am – 5:00pm Mon - Fri	3870 8811

Annexure 3 | College map

[Click here](#) to view the map on our website

Welcome to The Women's College

Rooms and places of interest

- 1 Reception
- 2 Touchwall (110th Anniversary legacy project)
- 3 Harriet Marks Dining Hall
- 4 The Deck
- 5 Freda Bage Common Room
- 6 Chislehurst Room
- 7 Council Room
- 8 Year Group Photo Gallery
- 9 Study Hub (lower level)
- 10 Lurleen Perrett Wellness Centre (lower level)
- 11 Tennis/Basketball Court

Carparking

For visitors, limited carparking is available at The Women's College. Access to visitor carparks is only through Gate 1.

Accommodation rooms

Rooms 1 – 17: L1 Bourne
 Rooms 18 – 38: L1 Philp
 Rooms 39 – 57: L2 Bourne
 Rooms 58 – 78: L2 Philp
 Rooms 78A – 78G: Garden Philp
 Rooms 79 & 79A – 84: Garden Cuppaidge
 Rooms 85 – 99: L1 Cuppaidge
 Rooms 100 – 117: L1 Hartland
 Rooms 118 – 138: L2 Cuppaidge
 Rooms 139 – 160: L2 Hartland
 Rooms 160A – 160E: Garden Hartland
 Rooms 161 – 168: Third Wing
 Rooms 169 – 188: Piddington
 Rooms 189 – 238: Centenary
 Apts 1 – 6: Piddington
 Apt 7: Third Wing



Last updated January 2024



Annexure 4

Associate Program

Becoming a Women's College Associate provides many connections within the Women's College community and to other Colleges on campus at The University of Queensland. It is a wonderful opportunity for any student who commutes to university and wants to embrace the many benefits of a residential College such as academic tutorials, mentoring and networking opportunities.

Membership to the Associate Program includes the following benefits:

Orientation Week (first semester)

- Participation in the Orientation Week Program (includes all accommodation, meals and activities for six days with all Residents and Associates for first year). Please note that this is an additional cost.
- Women's College t-shirt and cap

Facilities

- Join College Residents for lunch during the week in the Dining Hall at no additional cost
- Opportunity to purchase dinner in the Dining Hall at an additional fee per meal
- Access to study spaces eg. Study Hub, music rooms
- 30% discount on apartment rentals (subject to availability)
- Tennis/Basketball court access

Educational

- Attend College-run tutorials
- Wellbeing and academic support from staff and student leaders
- Attend Formal Dinners (guest speaker & networking opportunities)

Ready to Lead Program

- Opportunity to participate in a bespoke leadership development program called 'Ready to Lead'
- Access mentoring and internship opportunities

Social

- Purchase tickets to social events organised by the Student Club Executive
- Purchase Women's College student merchandise
- Opportunity to obtain UQ Sport gym membership at a discounted rate for Women's College students
- Participate in community-based activities

Annexure 5

Offer of Residency/Associate Membership

Criteria for Admission to College

An offer of residency/Associate membership to The Women's College is based on the following:

1. The Head of College & CEO's judgement about an applicant's ability to contribute to and gain from College life will take into account the applicant's written presentation, interview presentation, referees' reports, academic background, sporting and cultural achievements, school leadership and community involvement.
2. Achievement of a place at a university in Brisbane.

Re-admission to College

An invitation to return is offered to student Residents by the Head of College & CEO and is at her sole discretion. Criteria for re-admission are:

1. Satisfactory completion of academic studies in both semesters.
2. Contribution to College life including standards of behaviour in line with the values, Code of Conduct, Constitution By-Laws, Policies and Procedures of The Women's College.

Annexure 6

Spare Room Fob Procedure & Management

Spare Fob

Please familiarise yourself with the following management steps so that you are aware of the responsibility you have with regards to using and returning your spare room fob:

1. If you require the use of your spare room fob, you will need to sign it out from Reception.
2. The spare fob must be signed in (returned) at Reception on the same day before the Night Porter leaves for the night (11:00pm) at Reception.
3. It is your responsibility to remember to return your spare fob. The Night Porter may call you to remind you to return your fob.
4. If your spare fob is not returned within seven days, both your room fobs will be deactivated and you will need to see administration to have two new fobs activated at \$20.00 per fob.

Annexure 7

Justice of the Peace Availability

Indooroopilly Library

Level 4, Indooroopilly Shopping Centre

Mon: 9:30am - 11:30am Thurs: 5:00 - 7:00pm Sat: 10:00am - 12:00pm

Kenmore Library

Kenmore Village, 9 Brookfield Road, Kenmore

Mon, Tues & Fri: 9:00am - 11:00am Thursday: 4:00 - 6:00pm

Toowong Library

Toowong Village Shopping Centre, 9 Sherwood Road, Toowong

Tues & Thurs: 10:00am - 12:30pm

Mt Ommaney Shopping Centre

171 Dandenong Road, Mt Ommaney (located near Best & Less)

Tues: 10:00am - 12:00pm Wed: 3:00 - 5:00pm Thurs: 4:00 - 7:00pm Sat: 9:00am - 12:00pm

Forest Lake Shopping Centre

235 Forest Lake Boulevard, Forest Lake (located in front of Stella Rosa)

Tues: 12:00pm - 2:00pm Sat: 9:00am - 11:30am

Sherwood Neighbourhood Centre

See Reception, 38 Thallon St, Sherwood

Mon: 1:30pm - 3:00pm Tues: 10:00am - 11:30am Thurs: 1:30pm - 3:00pm

For further listings:

[Find a Justice of the Peace](#) | [Your rights, crime and the law](#) | [Queensland Government \(www.qld.gov.au\)](http://www.qld.gov.au)