St Catherine’s College acknowledges that it is situated on Whadjuk Noongar country.

This document was last updated on: 27 May 2016
THE RESIDENT HANDBOOK AT-A-GLANCE

SAFETY

After hours access into the College premises is by your Secure Entry Card only. Do not give anyone else your Secure Entry Card. If you lose your Secure Entry Card, report it immediately to Reception.

Do not leave your door open when you are not in your room.

If you invite someone into the College they are considered your guest and you are responsible for them and their actions. You must also always accompany your guests at all times.

Do not let anyone that you do not know into the College after hours.

To avoid guests becoming live-in members of the College and disturbing others, we restrict guest stays to 10 free nights per semester for no more than 3 consecutive days at a time, per resident.

Evacuate immediately in the event of a fire alarm, remembering to take your Secure Entry Card and to put on your shoes.

If you are ill or require medical attention, please notify Reception during office hours or the on duty RA after hours.

COMMUNITY

Formal Hall is an integral part of life in College. Residents who are in their 1st year at university are expected to attend each week and later year students should attend regularly.

Do not take food or crockery/cutlery from the Withnell Dining Hall. Do not use another resident’s meal allowance or give your own to someone else to use. Do not use your phone in the Withnell Dining Hall.

Park only in designated bays and only with a valid Parking Permit.
Observe the noise curfew and other community rules. Inviting large numbers of non-residents to the College is not permitted and such gatherings should take place off-campus.

The College is 65% women 35% men and has a number of female only bathrooms. Please only use the designated bathrooms.

Clean up after yourself and leave common areas neat and tidy. If you break something report it to staff or an RA immediately.

Commit to being actively involved in the College – this includes attending Formal Hall, the AGM, GM, your Wing meetings, sporting events, Commencement and Valedictory Dinner and the Annual St Catherine’s Ball.

Observe the Alcohol, Drugs and Illegal Substances Policy. Illegal drugs and substances are not permitted. Alcohol should be consumed responsibly and only if over 18. Bridie’s is the only space in which alcohol can be consumed outside of official College functions or events.

Observe the policy of contacting the on duty RA – the on duty RA is available until 10.00pm each day. Calls after this time should be for emergencies only. In the case of lock-outs after 10.00pm, ask for assistance on the St Catherine’s Residents Miscellaneous Facebook Group, or stay with a friend.

Residents should communicate on matters which affect their academic achievement, academic standing or full-time enrolment with the Deputy Head of College.
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THANK YOU
Welcome from the Head of College

Welcome to St Catherine's College. As a resident of the College, you will have an unparalleled opportunity to develop a network of friends and colleagues from around the world, from every walk of life, studying in every faculty that university has to offer. Take this opportunity, it will last you a lifetime!

We offer you an exhilarating educational experience in a culturally diverse, dynamic and supportive environment.

Our comprehensive academic program will support your pursuit of academic excellence while our service learning programs offer you the opportunity to make a positive difference to your world while you study. At the College you will find inspiration and encouragement to be an agent for positive change in your world.

The College has an outstanding reputation as a centre of excellence and innovation and you will join a formidable network of alumni who have made significant contributions to communities across the world.

At the College you are engaged as true citizens of the world, where the pursuit of excellence is underpinned by our core values of diversity, integrity, courage and leadership.

Live and learn and laugh and yours will be the ultimate university experience. I am always happy to speak with you and welcome you to drop into my office whenever my door is open. If it is closed you may have to make an appointment to see me, but I will always make time to see you as quickly as possible.

Welcome again to St Catherine’s College. I wish you every happiness and success this year. Make it the very best yet.

Fiona Crowe
Head of College
ABOUT ST CATHERINE’S COLLEGE

St Catherine’s is more than just a university residential College. It’s an engaging, vibrant community dedicated to the pursuit of excellence, intent on creating a community of scholars and focused on service to the wider community.

Our core values underpin the abiding spirit and determination of our College community who make a positive mark in their world every day:

- **Diversity**: The College is proud to be home to residents from 30 different nations, and diversity is actively encouraged and celebrated.
- **Integrity**: Residents genuinely care about the world they live in and about each other, and through a program of guided conversations, they learn to tackle important life issues with empathy and understanding.
- **Courage**: The College fosters honesty and fairness in everything it does and residents come to expect that they can have a go at anything in a safe and nurturing environment.
- **Leadership**: Providing leadership opportunities to residents is an integral part of College life. The roles are numerous and aimed at different years of study.

ABOUT THE COLLEGE HANDBOOK

St Catherine’s College (“The College”, “College”) assumes that every resident will have carefully and thoroughly read the **College Handbook**, **Residency Contract** and the **Terms and Conditions of Residency**, and that you (the “Resident”) will meet the expectations and standards articulated in these documents.

1. COLLEGE RULES AND GUIDELINES

The College has some formalities and some traditions that may seem a little strange to you, but these have been formed over many years and are designed to build a strong community with continuity over time. Try to remember that you will meet residents here from many different countries, striving to achieve their goals and make the most of their opportunities. No one will find College life completely familiar, but everyone should feel they can contribute to making it a positive experience. We try not to have rules so much as guidelines, but sometimes even guidelines seem restrictive.

All our guidelines are designed to assist 400 people living together in peace and harmony.

If you have an idea, speak up. If you get support for it, make it happen! You are an essential part of building a strong and supportive community, so if you think that something can be done better or there is a gap that needs filling, take responsibility, and approach the staff and work together to improve things for everyone.
1.1 CODE OF CONDUCT

The College expects the commitment of every resident to conduct themselves responsibly at all times. You are expected to know and to adhere to this Code and to all College policies.

College policies and guidelines are in place to ensure that each resident feels comfortable, safe and able to fully participate in community life.

An integral part of each resident’s contract with the College is the agreement to abide by the College Code of Conduct and The University of Western Australia (UWA) policies and guidelines.

In providing a rich and rewarding community, the College is committed to a culture of:

- Community-mindedness.
- High academic performance and support.
- Responsible social behaviors.
- Negotiating conflict with integrity and compassion.
- Relationships based on respect, honesty, empathy and valuing individual differences.
- Service to others.
- Leadership by example.
- Equitable and ethical decision-making.
- Environmental responsibility.
- Innovation.

All residents have the right to enjoy:

- Personal privacy within the College.
- Respect and consideration from other residents, staff and official guests.
- Freedom from harassment and physical and emotional harm.
- Access to assistance and support from staff.
- High standards of cleanliness, hygiene and safety in living spaces and College common areas.
- Sleep, study and down time in their room and common spaces without disturbance, excessive noise or anti-social behaviour.

The Code of Conduct applies to all residents of the College.

Its purpose is to ensure that residents understand their rights and responsibilities, those of others within the community and that they commit to a standard of conduct
that will guarantee a safe, caring, respectful and successful living and learning experience for all.

The Code of Conduct does not cover every possible situation. Residents can judge whether their behaviours are appropriate by applying this age-old rule: “Would I like to be spoken to or treated in this way?”

As a resident within the College community, you are expected to:

- Commit fully to all College expectations for community behaviour.
- Comply with all College and UWA policies and regulations.
- Represent the College in ways that reflect positively on the reputation of the College and UWA.
- Strive for academic excellence and seek support when difficulties arise.
- Behave ethically and honestly.
- Accept the consequences and outcomes of your actions.
- Treat staff, other residents and official guests with respect and empathy.
- Deal with conflict in a calm and sensible manner.
- Demonstrate behaviours which support community safety, security and harmony.
- Follow instructions and requests from staff.
- Refuse to participate in harassment, vilification, intimidation, discrimination or other anti-social behaviours, in person, via social media or through innuendo or gossip.
- Report incidents of harassment, discrimination or unacceptable behaviour.
- Comply with all safety and fire procedures as instructed.
- Make informed and legal decisions around alcohol use.
- Pay the costs associated with any damage to, or loss of, College property caused by you and your guests (“non-residents”).
- Keep noise levels reasonable and respect quiet hours.
- Not use or possess illegal substances.
- Report illegal substances on College premises.

**Breaches of the College Code of Conduct will be brought before the Head of College and Deputy Head of College.**

**1.2 CODE OF ETHICS**

As a residential college affiliated with UWA, the College adopts the university’s Code of Ethics which is a statement of the ethical principles, values and behaviours expected of staff and residents. UWA and the College foster the values of openness, honesty, respect, fairness and responsibility, in social and moral as well as academic matters.
The College is a complex organisation comprising a diversity of populations that have different relationships to one another. It is essential that all members of the College recognise and respect their own rights and responsibilities as well as the rights and responsibilities of other members of the community.

The Code of Ethics is based on the principles of:

**Equity and Justice**

All people are to be treated fairly – not discriminated against, abused or exploited. Justice requires that all members can access opportunities that allow for their full participation in that community.

**Respect for People**

People should be treated as individuals with rights to be honoured and defended. Respect for the rights of other people is the basis on which individuals become members of a community and accept their social responsibilities to behave with sincerity and integrity.

**Personal and Professional Responsibility**

This principle requires that people avoid doing harm to others and exhibit courteous behaviour. In so doing, they are expected to protect the rights of others and respect the diversity of all cultures and people.

A breach of the Code of Conduct or the Code of Ethics may result in the resident being asked to leave the College and be liable for remaining College fees.

### 1.3 DISCIPLINARY ACTION

Disciplinary reminders and procedures should only be necessary on rare occasions.

Residents are expected to adhere to College guidelines, policies and procedures. Occasionally a resident may breach the Code of Conduct, Code of Ethics, guidelines, policies and procedures, or be involved in behaviours or incidents which require disciplinary intervention.

Disciplinary matters will be considered on an individual case basis by the Deputy Head of College or delegated representative. If the outcome is suspension or exclusion from the College, an appeal may be lodged with the Head of College.

In the event of resident misconduct (such as acts or omissions which diminish the collegiate environment), the Residents’ Council (ResCouncil) and Residential Advisors (RAs) may convene a Review Panel to deal with allegations of
inappropriate behaviour made against a resident, independent of the College administration. This provides an option for disciplinary procedures that the Head of College may agree to follow, but is not bound to follow. The Review Panel is an informal, non-confrontational and unbiased process that encourages residents to take responsibility for their actions within the College community.

Fines or hours of community service may be incurred by residents for offences of resident misconduct. Fines include, but are not limited to:

- $100 for smoking on the premises.
- $100 for not vacating your room during fire drills or when asked by staff/fire personnel.
- $50 per day for exceeding either the “10-day maximum visit rule,” or “3 consecutive day rule” without special permission, or for not notifying Reception of an overnight guest.
- $25 for failing to provide the Head of College with a letter of apology for not attending Formal Hall.
- $25 for failure to attend both the Annual General Meeting and the General Meeting without a valid reason.
- $10 for taking food/crockery from the Withnell Dining Hall.
- $25 for using a mobile phone in the Withnell Dining Hall.
- $50 for parking without a valid Parking Permit.

2. COLLEGE COMMUNITY

2.1 STAFF

At the College, our staff are committed to helping you get the most out of your university years as well as ensuring that our College programs and facilities are of the highest standard. For this reason, you will find that all of our staff, those that work here during the day and those that take over in the evening, are involved in the College outside their particular job description. You will find them coaching teams and sitting on committees with you to ensure that they are not just faces about the place, but people you get to know and value as part of your College community.

Any member of staff can be approached if you have a question, and if they can’t answer it for you they will try and point you in the direction of someone who can.

Reception is open between the hours of 8.30am and 5.00pm, Monday to Friday, and is usually your first port of call if you have a problem. Outside of office hours, an on duty RA will be available to assist you. In the event of an emergency, there are also rostered staff members on call.
2.2 RESIDENTIAL ADVISORS

The Deputy Head of College co-ordinates a team of RAs. Together they support you in your general wellbeing, provide pastoral care, and ensure your out-of-hours needs are taken care of. A RA is available on duty in the evenings (outside of office hours) and on weekends.

The on duty RA carries a mobile phone that you can contact by calling Extension 8022 from an internal College telephone. The on duty RA is available until 10.00pm each day. Calls after this time should be for emergencies only.

The RAs live in the College and have their own studies and lives which are also important to them, so your courtesy in placing demands on their time is also appreciated.

How to contact the on duty RA:

Weeknights: During the week, an RA is on duty each night from 5.00pm to 8.30am the following day. All doors automatically go onto secure entry only mode from 7.00pm. The doors are physically checked by the on duty RA at 10.00pm. The RAs are not on duty during office hours – please go to Reception with any problems, including lock-outs.

After 10.00pm, only call the on duty RA if there is an emergency (e.g., serious illness, unwelcome guests, urgent maintenance issues, etc.).

Weekends: On weekends and public holidays, an on duty RA will be rostered during the day as well as in the evening. Please do not assume that the same person is on call all weekend.

Note: The role of an RA is a part-time one. All RAs have study and work commitments, so please be respectful of this.

2.3 MENTORS

All 1st year residents are provided with a mentor when they join the College community. The mentors are a member of the senior staff.

Mentors provide advice on study skills, time management and adjusting to College life. The mentoring program is based on the philosophy that study is most effective when learning is integrated with the residents’ personal values and academic and life goals.
Through one-on-one confidential discussions with mentors, residents are helped to set and think through their academic and broader education goals and map a path to their achievement.

2.4 RESIDENTS’ COUNCIL AND THE JUNIOR COMMON ROOM

All residents are members of the Junior Common Room, overseen by the Residents’ Council – the resident elected committee of representatives. Their purpose is to organise social, cultural and sporting events for residents and encourage their participation in all aspects of College life. They are here to make sure that the College experience is as fun and rewarding as possible.

Some of the activities that the Res Council organise include the Annual College Ball, themed dinners, parties, performances, Arts Week, and Multi-Cultural Night, as well as a multitude of sporting events. The Res Council also promote the many Inter-College events held throughout the year, giving residents the opportunity to mix with other students living along College Row at UWA.

The Res Council hosts an Annual General Meeting and a General Meeting during the academic year (one during each semester). It is compulsory for all residents to attend these meetings.

2.5 GRADUATE PROGRAM COMMITTEE AND THE GRADUATE COMMON ROOM

All members of the College who have progressed beyond the undergraduate level are members of the Graduate Common Room. Members of the Graduate Common Room are associates of the Junior Common Room with full membership rights. However, graduate residents also elect their own representative committee, and they assist the College to meet the needs of the graduate community.

As a physical, intellectual and social space, the Graduate Common Room offers graduates a tight-knit community where everyone understands the trials and tribulations of higher degrees and the need to unwind, with unrestricted graduates-only access.

2.6 ALUMNI

Our alumni are our past residents, past and present staff, those awarded Fellowships, exchange students, guest lecturers, tutors and mentors, corporate partners, bequestors, donors, volunteers, friends and supporters of the College.
Letting us have your up-to-date contact details means that we can keep you informed of the latest news from St Catherine's, send you our biannual magazine, The Banksia, and of course invite you to special College events and reunions.


3. LIVING IN THE COLLEGE

3.1 WITHNELL DINING HALL

The Withnell Dining Hall is the heart of our College community and is much more than a place to eat. A dress code is observed to ensure that all our residents feel comfortable, and that we observe government regulations concerning health and safety. High standards of social behaviour in the Withnell Dining Hall help to make College life a pleasant experience. Through its traditions the Withnell Dining Hall also expresses the rich history of the College.

The Withnell Dining Hall offers a selection of vegetarian options at each meal and all food served (with the exception of pork) is Halal. Residents are able to view the weekly menu which is made available in the Weekly Bulletin sent to residents.

Residents must scan their own Secure Entry Card prior to entering the Withnell Dining Hall for their meals.

3.1.1 DINING ETIQUETTE

- Alcohol is not permitted in the Withnell Dining Hall outside of Formal Hall.
- Always be mindful of others’ right to the pleasant enjoyment of the Withnell Dining Hall. Loud or exhibitionist behaviour is not acceptable.
- Table manners should be observed at all times (i.e., don’t wave your cutlery about, etc.).
- Always wear shoes or other covered footwear in the Withnell Dining Hall.
- Dress appropriately for all meals (always wear a shirt, swimming costumes are not appropriate).
- Do not wear caps or hats in the Withnell Dining Hall.
- Do not come to the Withnell Dining Hall from sports training without first washing and changing.
- You may wear modest pyjamas to breakfast but at no other time.
- Always wear an academic gown to and in Formal Hall.
- At informal meals, always clear your used crockery and cutlery.
- Do not remove College plates, glasses, jugs, etc. from the Withnell Dining Hall. Fines will be incurred for College property found in resident rooms.
• Do not leave tables in a messy state after eating – this is unfair on your fellow residents.
• Meal times are an opportunity to make new friends and catch up with old ones, and as such mobile phones are not to be used in the Withnell Dining Hall. This includes texting and placing phones in view, and residents doing so will be fined regardless of the reason.
• Eat your meals in the Withnell Dining Hall. Taking meals to-go is not permitted.

Residents wearing inappropriate dress or those without footwear will be asked to return to their room and change.

3.1.2 MEAL TIMES

Set meal times provide important opportunities for residents to come together as a community as well as to socialise and to eat. The College provides three meals daily in the Withnell Dining Hall. There is no formal seating plan so please mingle and meet the other residents around you.

| Breakfast:    | 7.00am–9.30am (Weekdays), 8.00am–10.00am (Weekends) |
| Lunch:        | 12noon–2.00pm (Daily)                                  |
| Dinner:       | 5.30pm–8.00pm (Daily)                                 |

Please note that access to the Withnell Dining Hall outside of meal times is not permitted, unless otherwise stated by staff.

You can eat multiple servings at any time, but be mindful of others and eat what you take. Please do not waste food.

During exam periods a supper snack is provided at 9.00pm from Sunday to Friday.

3.1.3 MISSED MEALS

As sufficient food must be prepared to enable all residents to eat, no rebate of fees is given when meals are missed for whatever reason. Residents on a full meal allowance have the right to dine whenever the Withnell Dining Hall is open (21 times per week).

If, however, residents choose to participate in an activity over meal times, a replacement meal will not be provided. Residents with 7 or 14 meal allowances can eat their meals when they choose throughout the week. Please note that meal allowances that have not been utilised do not carry over into the following week.
3.1.4 PACKED MEALS

Packed meals are only available when requested in advance through Reception and when required for participation in a lecture or practical session on a university timetable that clashes with meal times in the Withnell Dining Hall.

Packed meals are only available for residents living in Single Rooms, as they do not have access to their own kitchenette.

To order a packed meal, you will be required to submit a letter to Reception at the start of the semester explaining your requirement and providing proof of your prior engagement (ongoing) or by 12.00noon the day before the meal is required (one off engagements).

Please be aware that packed meals are likely to be different from the meal served in the Withnell Dining Hall. Your packed meal will be deducted from your weekly meal allowance or charged accordingly.

3.1.5 PAY-AS-YOU-GO AND GUEST MEALS

You may continue to have meals in the Withnell Dining Hall and “pay-as-you-go”, even after you have exhausted your weekly meal allowance. These meals will be billed to your account each month and must be paid within 7 days of the invoice date.

You may also occasionally bring a guest to the Withnell Dining Hall for a meal. Similarly, the cost of their meal will be billed to your account each month and should be paid within 7 days of the invoice date. Guest meals cannot be taken off your weekly meal allowance.

3.1.6 SPECIAL DIETS

The College will try its best to provide modified meals for those who have special diets prescribed under medical or a dietician's supervision. You must update your dietary details on the College Portal for your requirements to be registered.

Please do not approach the chefs directly as they are not permitted to deviate from set arrangements without authorisation of the Business Manager.

3.1.7 DAILY NEWSPAPERS

*The Australian*, *The West Australian* and *Kouri News* newspapers are provided for our residents and are placed daily in the Withnell Dining Hall. Out of courtesy to other College members, please replace newspapers on the table at the rear of the
Withnell Dining Hall once read. Current newspapers must not be removed from the Withnell Dining Hall.

3.2 FORMAL HALL

Formal Hall is held every Monday evening during the academic semester, and is an expression of the coming together of the College as a community of scholars. It is for this reason that academic gowns are worn for Formal Hall, as they have been for centuries at the world's leading university colleges.

Attendance is compulsory for all residents who are in their 1st year at university, students from Taylors College, and Foundation Studies students (including TAFE). All other residents are welcome to attend if they wish, or whenever their Wing is rostered. Residents attending Formal Hall must RSVP on the College website before they are due for that week. If for good reason you cannot attend a compulsory Formal Hall, you must provide an apology to the Head of College explaining your absence.

If you fail to attend a Formal Hall that was compulsory for you and you did not provide an apology to the Head of College explaining your absence before they were due that week, a $25 fine will be issued.

Formal Hall meals do not count towards your weekly meal allowance. Doors open at 5.30pm. Please stand behind your chair for the entry of the official party at 6.00pm, and remain standing until the High Table is seated. The dress code is smart with academic gown worn over and this is strictly observed. Residents must stay for the entirety of Formal Hall and may only leave after the Presidents have concluded proceedings.

Do I go to Formal Hall?

Are you a first year at University student, Taylors College student, or a Foundation Studies student?

YES

- You must attend
- You must RSVP on the College website
- An apology must be submitted if you cannot attend

NO

Is my Wing rostered?

YES

- You must attend
- You must RSVP on the College website
- An apology must be submitted if you cannot attend

NO

- You do not have to attend, but are welcome if you wish to do so – RSVP on the College website if you are attending.
3.3 ABSENCE FROM COLLEGE

At the College, you have the freedom to come and go from the premises as you please, however, if you intend to be absent from College overnight, please leave a note to this effect on your door. We ask you to do this in case there is an emergency evacuation and we need to know whether you are on the premises or not.

If you are going to be away from College for a longer period (including over university vacation periods), please inform Reception. This helps us provide for your safety and wellbeing and assist your friends and family to locate you in the event of an emergency.

3.4 GUESTS

Residents are expected to take responsibility for their guests at all times while they are in the College premises. Your guests should have minimal impact on other residents.

The College observes a guest policy to ensure that the College maintains an excellent and secure environment conducive to study and that its facilities remain for the exclusive use of fee paying residents. No resident should be intimidated by the presence of non-residents, nor should they be inconvenienced by, or have to share facilities with non-residents. The policy also fulfils government safety and health regulations.

Whilst residents are welcome to invite guests into the College, it is for the benefit of all residents that guests are accompanied by the resident at all times, particularly after 5.00pm. Residents should also accompany their guests to the door and see them off the premises.

You may have an overnight guest of either sex but you must register your guest with Reception prior to their arrival. In the case of an emergency this assists us to determine how many people are staying in the College at any given time.

Please note that only one extra person is able to stay in your room at any one time.

To avoid guests becoming live-in members of the College and disturbing others, we restrict guest stays to 10 free nights per semester for no more than 3 consecutive days at a time, per resident. However, should you wish to have a guest stay longer than this you may ask the Head of College for special permission. This is usually granted if your guest is coming a considerable distance or has only limited opportunities to see you, though a fee of $25 per day will be charged. Residents who exceed either the “10-day maximum visit rule” or the “three consecutive day rule” without special permission are breaching College rules and are liable to incur a $50 per day fine.
The daily charge for a guest fold-up bed is $15 per night (this does not include any meals). Fold-up beds must be booked through the College Portal at least 24 hours prior to when they are required or by Friday morning if for a weekend night. It is the responsibility of the resident to see Reception on the morning the fold-up bed is required to arrange collection. Fold-up beds must be returned to housekeeping, Reception or the on duty RA the next day. If fold-up beds are not returned on time, additional nights will be charged.

To preserve the security of the College and safety of all residents, please do not let anyone that is not your guest or you do not know into the College after hours. Guests are not permitted to enter resident rooms unless the resident is present. Residents must not give their Secure Entry Card to their guests under any circumstances. Guests who are unaccompanied will be approached by staff or RAs and be asked to produce identification and the name of the resident who invited them into the College.

3.5 MAIL

Incoming mail is placed in pigeonholes near the Withnell Dining Hall. The mail is delivered Monday to Friday and is usually in your pigeonhole by lunchtime. You will be advised of registered mail and parcels by email, and they may be collected from Reception between the hours of 8.30am–5.00pm, Monday to Friday. Outgoing mail can be placed in the mailboxes at UWA or on Hampden Road.

The College postal address is:
[Your Name]
St Catherine’s College
2 Park Road
Crawley WA 6009
Australia

When you are preparing to leave the College permanently, you will need to advise your correspondents of your new address. Mail will only be forwarded to an Australian address for 2 weeks. After that time mail will be returned to sender or destroyed. Please note that Australia Post will not forward international mail. Mail for current/returning residents will be held at Reception over vacation periods – it will not normally be forwarded on.

3.6 COLLEGE COMMUNICATIONS

The College may officially communicate with you, via its delegated representatives, directly in person, or using the phone number, email address or postal address reflected in your resident profile on the College Portal, or by any other appropriate
means of communication. It is a requirement that you keep your contact details current. Your contact details can be updated anytime via the College Portal. Please note Hotmail addresses may be unreliable due to the UWA security settings.

The College also relays important notices to its residents through the Weekly Bulletin. The Weekly Bulletin is sent out to residents every Thursday to the email address reflected in your resident profile on the College Portal. Please ensure that you read them each week. They keep you up to date with what's going on around College.

Additionally, the College recognises that social media technology is now being used not only for online communities, but also as an alternative for 'traditional' communication. As such, the College officially maintains a number of accounts across various platforms. These accounts allow the College community to participate in social media effectively, whilst maintaining the good reputation of the College online. A list of social media accounts officially maintained by the College is available here: http://www.stcatherines.uwa.edu.au/policies/social-media-and-online-communities. Please also review the “Social Media Policy”, Section 11.1.

3.7 COLLEGE CALENDAR

The College calendar is varied and full of functions and events that aim to appeal to a large cross section of the College. You will need to balance your commitments, so that you do as well as you can in your studies, participate and excel in the extracurricular activities of your choice, develop friendships at College and enjoy yourself.

A printed copy of the College Calendar is available to all members of the College at the start of both semesters. The most up-to-date version is available online on the College website: http://www.stcatherines.uwa.edu.au/events.

Some functions or events require residents to register their attendance or buy tickets. This will be available on the event’s listing page on the College website.

3.8 COLLEGE ROW

The College enjoys excellent relationships with the other colleges along College Row at UWA. The other colleges are however, private property, so you are only welcome on their premises as an invited guest. Any unauthorised presence at another college would be considered trespassing and any kind of anti-social behaviour would be viewed as a breach of the College Code of Conduct.

Similarly, if you invite guests from another college, you are responsible for their behaviour and conduct. They should be with you at all times and leave College premises by midnight unless you have registered them for an overnight stay.
3.9 NOISE

The College aims to provide a relaxed social environment that enables you to feel at home, unwind and enjoy the company of your friends. It is also a study environment that respects and supports your focus on academic excellence.

Excessive noise hinders everyone’s ability to study and enjoy College in their own way. This includes loud music and loud conversations in study areas, bedrooms, break-out areas and corridors. A variety of common rooms, lounges and outdoor recreational areas are provided to make sure you have somewhere to go with a small group of friends and enjoy yourself at higher decibels.

We ask you to respect your fellow residents and keep the residential areas of the College conducive to study.

3.10 NOTICEBOARDS

You must have approval from a staff member to post signs on noticeboards, walls, doors, dining tables and anywhere else around the College. Any material which has not been approved will be removed. Residents are asked not to post notices on windows, glass or use sticky tape as this leaves residue which makes cleaning difficult.

3.11 PARKING

Parking is at a premium at UWA, College Row and in the neighbouring suburbs. Wherever possible we encourage our residents to make use of Perth’s efficient public transport system. Buses leave from the front of College towards the City and beyond, and most popular destinations on a regular basis. Residents are also encouraged to participate in our car sharing program (see “Sustainability”, Section 5.8).

Parking Permits issued by the College are very limited and are allocated according to need and on a points system basis. First year residents will not normally be allocated a Parking Permit.

Residents cannot obtain a Parking Permit on behalf of someone else, nor can they receive a Parking Permit for a ‘shared’ vehicle. A Parking Permit will only be issued if the vehicle is registered in their name. To collect your Parking Permit, the resident will be required to present the vehicle registration papers at Reception. The Parking Permit is only valid for the year it was issued in, and must be clearly displayed on the front windscreen of the registered vehicle.
Residents must not park in the staff, reserved, or visitors parking lots in the Park Road and Stirling Highway car parks between the hours of 8.00am and 5.00pm, Monday to Friday, or in the reserved bays in the Ghar and Jia car parks at any time.

Vehicles in the College car parks without a valid Parking Permit or Temporary Parking Permit clearly displayed will be clamped and fines issued.

Vehicle owners park their cars on the College premises at their own risk. We wish to advise residents that theft from the car parks can occur. We encourage all residents to remove articles of value from their cars to help ensure that they are not broken into. We also encourage having an immobiliser installed or by installing a steering wheel lock when the vehicle is parked. The onus is on the vehicle owners to ensure that their car is not an easy target. Please be vigilant and if you see any suspicious people in the car park, report this to Reception or the on duty RA.

3.12 FUNCTIONS AND EVENTS

Residents are expected to respect the rights of their fellow residents at all times, including their right to a peaceful study and sleeping environment. To safeguard these rights, we ask that you limit the number of guests in your room to two. However, if more of your guests appear and you want to relax together you can move to one of the common rooms.

Inviting large numbers of non-residents to the College is not permitted and such gatherings should take place off-campus; the College is not a place for groups of non-residents to be entertained.

If you wish to hold a function or event on the College premises you must seek the approval of the Head of College and book it with the Conferences and Guest Relations Coordinator. Regulations exist around function and event bookings which you need to discuss prior to booking.

3.13 PETS

Residents are not permitted to have pets live with them in their rooms for health reasons. However, there are a number of resident animals that you can take for walks or spend time with.

Bridie is the College dog and you will find her lying about in a foyer most of the time ready for a walk or titbit. Frankie the Siamese-Ragdoll lives with Katie, the Deputy Head of College, and Fynn is a little black flash who lives with Ashleigh, the Dean of Residents.
If your family pet is visiting Perth you may request special permission from the Head of College to have her or him stay over, but you must get permission first and guarantee the good behaviour of your animal friend.

3.14 PRAYER ROOM

UWA has a Muslim prayer room and an active Muslim Students' Association. A prayer room for Muslim brothers is located at the Eastern end (river end) of the Winthrop Hall building and for sisters in Hackett Hall.

3.15 SMOKING

The College prides itself on being a completely smoke free environment. Smoking is not permitted on the premises, including outside areas, within any room of the building, including common rooms, foyers and guest accommodation rooms, or within the corridors or on balconies.

If you choose to ignore health warnings and choose to compromise your health by smoking, you must do so in the designated smoking area, located in the front garden of the College. To avoid unnecessary visits from the fire department please do not smoke in stairwells or rooms. Residents caught violating smoking regulations will be fined and a breach notice issued.

4. FLAGSHIP PROGRAMS

The College is proud to offer a number of unique programs that enhance our resident experience. Our flagship programs are driven by staff and senior residents. They are tailor-made and appropriate for each resident and are offered at no additional cost as part of your residency at the College.

4.1 INDIGENOUS ACCESS (DANDJOO DARBALUNG)

The College is committed to UWA’s goal that all students leave university with a better understanding of the history and culture of Indigenous Australians. The College offers a two-way cultural program which focuses on learning through shared learning and journeys.

4.2 BLOOMLAB AT ST CAT’S

The BloomLab at St Cat’s is a collaboration between the College and Bloom to provide a dedicated space for young, innovative West Australians to create, network and change the culture around innovation and entrepreneurship.

Please visit http://www.bloom.org.au to learn more about how you can get involved.
4.3 GRADUATE PROGRAM

The College attracts postgraduate students from overseas, interstate and locally and offers a program to suit the specific needs of these graduates. This includes access to the Graduate Common Room, small group access to guest speakers and visiting academics, a monthly graduate meal and networking opportunities (see “Graduate Program Committee and The Graduate Common Room”, Section 2.5).

4.4 ACADEMIC PROGRAM

The College fosters a thriving academic and intellectual culture, spearheaded by our comprehensive academic support program that complements your university studies.

Any queries about the Academic Program or requests for specialist tutorials should be directed to the Director of Studies.

4.4.1 ACADEMIC PRINCIPLES

Satisfactory academic progress is the basis of residential membership of the College.

A resident who fails one subject unit in a semester shall be placed on academic probation, which will involve regular meetings with the Deputy Head of College. In principle, academic probation is not to be combined with positions of responsibility in resident leadership.

A resident who fails one or more subjects in one semester, or two or more subjects over the full academic year, will be subject to academic review and may be excluded from College in the following semester. If re-admission is allowed, this person will be placed on academic probation.

A non-UWA resident seeking to return to College will not be made an offer if their results from the previous academic year are not forwarded to the College by the date declared on the College re-entry forms.

4.4.2 SPECIALIST TUTORIALS

Weekly specialist tutorials are provided at no extra cost for residents. These tutorials are held on-site in a wide variety of subject areas. The weekly timetable for tutorials is available on the College Calendar.

Tutorials cover topics like study techniques, stress management and exam preparation, along with many different subject-specific tutorials. These small group discussions enable residents to get the most out of their university degree, facilitate
a deeper understanding of their course content and allow more personable engagement with their peers and tutors.

Tutorial participation is not compulsory at the College, but failure to attend booked tutorials and scheduled consultations when these have been provided, especially in a subject you are currently undertaking at university, will be a key factor in evaluating academic performance if a resident fails that subject.

At the end of each week Tutors report attendance to the Director of Studies. If you are unable to attend a tutorial you should contact the tutor by phone or e-mail in a timely manner. Failure to do so may result in a fee to cover the cost of the tutorial.

4.4.3 TRANSITION TO UNI WORKSHOPS

The difference between high school and university can be quite intimidating for some. To assist our residents who are in their first year of university to adapt to their new environment, we have developed a set of workshops that will take place throughout the year to address different aspects of life at university. These workshops offer ongoing support to help ensure success at university.

The Director of Student Development is available to meet individually with students to develop study plans and other academic support.

4.4.4 VISITING SCHOLARS/FACULTY/GRADUATE DINNERS

The College’s academic atmosphere is enriched by the presence of distinguished international visiting scholars, who stay at the College while they are undertaking research or teaching at UWA. Opportunities are provided for our residents to interact with these scholars, to share a meal, ask questions and engage with ideas inspired by scholars foremost in their field.

Residents are also given the opportunity to invite their professors and lecturers to attend Faculty or Graduate dinners to share their research and expertise in a diverse range of fields.

4.5 ARTS

The College encourages our residents to exercise their creativity. Opportunities to showcase your talents are provided through Arts Week, Inter-College events like acoustic night, Battles of the Bands and the Arts Cup. The College Play and Choir take whatever form residents are interested in pursuing.
4.6 SPORTS

The College supports your health and wellbeing and offers a range of team sports that residents can participate in, accompanied by strong levels of support and encouragement from the rest of the College.

Residents also have full access to UWA’s Recreation and Fitness Centre. The modern UWA Recreation and Fitness Centre is fully equipped with everything you need for a good workout, including more than 120 cardio and resistance weight machines. You also have access to more than 45 group fitness classes each week, as well as indoor and outdoor courts including squash, tennis, basketball, volleyball, badminton, netball and indoor soccer.

4.7 SERVICE LEARNING

Our residents are given weekly volunteering opportunities, organised by residents for residents, with excellent support from staff and alumni. Service learning is a big part of the College experience, giving you the opportunity to use the skills you are learning at university to make a positive difference in the wider community while you are still studying.

4.8 SUSTAINABILITY

The College is committed to a sustainable future, so it seeks to adopt environmentally friendly practices in its day-to-day operation, encouraging awareness of green issues and practices among staff, residents, and the wider community. Our sustainability initiatives include a comprehensive recycling program, the installation of solar panels and access to both bike and car sharing programs.

5. WELLBEING

5.1 ILLNESS AND FIRST AID

If you are ill or require medical attention, please notify Reception during office hours or the on duty RA after hours. There is a first-aid kit available for minor ailments and injuries.

If you are unable to attend the Withnell Dining Hall because of illness, please contact both Reception and the on duty RA to arrange for meals to be brought to your room. Please keep someone informed when you are ill and never hesitate to ask for assistance.

While we strive to take care of you when you are ill, you must keep us informed of any illness you are experiencing. If you need to see a doctor, we can arrange this for you at Reception or through the on duty RA. If you need to go to hospital you must
inform Reception or the on duty RA as soon as possible so that we know where you are and can organise appropriate care on your return.

5.2 MEDICAL SERVICES

There are a number of local resources easily available to residents if medical assistance is required.

The University Medical Centre (Telephone: 6488 2118, 8.30am–5.00pm) is located on the 2nd Floor of the UWA Guild Building.

The following medical clinic is located nearby:

Hollywood After-Hours Clinic
Monash Avenue, Nedlands
Monday–Friday: 6.00pm onwards
Weekends: 9.00am–9.00pm

For medical assistance after hours, the Locum Service can organise for a doctor to visit you. This service is available 24 hours a day, 7 days a week.

Telephone: 9321 9133

5.3 CAMPUS SECURITY

If you feel unsafe walking back to College from UWA at night, Campus Security can be contacted to escort you back to College.

Telephone: 6488 2222

5.4 SUPPORT SERVICES

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Sexual Assault Resource Centre (SARC)</td>
<td>9340 1828</td>
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<tr>
<td>24 Hour Crisis Line Office</td>
<td>9340 1820</td>
</tr>
<tr>
<td>Crisis Care</td>
<td>9223 1111</td>
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<tr>
<td>24 hour emergency mental health issues</td>
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<tr>
<td>Samaritans Youth Crisis</td>
<td>9388 2500</td>
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<tr>
<td>Youthline</td>
<td>9381 5555</td>
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<tr>
<td>Crisisline</td>
<td>135 247</td>
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<tr>
<td>Free Call Number</td>
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<td>Lifeline 24 Hour Crisis Counselling</td>
<td>13 11 14</td>
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<td>Health Direct Australia</td>
<td>1800 022 222</td>
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<tr>
<td>Family Planning WA: FPWA Sexual Health Services</td>
<td>9227 6177</td>
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<tr>
<td>Victim Support Service</td>
<td>9425 2850</td>
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<tr>
<td>Family Helpline</td>
<td>9223 1100</td>
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<tr>
<td></td>
<td>1800 643 000</td>
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<tr>
<td>Relationships Australia</td>
<td>1300 364 277</td>
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<tr>
<td>Women’s Domestic Violence Helpline</td>
<td>9223 1188</td>
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<tr>
<td></td>
<td>1800 007 339</td>
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<tr>
<td>Holyoake – Victoria Park (alcohol and substance abuse programs)</td>
<td>9416 4444</td>
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<tr>
<td>Poisons Information Service</td>
<td>131126</td>
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<tr>
<td>Alcohol and Drug Information Service</td>
<td>9442 5000</td>
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<tr>
<td></td>
<td>1800 198 024</td>
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<tr>
<td>Mental Health Emergency Response Line 24 Hour Helpline</td>
<td>1300 555 788</td>
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<tr>
<td>UWA Student Counselling Services</td>
<td>6488 2423</td>
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<td></td>
<td>counselling.uwa.edu.au</td>
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<tr>
<td>UWA Medical Centre</td>
<td>6488 2118</td>
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<tr>
<td>UWA Security</td>
<td>6488 2222</td>
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<tr>
<td>UWA International Centre</td>
<td>6488 3939</td>
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### 6. RESIDENT ROOMS

Each resident is provided with an individual study-bedroom equipped with the following:

#### 6.1 SINGLE ROOM

- Single bed with mattress.
- Study desk and chair.
- Built-in cupboard and shelving.
- Standing fan.
- Column heater.
- Wired and Wireless Internet connections.

6.2 STUDIO ROOM

- Double bed with mattress.
- En suite bathroom.
- Kitchenette with hot plates.
- Fridge and freezer.
- Microwave.
- Dining setting.
- Study nook with desk chair.
- Built-in wardrobe and shelving.
- Ceiling fan and air conditioning.
- Wired and Wireless Internet connections.

6.3 ROOM ALLOCATIONS

The Deputy Head of College and Dean of Residents are responsible for the allocation of rooms. A variety of factors will be taken into account when placing residents in accommodation areas. These include availability, seniority, academic needs, social standing and community considerations.

There are a number of terms and conditions relating to admission and eligibility for Studio Rooms. Please read the information provided regarding NRAS (available on the College website) if you are considering applying for this room type.

Once initial room allocations have been completed, room moves may not be possible, however, the Head of College reserves the right to change a room allocation.

6.4 CLEANING OF ROOMS

The College selects the best possible cleaning contractors and we always ensure that appropriate standards are maintained. Get to know the cleaners – they are professional and friendly and will endeavour to meet any reasonable request. Reports about the standard of cleaning should be made to the Executive Housekeeper, who will take the matter up with the contractor.

Your room is your home away from home. However, reasonable standards of cleanliness and hygiene are required by residents at all times. The same is true for the care of furniture and fittings. For hygiene reasons your room must be cleaned once a week – ‘no cleaning’ signs will be disregarded by the contract cleaners. The
contract cleaners will dust and polish furniture where possible. Dusting of books and personal items is your responsibility. All rooms are vacuumed and wooden floors are polished. The rubbish bin is also emptied.

Please note that in studio rooms it is the responsibility of the resident to perform some routine maintenance themselves. This includes cleaning out the shower drain of hair, cleaning the shower of built-up grout, etc. – we recommend every two to three weeks.

A schedule for cleaning days will be provided to you at the start of the year. To enable the contract cleaners to clean effectively, you must clear the floor space of all clothes, books, shoes, etc. (and clear desk if wiping is required), by 9.00am on your cleaning day. Please vacate your room whilst cleaning is in progress.

Communal areas such as bathrooms and corridors are cleaned by contract cleaners every weekday and must be kept clear of books, clothes, bottles, or crockery. Accidental spills should be cleaned up immediately.

So that standards are maintained, rooms will be inspected quarterly by prior arrangement. A Property Condition Report will be provided to each resident at the commencement of their contract. Where inspections identify that a room is not maintained in a clean and tidy state, all costs associated with the repair of damage and cleaning services required will be charged to the resident assigned to that room.

Upon your departure from College (either over the vacation period, or permanently), you must remove all boxes and rubbish from inside and directly outside of your room. Rubbish should be placed in the rubbish dumpster located behind the Withnell Dining Hall. The contract cleaners are not responsible for disposing of boxes, clothing, etc. – this is your responsibility. Your room must be totally clear of any personal belongings or you may face a charge for cleaning and/or storage.

6.5 AIR CONDITIONERS

Air conditioners have been installed in 28 Single Rooms in Whitfeld and in all Studio Rooms.

Air conditioned rooms in Whitfeld attract an additional fee of $200 per semester. A refundable bond of $50 must be paid for the remote control. The fee is not amended for shorter periods.

6.6 BEDDING

Residents are required to provide their own bedding (e.g., sheets, pillows, pillowcases and blankets). For those residents coming from warmer areas, Perth winters can be cold, so a good doona/quilt and an extra blanket is recommended.
6.7 BICYCLES

Please have your name on your bicycle so that it can be identified as having an owner.

Bicycles are not to be brought into the buildings at any time and cannot be stored in your room or on your balcony. Bicycles must be placed in the bicycle storage area during the vacation period with a Bicycle Permit sticker attached. A Bicycle Permit sticker can be collected from Reception.

Any unclaimed bicycles will be removed and donated. Please ensure that you have a good quality lock on your bike to avoid theft. U-bolts are the recommended locks.

6.8 COOKING

For fire safety reasons, residents are not permitted to cook food or boil water in Single Rooms – doing so will set off the fire alarms and you may be liable to pay the call-out cost of Fire Services (and your fellow residents will not thank you for an unscheduled fire drill!). Communal kitchenettes are provided in the main building for the preparation of snacks.

6.9 ELECTRICAL APPLIANCES

Residents are able to bring some electrical appliances to College (e.g. computers, televisions, bar fridges, stereos), but will need to provide their own power extension cords and power boards. Residents in a Single Room must not bring kettles, toasters, rice cookers, microwaves or any such cooking implements into their rooms. If these are found in Single Rooms, for fire safety reasons they will be confiscated.

The electrical wiring and fittings must not be altered in any way, and care should be taken not to waste power or overload the circuits. Please turn off electric heaters and lights when you leave your room. Only lights may be operated on lighting circuits. Privately owned refrigerators and other high usage electrical appliances may incur a fee. For safety reasons, permission must be sought from the Executive Housekeeper and Maintenance Manager in these circumstances. Because of the risk of fire, open bar electric radiators and electric fan-forced heaters are absolutely forbidden. Only electric jugs or kettles that switch off automatically are to be used in Studio Rooms.

Safety approval should be sought from the Executive Housekeeper and Maintenance Manager for the use of such appliances in your room; that is, residents must demonstrate to the Executive Housekeeper and Maintenance Manager that their electrical equipment has been tested and ‘tagged’ by a certified electrician.

Australian power runs at 240 volts. Plugs have two or three flat prongs. Overseas students will need an adapter to convert the plug to the right number of prongs.
Most computers will not need anything to convert the voltage. Other electrical equipment should be kept to a minimum.

6.10 UTILITIES

The College aims to be an environmentally friendly and sustainable College and residents are encouraged to be mindful of the amount of electricity and water that they use. The rooms are metered and electricity usage will be monitored regularly. To avoid wasting power, please do not leave your heater or air conditioner on all the time and remember to turn off lights and computers when not in use. Try and keep your time in the shower to 3 or 4 minutes.

In Studio Rooms, the air conditioning is set at a specific temperature, and must not be tampered with.

6.11 FLOORS

Resident rooms are either carpeted or have polished wooden floors or vinyl planking.

Please look after the floor coverings in your room and around the College by not placing hot objects on them (e.g., saucepans, straightening tongs, irons, etc.), which can melt the carpet fibers. Please also take care when using hair dye. Residents will be charged to replace carpet if damage occurs.

6.12 FURNITURE

Subject to approval by the Head of College or her delegate you may bring additional furniture for your room, but please check with Reception first. Please ensure that you do not damage floors or walls when moving these objects in or out of your room.

Furniture provided by the College must remain in the rooms and areas for which they were purchased. Residents may not take furniture from common rooms for their private use. Residents cannot substitute College fittings and furniture with their own personal furniture. Please refrain from moving personal items into common areas without permission.

6.13 WALLS

Do not stick pictures to the walls with blue-tac, pins, nails or sticky tape. As much as possible we try to enable you to make your room like home – however, like at home, there is a maintenance cost to damaged walls. If you wish to stick posters on your wall or door, please use non-marking poster strips and pin-boards provided in each room. Residents will be charged for re-painting of walls, doors or fittings if damage occurs.
Never stick posters, pictures, etc., on the walls of the corridors. Please use designated pin boards.

6.14 STORAGE

There is limited onsite storage for belongings between contract periods. This is typically reserved for residents who are continuing their residency the following year.

7. COLLEGE FACILITIES

Most common areas are available for 24-hour use. All common areas other than Bridie’s are strictly alcohol-free zones. There is no restriction on the consumption of food in these areas but residents must put all their rubbish in the bins provided and leave the areas in a clean and tidy fashion after use. Any areas not used or left appropriately will be closed and the residents responsible for the misuse will be held accountable.

It is important for residents to consider their behaviour in community areas and ensure that they do not infringe on other residents’ rights to comfortable use of the spaces.

Misuse of common areas by residents will result in those responsible being held financially accountable for damage or cleaning. Any issues around the proper use of these areas may also entail an immediate change of policy regarding how they can be used.

7.1 THE BIG RED SLIDE

Chosen by the residents and based on the slide in Google's offices in Berlin, this feature of our College always elicits laughter and energy. When you need a bit of fun, the slide is the solution!

Please note that in consideration of residents in rooms close to the slide, it is not to be used after 10.00pm.

7.2 COMMON ROOMS

Junior and Graduate Common Rooms, Lounges and larger function or event venues all provide residents with spaces appropriate to their needs.

These common rooms are for the use of all residents and it is intended that on most occasions a resident and their friends will not have exclusive use of the room.
7.3 BREAKOUT AREAS

In every Wing there is a casual breakout space designed to make socialising informal and convenient.

7.4 INDIGENOUS CULTURAL SPACES

The College offers dedicated Indigenous spaces to unwind, catch-up on study, get tutoring and practice culture. The spaces are also the heart of our two-way learning program and offers all our residents the opportunity to learn more about the rich culture of Indigenous Australians.

7.5 BLOOMLAB AT ST CAT’S

The BloomLab at St Cat's is the Innovation Hub of the College and UWA. The Director of Innovation must be informed if you would like to use the BloomLab at St Cat's. Please visit http://www.bloom.org.au to learn more about how you can get involved.

7.6 STUDY AND TUTORIAL ROOMS

Dedicated study areas include Tutorial Rooms on every floor and Group Study Rooms dotted about the College.

These can be used for individual or small group study. However, tutorials organised by the College will take precedence over individual resident use.

7.7 COMPUTER LAB

A bank of PCs are available for residents’ use, which are linked to the UWA network and the Internet.

Printers, scanners and photocopiers are also available in the Computer Lab. Please provide your own good-quality paper and treat the equipment with care. If you experience any difficulties, please see Reception during office hours.

7.7.1 INTERNET NETWORK

Internet access is available from your room and the Computer Room. The College’s Internet network will only recognise authorised users. It is a condition of the access to the College’s Internet network that users have, at all times, up to date and current anti-virus software.

Wi-Fi access is available throughout the College. Connection to the College’s Internet network in resident rooms is also available via Ethernet cable.
7.8 MUSIC ROOMS

When you want the opposite of quiet time, the College has four sound-proof music rooms. Our music rooms are equipped with five pianos, including a Bösendorfer and a Blüthner Grand Piano, two full drum kits, music stands and adjustable music chairs.

7.9 BRIDIE’S

Darts, foosball, ping pong, snooker, Foxtel with a large screen TV and hi-bar tables all make Bridie’s a super cool relaxation space. Bridie’s is the only space in which alcohol can be consumed outside of official College functions or events.

7.10 COURTYARDS

The College is designed around a series of interconnected courtyards each with its own theme. You will find spaces to sit and dream and places to kick a footy. Fountains splash in some courtyards; a BBQ sizzles in another.

Our Groundskeeper, with the support of residents, works tirelessly to provide you with beautiful green spaces to relax in. To assist with the upkeep of the gardens please observe the following:

- Do not break or damage plants or throw bottles and rubbish into the gardens and lawns. Always use the rubbish bins provided.
- Vehicles are not permitted on lawn areas.
- Please consider the safety and enjoyment of others when playing any form of sport in the gardens.

7.11 ROOFTOP GARDENS

The College is lucky enough to have not one but two rooftop gardens used throughout the year for small group gatherings and larger social events. The rooftop gardens are also edible gardens with residents able to access fresh herbs and vegetables all year round.

Responsible behaviour is expected at all times while enjoying the roof gardens. Anti-social behaviour on roof gardens is a breach of the Code of Conduct and will incur a disciplinary response. Examples of unacceptable behaviour include, but are not limited to, large and/or noisy gatherings, smoking, throwing or hanging anything off the walls of the garden (e.g., furniture, lights or rubbish), sitting on or hanging over the walls.
7.12 MICRO-THEATRE

Residents can enjoy watching their favourite feature-length movies or hard-hitting documentaries in a specially designed intimate theatre with plush leather recliner seats and a full-sized projection screen.

7.13 LAUNDRIES

There are three laundries, each equipped with washing machines and dryers, as well as ironing boards and irons. There are several external clothes lines. Please only use the laundries in Prescott and Arney between 7.00am and 10.00pm as the noise can disturb other residents. The laundry beside Bridie’s is open all hours.

Due to the high volume of people using the laundries, we ask that you monitor the progress of your washing and remove it from the machine as soon as the cycle is finished. This will allow the next resident to use the machine at their convenience.

Please remove clothing from the clothes line as soon as it is dry. It is advisable not to leave clothes on the line or in the laundries overnight. Do not hang clothes on your balcony. Laundries are for the use of College residents only and are offered at no charge.

7.14 COMMUNAL KITCHENETTES

There are several communal kitchenettes in College. These kitchenettes have refrigerators, ovens, sinks and kettles. You may use these areas to prepare hot drinks and store food in the refrigerators. You are to supply your own cups and cutlery. Please ensure that food that has passed its expiry date is disposed of and food in the refrigerators is properly sealed and free from smell.

8. SAFETY AND SECURITY

The College is a safe environment to live in and UWA is considered one of the safest university campuses in the country. However, theft and unwanted guests accessing our College may occur if simple safety precautions are ignored.

8.1 SECURE ENTRY CARD

All residents are given a Secure Entry Card upon arrival at College. The Secure Entry Card will open your room, and all common doors and rooms for which you are eligible. The Secure Entry Card is also used to verify your meal allocations before you enter the Withnell Dining Hall. If your card is lost, damaged or stolen, you will be charged a replacement fee of $25.
Please do not write the name and/or address of the College on the Secure Entry Card.

Please be very careful with your Secure Entry Card. You are not permitted to hand your Secure Entry Card to any other person. The Secure Entry Card records every access point in which they are used and you will be held responsible for any theft or damage to property linked to your Secure Entry Card.

If your Secure Entry Card stops working, please inform Reception or the on duty RA after hours. Your Secure Entry Card must be returned before you depart the College permanently.

In the interests of your safety and the safety of all our College community, you must keep your Secure Entry Card with you at all times. You must not give it to any other person, even if that person is a close friend, family member or partner.

Should you lose your Secure Entry Card you must report this immediately. Rooms must be locked at all times even when you are visiting the bathroom. Under no circumstances should external doors or gates be wedged or propped open. We consider the security of our community to be of the utmost importance.

8.2 LOCK UP

The external doors are locked at 6.00pm. All residents can gain access to the College using their Secure Entry Card. Please ensure external doors are locked behind you when leaving or entering the College after lock up (e.g., ME Wood Room sliding doors and Wing entries). This is essential to protect residents and property.

8.3 ROOM SECURITY

For your own benefit your room door will lock automatically on exit. Please ensure when vacating your room balcony doors and windows are also closed, even if you are ‘just’ going to the bathroom. Please do not prop any door open with shoes, books, etc. Remember that security of your room is your responsibility and failure to follow these simple security procedures endangers the property and safety of all College residents.

All security related matters occurring out of office hours should be reported in the first instance to the on duty RA. The Head of College is to be informed of any thefts and a report should be filed at the local police station.

If you have items of value, it is recommended that you arrange your own insurance cover when living in College.
8.4 FIRE REGULATIONS

Fire is a life threatening hazard that must be taken seriously in every home. At the College, 400 people live together under one roof and we must ensure that every resident takes this hazard seriously.

Any form of tampering with fire-fighting equipment/alarms will lead to instant dismissal from the College.

Residents who interfere with door closers will receive breach notices. Residents who do not comply with drill protocols will receive a breach notice and may face expulsion from the College. A fine of $100 will be imposed immediately.

Residents who set off main alarms and cause an evacuation will be liable for the full cost of the fire brigade call out. This can range from $750 to $2000.

8.4.1 FIRE HAZARDS

The burning of candles, oil burners and incense can cause smoke damage and fire, and are therefore not permitted in resident rooms or guest accommodation rooms. Please note that candles will be removed by the contract cleaners. Fires are not to be lit in the grounds without the permission of the Head of College. Fireworks are not allowed.

Any form of tampering with fire-fighting equipment/alarms will lead to instant dismissal from the College.

8.4.2 ROOM FIRE DETECTORS

Every room is fitted with a smoke and heat detector.

Heat detectors are linked to the main fire board but smoke detectors only sound in your room. However, if smoke gets into the corridors the main alarms will sound for a full evacuation.

If you set off the smoke detectors in your room:

- Do not open door to corridor.
- Open window.
- Turn on ceiling fan.
- Turn on cooking extractor fan.

Residents who set off main alarms and cause an evacuation will be liable for the full cost of the fire brigade call out. This can range from $750 to $2000.
8.4.3 FIRE EVACUATION

Evacuation notices are located in your room.

8.4.3.1 FIRE EXIT DOORS AND STAIRWAYS

For purposes of security and insurance cover, the fire exit doors MUST remain locked against entry from the outside. Residents must not interfere with the fire doors in any way.

Using the fire exit doors and stairways as entry points to or from buildings is not permitted. If the fire alarm sounds, you must exit the building via the nearest fire exit.

8.4.3.2 FIRE INSTRUCTIONS

Every floor and common area is fitted with a fire detector, fire alarm and fire-fighting equipment. Alarms will sound automatically in the case of a fire. The College has installed automatic closers on all entrance, bedroom and kitchen doors. These must not be propped open or have the closers disconnected.

Residents who interfere with door closers will receive breach notices. This is an infringement of fire regulations which could result in loss of insurance cover and heavy personal liability in the event of fire.

8.4.3.3 IN A MAJOR FIRE

• Shut your window.
• Leave your room and shut the door.
• Assemble at the muster points as per the evacuation notice located in each room.

8.4.3.4 IN A MINOR FIRE

• Try to put out the fire with the available equipment.
• Fire extinguishers are located at intervals throughout corridors and in kitchens and kitchenettes.
• Shout for help and alert people in the vicinity of the fire.

8.4.3.5 FIRE PREVENTION

• Please use common sense at all times. Do not leave pots unattended on stoves.
• Fat and cooking oils are highly flammable and common causes of fire.
• Microwaves can be unpredictable. Stay close by when cooking and always follow the microwave instructions on packets.
• Fireworks and other highly inflammable materials must not be brought into the College under any circumstances.
• Smoking is not permitted inside any building.
• At risk appliances, including portable electric radiators, are not permitted in rooms at any time.

Tampering with fire equipment/fire detectors is dangerous and places all residents at risk. Any resident found breaking fire prevention rules will face serious consequences.

8.4.3.6 FIRE DRILLS

A fire drill will be held at least once per semester. It is mandatory for each resident in the College to participate in the drills.

Failure to follow fire drill procedures and/or fire warden instructions is a breach of the College Code of Conduct and UWA Emergency Procedures.

Residents who do not comply with drill protocols will receive a breach notice and may face expulsion from the College.

8.5 OTHER EMERGENCIES

Residents are asked to remain calm in an emergency and follow all instructions by staff and emergency response officers.

9. RESIDENCY CONTRACT

Fees at the College cover a 40, 44 or 52-week period. This means that you have exclusive use of your room throughout the academic year. If you leave the College during the mid-semester break you can leave your belongings as they are. You can also come back and forth to the College throughout the break as you wish.

The usual meals are provided throughout the mid-semester break, but we ask you to let us know if you are going to be away for more than a few days so we don’t waste food. All common facilities will be available to you just as they are during the academic semester.

The mid-semester break is an excellent time to catch-up on study, get ahead with assignments for Semester 2, or pick up some casual work for experience and help with the finances. Being able to stay in College over the break will assist you in these things and help you get the most out of your stay in Perth.

You are offered a place at St Catherine's on the understanding that you will live in College for the entire duration as stipulated in your contract. There is no provision for
giving notice or moving out at the end of semester one, unless you withdraw from university (see “Breaking Contract”, Section 10.4).

Unless you are of independent financial means, both you and one of your parents or guardian will be required to sign the Residency Contract accepting liability for the fees covering the period of residence. Also, by signing the contract, you accept your obligations to the College as a resident.

The Residency Contract is binding and the College fees must be paid whether or not you actually stay in the College during the semester period.

9.1 RULES OF ADMISSION AND RESIDENCE

In the signed lease, each resident agrees to abide by the policies and procedures in place at the College.

Residents will remain in residence at the discretion of the Head of College or her designated representative.

Failure to abide by the Code of Conduct or any College policy may result in disciplinary responses including suspension and expulsion.

All residents must maintain a satisfactory standard in their academic studies. Failing two or more units in a year will be deemed unsatisfactory progress for the purposes of residence.

All residents must remain in residence for the full lease period and abide by the conditions set out in respect of payment of fees and/or termination of residence. Residents must be enrolled as full-time students at an approved university or tertiary institution and remain in satisfactory academic standing throughout the year.

The Deputy Head of College and Dean of Residents are responsible for the allocation of rooms. A variety of factors will be taken into account when placing residents in accommodation areas. These include availability, seniority, academic needs and community considerations.

Once you are a College resident, authorised staff have access to your academic information, including your course status and your examination results.

9.2 RE-ADMISSION POLICY

Residents will be eligible for consideration to return to the College in subsequent years provided they:
• Have maintained satisfactory community standing and made an adequate contribution to the life of the College.
• Are up to date with their fees/rent.
• Have a satisfactory tenancy history within the College.
• Have not failed more than one unit in a semester.

9.3 UNIVERSITY COURSE CHANGES

Residents contemplating course changes are asked to consult the Head of College or Deputy Head of College as soon as possible before finalising the change. Notice of changes should be given to the Deputy Head of College.

If a resident does not communicate on matters which affect academic achievement, academic standing or full-time enrolment, their continued enrolment in the College may be compromised.

9.4 BREAKING CONTRACT

Under normal circumstances residents are expected to fulfil all their obligations under their Residency Contract. The contract may only be cancelled by the Head of College or in cases of illness or tragedy leading to total withdrawal from the university course. A resident who breaks their lease early is liable for the rent of the room until a suitable replacement can be found. Where residents satisfy the Head of College that they have withdrawn from their tertiary course due to illness or tragedy, no penalties will apply and a refund of the unused portion of accommodation fees will be approved. No other fees will be refunded.

Residents are to advise the Head of College as soon as they become aware of any personal, health, financial or academic difficulties that may affect their ability to remain in College for the duration of the Residency Contract.

9.5 RESIDENCY FEES

It is suggested that fees are made in quarterly instalments in accordance with your Fee Schedule. Alternatively, payments can be made fortnightly in advance through Paysmart. Please contact the Accountant or Assistant Accountant for the necessary forms.

9.6 DEPARTING THE COLLEGE

The right of residents to use their rooms or any common area of the College is confined to the period of the lease. Residents may extend their lease; however this is subject to availability (see “Vacation Residence”, Section 10.7).
Residents departing the College must pack up their belongings and vacate their room no later than the end date of your lease. In addition, residents departing the College must complete an Exit Survey and all other relevant paperwork and procedures, and return their academic robe, Ethernet cable and Secure Entry Card to Reception.

Any variation to the above rules will apply only in extenuating circumstances and alternative arrangements must be made with the Head of College.

9.7 VACATION RESIDENCE

Residents may extend their lease. However, this is subject to availability. This must be arranged prior to the end date of your current lease with the Resident Admissions and Services Manager.

Please be aware the College sees an increase in conference and seminar guests during the vacation period and residents who choose to stay during this period can expect some disruptions including access to facilities and noise levels. Essential maintenance is also carried out during the vacation period which can also inconvenience residents.

Residents staying in College over the vacation period may be required to move to another room.

10. POLICIES

The College operates under State and Commonwealth laws and the UWA by-laws. As an affiliated College of UWA, the College follows all UWA policies and procedures.

The College administration reserves the right to take any action that it deems necessary or appropriate to protect the intellectual integrity, safety, and well-being of the community including measures such as temporary suspension or permanent exclusion.

The College respects the rights and privacy of its residents. Your room is regarded as your private space but you must maintain a clean and safe living environment which does not infringe on the rights and privileges of other residents. Residents are expected to abide by the rules, regulations, and policies of the College and UWA, as well as state and federal laws.

Resident status does not make an individual immune from Australian criminal codes and immigration laws. The Deputy Head of College and RAs are responsible for ensuring residents conduct themselves within College policies and guidelines so that the College operates effectively and safely.
If College policies and guidelines are breached, it may be necessary for parents/guardians of the resident(s) involved and, in extreme cases, for the police to be notified.

The following behaviours will not be tolerated:

- Violence or aggression of any form.
- Harassment, intimidation or bullying.
- Sexist, racist or discriminatory behaviour.
- Use of illegal substances.
- Possession of illegal substances and drug paraphernalia. Residents are responsible for any such substances or equipment located in their room.
- Binge drinking, excessive drinking, drinking games and/or possession of drinking game equipment.
- Under-age drinking.
- Disruptive, discourteous or dangerous behaviour.
- Damage to, or tampering with, safety or fire equipment.
- Theft, vandalism or damage to College property or property belonging to a resident or staff member.
- Taking photographs of or recording other residents without their consent.

10.1 SOCIAL MEDIA POLICY

This policy has been developed to protect residents and employees from damage and risks associated with the inappropriate use of social media. Social media is web-based and mobile technology used for communication, collaboration, networking and entertainment. These guidelines must be strictly adhered to and apply to all residents of the College.

The Social Media Policy pertains to personal and professional use of social media sites. The same laws, professional expectations and principles of ethical conduct exist online as in the real world. With the easy availability of social media and the sense of anonymity which accompanies that, residents who use social media are obligated to apply the same behavioural standards to their online interactions as they do to face-to-face communications.

Residents must follow the guidelines below:

- Confidential, private and proprietary information about the College must not be posted on social media sites.
- Postings referring to members of the College community which are malicious, potentially libelous or which attempt to damage their reputation or standing within the community is not permitted.
• If an opinion related to the College or its operations is expressed, a disclaimer must be included. The disclaimer must tell readers that the views are personal and that they do not represent the institution in any official capacity.
• Postings must not include the College logo unless permission has been given by the Head of College.
• Internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws.
• Residents are reminded that their signed lease states that they have read and accepted the policies and procedures of the College.
• The College reserves the right to remove inappropriate comments and postings from social media sites.
• Failure to respect these guidelines will be subject to disciplinary action. In severe cases, this could lead to a resident’s dismissal from the College.

The College recognises that social media technology is now being used not only for online communities, but also as an alternative for 'traditional' communication. As such, the College officially maintains a number of accounts across various platforms. These accounts allow the College community to participate in social media effectively, whilst maintaining the good reputation of the College online. A list of social media accounts officially maintained by the College is available here: http://www.stcatherines.uwa.edu.au/policies/social-media-and-online-communities. Please also review “College Communications”, Section 3.6.

10.2 HARASSMENT POLICIES

The College is committed to providing a living, working and learning environment free from harassment, bullying and discrimination. Harassment of any kind is unacceptable in the College community. There are avenues to pursue grievances and any occurrence of harassment, bullying or discrimination will be dealt with severely to prevent a recurrence.

Harassment can be initiated by either males or females and may occur among residents, staff, RAs or members of the public in the course of College business. Incidents of harassment can undermine morale and adversely affect the ability of residents to achieve their full potential.

Harassment may occur through the words or actions of an individual or of a group and may involve a single incident or repeated incidents.

Harassment includes verbal or written threats, insults, taunts or abuse of a person with regard to their gender, race, age, religion, political beliefs, sexual preference, psychological state, physical impairment or other.
Bullying and harassment may occur in person, on the phone, via text message, email and voicemail and on social networking websites.

Harassing behaviours invade another person’s space and privacy and interfere with his/her right to enjoy the College environment.

Any resident involved in bullying, harassing or discriminating behaviour against another resident, a group of residents or a staff member will be treated seriously. Harassment and stalking via social media are grounds for expulsion from the College.

Residents must be aware of their responsibilities in maintaining appropriate tone and language when communicating with other residents, staff, and the wider community.

The Western Australia Equal Opportunity Act of 1984 makes it unlawful to discriminate against or harass a person in certain areas of public life, and provides for the Commissioner for Equal Opportunity to resolve complaints through conciliation. Sexual harassment in particular conflicts with UWA’s Equal Opportunity Policy and the Commonwealth Sex Discrimination Act (1984).

10.2.1 SEXUAL HARASSMENT

Sexual Harassment is one form of harassment. It covers a range of behaviours and includes, but is not limited to, the following:

- Unwelcome verbal communication of a sexual nature, either deliberate or unintentional.
- Unwanted and deliberate physical contact ranging from patting or pinching through to more aggressive or hostile behaviours.
- Gratuitous displays of sexually explicit written, visual or computer images.
- Implicit or explicit demands for sexual activity.
- Offensive gestures, words or actions of a sexual nature.

Residents all need to be aware that there are forms of sexual conduct which, although deemed harmless by some, are considered offensive by others. It is important to understand that harassment is defined by the impact it has upon the victim. Regardless of how the perpetrator might intend an action or remark (for example, thinking they are making a joke), any incident of sexual harassment is determined by how the alleged offensive conduct is perceived by the victim.

All residents must be aware of the potential for their behaviour to be considered offensive, even threatening, to other residents and to be aware of the possible consequences of their actions and words.
If you experience any form of harassment while at the College, you must report it to a staff member as soon as possible.

10.2.2 RESOLVING COMPLAINTS

The aim of the College’s harassment inquiry procedures is to ensure that complaints of harassment are considered seriously and sympathetically, are dealt with promptly and confidentially, and are resolved with the rights of both the complainant and the alleged harasser being respected.

Confidentiality will be preserved throughout all stages of the inquiry and follow up. Advice can be sought informally by anyone concerned with harassment through the Head of College or Deputy Head of College. Equity Officers are also available at UWA.

10.3 SEXUAL MISCONDUCT POLICY

The information is included below to ensure that residents are clear about the definitions of sexual assault and legal consent.

Every person, regardless of age, gender, cultural background or religion has the right to decide where, when and with whom sexual encounters take place. An individual also has the right to change their mind about wanting to have sex, both before and during sexual activity.

10.3.1 SEXUAL ASSAULT

Sexual assault is a crime where a person uses their power and control to dominate another. It can be any sexual behaviour or act which is threatening, violent, forced, coercive or exploitative, and to which a person has not given consent or was not able to give consent. Sexual assault can take many forms, ranging from sexual harassment (such as inappropriate jokes or sexual comments), to unwanted sexual touching and forced sexual penetration.

10.3.2 CONSENT

Consent is when a person freely agrees to sexual activities. Consent must be freely and voluntarily given and not obtained by force, threat, intimidation, deception or fraud. Being intoxicated or under the influence of drugs can affect a person’s ability to give consent.

In Western Australia, the legal age for males and females to consent to sexual activity is 16 years old.
10.3.3 HELPLINE

If you or someone you know believe they have been sexually assaulted recently or in the past, the Sexual Assault Resource Centre in WA has a 24-hour helpline, free call 1800 199 888.

10.4 ALCOHOL, DRUGS AND ILLEGAL SUBSTANCES POLICY

All alcohol, drugs and substances (both legal and illegal) are considered to be potentially harmful. The College follows Federal and State laws pertaining to the use of legal and illegal substances. The College does not condone illegal drug use, nor will it protect users from the law. Drug abuse is considered to be a personal management and decision issue, but the College will provide information on safe use and reduction of harm, on the grounds that treatment for abuse and control of drug use are areas outside the College’s resources and competence. Where use of illegal drugs is observed or trafficking is suspected, the College may rely on police or other appropriate resources to resolve the various problems identified.

Trafficking or participating in trafficking in illegal drugs will result in the resident being required to leave College. The standard used will be less than that required for a criminal conviction and expulsion will be based on reasonable evidence that harm is being actively done to other members of the College community.

The health and well-being of the College residents is our major concern. Alcohol affects different people in different ways and there are associated risks to health and general well-being. These include damage to an individual’s health, family and peer relationships, academic performance and social and mental wellbeing.

The College works on the basic principle that the residents are young adults and makes the responsibility for drug abuse and management the concern of the resident. In the view of the College, it would be foolish to ignore the widespread abuse of alcohol, drugs and illegal substances, in particular in the broader community. At the same time, the College view is as follows:

- All alcohol, drugs and illegal substances are potentially dangerous if abused. Residents should be aware that the College would help them if they abuse alcohol, drugs and illegal substances, but persistent abusers would be required to seek treatment or be asked to leave College unless genuine change occurs. The basis for such action reflects the concern for the well-being of the individual.
- Legal alcohol, legal drugs and legal substances, are more difficult to deal with in College, because the general community condones their use. The College accepts legal alcohol, legal drugs and legal substances use in moderation and provides information to residents on the levels of alcohol considered
reasonable for personal and function use as set out in UWA’s Alcohol and Drug Abuse Policy and Procedures.

- Use of illegal alcohol, drugs and substances may offend other members of the College community. Those offended are entitled to make their complaints heard and such complaints will bring action from the College and will require changes of behaviour by the offender if they wish to remain in the College.
- Legal alcohol, legal drugs and legal substances, in one form or another – including over the counter headache remedies, herbal medicines, prescription drugs, cigarettes, and other substances – are used widely in our community. The society in which we live defines legality and illegality and until the rules are changed this College must abide by the current laws. Residents have to identify their own priorities and recognise that its use can result in permanent harm to one’s reputation and career prospects. Any activity that detracts from the academic achievements of residents is contrary to the aims of the College.

### 10.4.1 Resident Responsibility

As part of its concern for its residents, the College promotes moderation in the use of legal alcohol, drugs and substances and a responsible attitude towards it in the College community. The decision not to consume legal alcohol, legal drugs and legal substances is also a valid personal choice.

In Australia it is illegal for people under the age of 18 to drink alcohol. In a community with residents from many different backgrounds, ways of life and opinions, alcohol consumption must be considered in a community, rather than an individual context. While residents over the age of 18 are permitted to consume alcohol within the College, there are guidelines which must be strictly adhered to.

All College residents must accept responsibility for their actions and words. Excessive consumption of alcohol is never an excuse for anti-social behaviour or a failure to follow College expectations. Examples of unacceptable behaviour include, but are not limited to:

- Under-age drinking.
- Supplying alcohol to underage residents.
- Drinking games and competitions.
- Pressuring other residents into drinking alcohol.
- Using or possessing any apparatus designed to consume alcohol, drugs and substances (legal and illegal) in excessive quantities or to speed up its intake. Any such apparatus can be reported to, and confiscated by staff and RAs.
- Vomiting.
- Loud levels of noise anywhere in the College after 10.00pm.
- Inappropriate actions or comments.
• Aggression and verbal or physical intimidation.

Undue reliance on alcohol, drugs and substances (both legal and illegal), or to the point of intoxication, is of great concern. Continued excessive use of alcohol, drugs and substances or anti-social behaviour arising from alcohol consumption may result in you being referred for assistance from UWA Counselling Services. If significant health issues surrounding alcohol, drugs and substances are identified, residents will be supported within the capacities of the College and outside agencies involved where necessary.

If a resident is discovered drunk and/or unconscious on College premises, that resident will be admitted to hospital, treated, and their parents will be notified. This is the College’s legal responsibility under duty of care guidelines.

Residents who become intoxicated and vomit or cause damage and do not clean up after themselves, will be required to pay a minimum of $50 for cleaning.

10.4.2 ALCOHOL USE IN COLLEGE

The terms of the Liquor Act and the by-laws of UWA apply on the College premises. It is therefore illegal to sell liquor, either directly or indirectly (e.g. through an admission charge or the sale of tickets to a function), unless the relevant licence or permit has been obtained from the Licensing Commission and a permit obtained from the venues office at UWA.

Alcohol must not be provided to anyone under the age of 18 years. Additionally, Alcohol must not be provided to anyone who is, or appears to be intoxicated. If a person becomes abusive, College disciplinary procedures should apply.

Alcohol may not be consumed in common areas unless permission has been given by the Head of College, Deputy Head of College or Dean of Residents. Alcohol may be consumed in moderate amounts inside your room provided that the quality of life and rights of other residents are not compromised. In Bridie’s, a moderate amount of alcohol may be consumed.

The College sponsors some events which serve alcohol and some which do not. At all events where alcohol is served, non-alcoholic beverages are also available. It is the obligation of the organiser of any function or event to be held on the College property to uphold this policy.

All socialising in the College premises must conform to Guests, Noise, and Alcohol, Drugs and Illegal Substances policies. Impromptu events involving alcohol may not be held in College common areas without permission from the Conferences and Guest Relations Coordinator. Staff and RAs can ask residents to vacate a common space or room at any time.
During a function or event held in the College premises, appropriately trained bar attendants must be employed to ensure that alcohol must not be provided to anyone under the age of 18 years. Additionally, alcohol must not be provided to anyone who is, or appears to be intoxicated. If a person becomes abusive, College disciplinary procedures should apply.

The maximum amount of alcohol available at a function or event should be controlled, so that the anticipated allowance per person will be well below the level likely to result in a blood alcohol concentration of 0.05. Levels higher than this are regarded by medical authorities as detrimental to health.

Substantial food should be provided at all functions or events where alcohol is served. It is recommended that light alcohol beer be provided.

Attractive, high-quality, non-alcoholic drinks must also be available and must be displayed as prominently as alcoholic drinks. If drinks are being sold, non-alcoholic ones should be offered at a competitive price.

A function or event must not include any activity which encourages the excessive consumption of alcohol (a drinking contest, for example). No privately obtained alcoholic beverages may be brought into an organised function or event.

Advertisements for functions or events should not over-emphasise the availability of alcohol, refer to the amount of alcohol available or encourage in any way the excessive consumption of alcohol. In advertising, equal reference should be made to the availability of alcoholic and non-alcoholic drinks. Attendance at any function or event must not be induced or encouraged by the offer of free alcoholic drinks or drinks at reduced prices.

It is the responsibility of the organiser of a function or event to ensure that, where security staff are employed, the security staff are not permitted to consume alcohol or to join in the social activities of the function.

11. EQUAL OPPORTUNITY GUIDELINES

11.1 GENERAL GUIDELINES

In its responsibility for all members of the College community, the College aims to:

- Ensure that there is no discrimination against any group of residents or staff in access to College facilities.
- Establish and maintain mechanisms within the College to deal with complaints concerning discrimination and sexual harassment.
• Educate the College community on the general goals and philosophy of equal opportunity together with the rationale for policies and practices which are adopted.
• Provide the College community with information about the College’s condemnation of sexual harassment and discrimination, to provide advice and support for those who have been discriminated against or harassed, and training for Anti-Discrimination and Sexual Harassment Advisers.
• Ensure that all College policies, procedures and official documentation and publications accord with equal opportunity principles and are amended as necessary to accord with these principles.
• Eliminate sexist and other discriminatory language from all College publications and discourage the use of such language in published and unpublished material and in the speech of its staff and residents.

11.2 DISCRIMINATION COMPLAINT

The Discrimination Complaints procedures are based on the following principles:

1. Complaints of discrimination or discriminatory harassment will be dealt with expeditiously to achieve early resolution.
2. According to the nature of each individual complaint the most suitable complaints process (external or internal to the College) will be used.
3. The principles of procedural fairness apply at all stages in the handling of complaints including impartiality and good faith.
4. Every effort will be made to maintain harmonious working relationships during and after the handling of any complaint of discrimination or discriminatory harassment.
5. Every effort will be made to maintain confidentiality with respect to complaints.

11.3 COMPLAINT

A complaint must concern perceived discrimination or discriminatory harassment by or against an individual.

A staff member, RA or resident may make a complaint. Where a complainant is unable to lodge a complaint personally another person may act on the complainant's behalf provided that person’s authority to act and good reason for so doing are verified by the Equal Opportunity Coordinator.

A complaint must be made to a staff member of the College designated to handle these complaints procedures.

11.4 COMPLAINANT, RESPONDENT

'Complainant' refers to a resident or a staff member who alleges discrimination or
discriminatory harassment and who then makes a complaint.

'Respondent' refers to a staff member or resident against whom a complaint is made.

11.5 PROCEDURES

There are three stages to the complaints procedures which will generally be undertaken in progression, unless the nature of the complaint or the wishes of the complainant determine otherwise. Each stage aims at resolution, so progress to a further stage only occurs if resolution has not been achieved and the complainant wishes to proceed.

11.5.1 STAGES OF THE COMPLAINTS PROCEDURES

Stage 1: Advice

The aim of Stage 1 is to clarify the problem as perceived by the complainant, to advise the complainant of the options available to them (including options for directing the complaint to an external agency) and to ensure the complainant is provided with support and advice to decide whether, and if so, how, they wish to proceed with the complaint.

Stage 2: Conciliation

The complaint process will only proceed to Stage 2 if the complainant is willing to be identified to the respondent and to detail the complaint in writing. If so, the respondent must be provided with the written complaint and the complaints procedures, and be provided with the opportunity to respond in writing. Resolution may be achieved after meetings with the respondent and the complainant individually or together.

Stage 3: Investigation and Determination

If the complaint is not satisfactorily resolved at Stage 2, and the complainant wishes to proceed, the complaint will be forwarded to the Head of College, or nominee, for investigation and determination.

11.5.2 PERSONS TO HANDLE THE COMPLAINTS PROCEDURE

The College will select, train and support anti-discrimination advisers to conduct Stages 1 and 2 of the complaints procedures.

As the complaint is progressed from each stage to the next stage the most appropriate person to handle the complaint must be reviewed. The same or different advisers may assume responsibility for the complaint at different stages. Continuity,
success of previous contacts, and the request of those involved will be taken into account in this decision.

Where the complainant is a resident: For Stage 1, and possibly Stage 2, an anti-discrimination adviser and, where the adviser deems appropriate, the Deputy Head of College (or their nominee) normally conduct the complaints procedures.

Where the complainant is a staff member: For Stage 1, and possibly Stage 2, an anti-discrimination adviser and, where the adviser deems appropriate, the staff member immediately superior to the complainant, or another person who is responsible for the employment of the staff member, will normally conduct the complaints procedures.

If there is uncertainty about who will handle Stages 1 and 2 of the complaints procedures the Equal Opportunity Coordinator should be consulted.

11.5.3 GUIDELINES FOR THOSE WITH A COMPLAINT

Staff or residents with a complaint of discrimination or discriminatory harassment must make an appointment for informal advice with an anti-discrimination adviser.

The adviser will lead the complainant through the first, and possibly subsequent, stages of the procedures, and will provide the complainant with appropriate information and support.

Complainants should, if possible, maintain and have available accurate records of the time and place of the incident(s) of alleged discrimination or discriminatory harassment.

Staff or residents with a complaint of discrimination or discriminatory harassment, while being encouraged to use the College procedures, have the right to seek advice from the Western Australian Equal Opportunity Commission or the Commonwealth Human Rights and Equal Opportunity Commission at any stage.
THANK YOU

If you have any enquires regarding the contents of this Handbook, please do not hesitate to contact the College.

Thank you for considering St Catherine’s College. It is a wonderful community and we look forward to welcoming you!