



ST CATHERINE'S COLLEGE

Resident Handbook 2022

UWA

Nidja Noongar Boodjar Noonook Nyininy

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

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WELCOME FROM THE CEO

Welcome to St Catherine's College, a community of 800 students spread across two campuses at two different universities – the only College in Australia that can say this. 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 course the 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 innovation hub and 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.

Here 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. Our staff are always happy to speak with you and welcome you to drop into their offices whenever they are open. If you miss them just send an email or contact Reception to make an appointment.

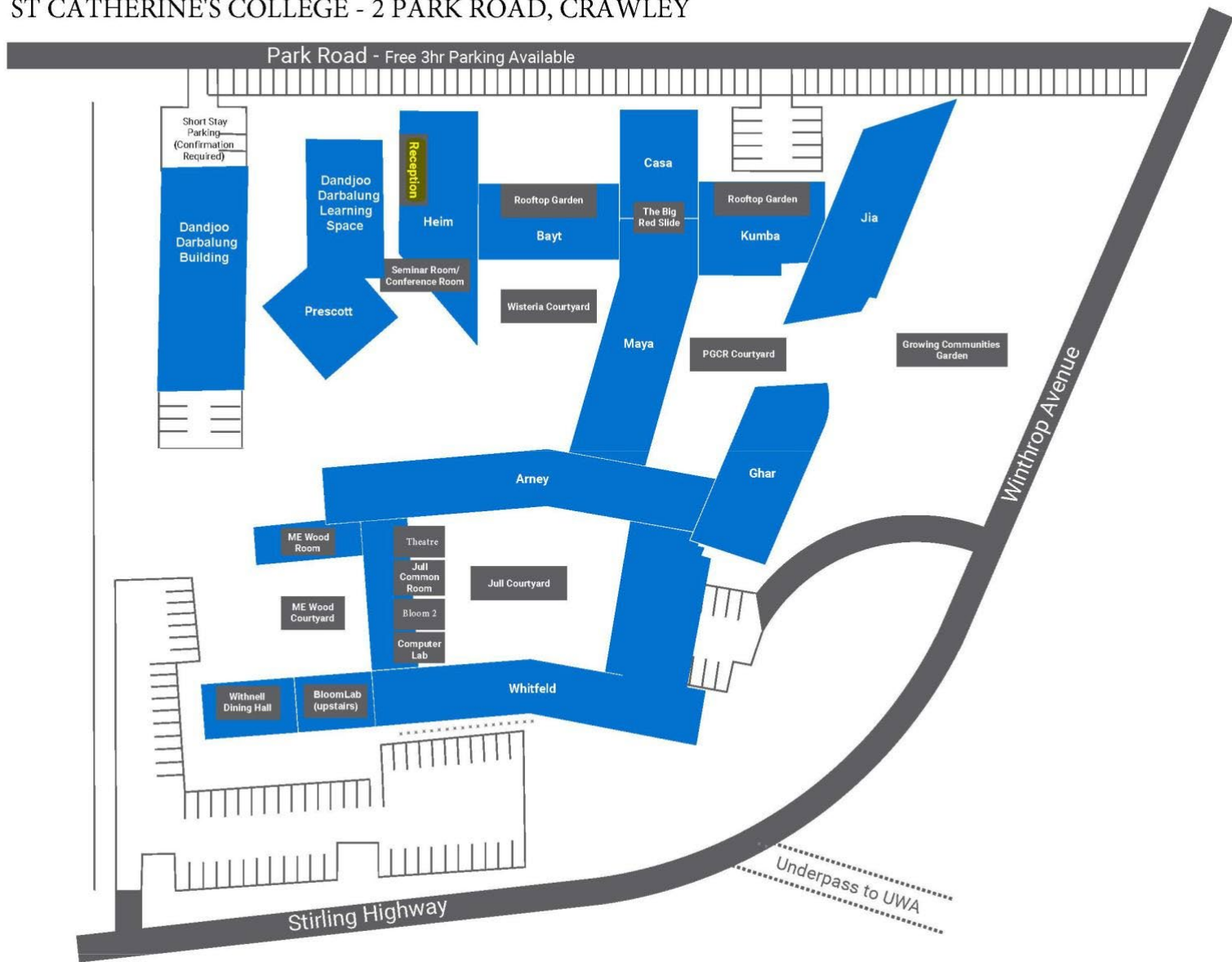
Welcome again to St Catherine's College. I wish you every happiness and success this year. Make it your very best yet.

Fiona Crowe

CEO of St Catherine's College Inc

MAP OF ST CATHERINE'S COLLEGE CRAWLEY PREMISES

ST CATHERINE'S COLLEGE - 2 PARK ROAD, CRAWLEY



THE RESIDENT HANDBOOK AT A GLANCE

RESPECT

St Catherine's College is committed to being a vibrant living and learning community. Respectful relationships underpin our core values of Diversity, Integrity, Courage and Leadership.

Every member of the College should always feel comfortable, safe and able to fully participate in all the community has to offer.

The College expects the commitment of every member to conduct themselves in accordance with our core values at all times. Residents are expected to know and to adhere to the [Code of Conduct, Code of Ethics and College Policies](#).

The College does not tolerate any form of harassment, bullying, hazing, sexual misconduct or discrimination. If you experience or witness any of these please make a report (see Section 11).

SAFETY

There is a staff member on call 24 hours a day.

IN AN EMERGENCY CALL: 000

FOR OTHER ASSISTANCE:

8.30am – 5pm: 9442 0400 (Reception)

5pm – 8.30am: 0439 243 921 (On-Duty Resident Advisor)

If you are ill or require medical attention, please notify Reception during office hours or the On-Duty Resident Advisor (RA) after hours.

After-hours access to 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.

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

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

Guest stays are restricted to 10 nights per semester for no more than 3 consecutive days at a time. Guests can also stay in the College's short-stay accommodation at St Catherine's on Park.

In the event of a fire alarm evacuate immediately. Remember to take your Secure Entry Card and to put on your shoes.

HEALTH & WELLBEING

St Cat's has an Open-Door Policy – you can talk to any RA or staff member if you are experiencing difficulties, have an issue or concern, or if you are worried about a friend. Don't be afraid to ask for help for yourself or for a friend.

COMMUNITY

Commit to being actively involved in the College – this includes getting involved in events and programs, lending a helping hand and sharing your ideas.

To **keep up to date** on important news please:

- Join the College Facebook page
- Read the College Bulletin (published once a week on Sunday)
- Keep an eye on College noticeboards
- Open emails (if you get one, it will be important)

Some **important College meetings and functions** include Formal Hall, Faculty and Industry Dinners, the General Meeting each semester, your Wing Meetings, Commencement and Valedictory Dinners, and the Annual St Catherine's Ball.

Formal Hall is an integral part of life in College, it's our family dinner once a week. Residents who are in their **first year at university are expected to attend each week and later year students to attend regularly.**

ACADEMIC ASSISTANCE

Seek help early! Let the Academic Coordinator or Dean know about anything that might affect your academic achievement, academic standing or full-time enrolment. Remaining at College is predicated on academic success so don't leave it too late.

It is a condition of your Contract that you provide the College with your final academic results at the end of each semester. Failure to do so will impact re-enrolment the following year.

DRUGS & ALCOHOL

Stay safe. Drink responsibly for your health and safety and the safety of others. Do not take illegal drugs and substances. The law of the land applies in College.

Look out for each other. If you go out as a group of St Cat's friends, come home as a group.

The M.E. Wood Room (Bridie's) is the only public space in which alcohol can be consumed outside of official College functions or events. Everywhere else outside your room is alcohol free (including the corridors).

TIPS FOR A SMOOTHER LIFE IN COMMUNITY

Treat everyone as you would like to be treated.

Clean up after yourself and leave common areas neat and tidy for everyone else.

Report breakage and spills to staff or an RA immediately so everyone can enjoy the facilities.

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 Miscellaneous Facebook Group, or stay with a friend. Remember, RAs are students too and have their own commitments!

Do not take food or crockery/cutlery from the Withnell Dining Hall, or we will run out of things for everyone else. You are not permitted to use another resident's meal allowance or give your own to someone else to use.

Phones may be used in the Dining Hall but you must step outside to take calls. Use this time to talk and meet new friends rather than staring at your screens!

No phones may be used during Formal Halls or formal meals.

Footwear must always be worn in the Dining Hall for health and safety reasons, as well as respect for etiquette.

Park only in designated bays and only with a **valid Parking Permit**. Parking inspectors are active along Park Road and on campus illegal parking is controlled by UWA.

Lock your bike away as bike theft is rife across College Row. Make sure you have a U-bolt lock and lock your bike in our secure bike stores.

Keep your noise down. Everyone is studying and working and trying to get the most out of uni life – keep it quiet after 8pm and silent after 10pm. Help everyone enjoy a home that is conducive to a happy, healthy and successful life.

Be good neighbours. Think about the noise you make coming and going on Park Road and through the College and put your rubbish in the bin. Our neighbours are young families, retired couples and busy professionals – take time to say hello and be good citizens.

No parties in College outside of organised College events. Inviting large numbers of non-residents to the College is not permitted and such gatherings should take place off-campus.

No smoking UWA is a smoke free campus and does not permit smoking anywhere on campus. Except for the table and seats at the front of College (Stirling Hwy). Think about quitting an expensive habit that is killing you – QUIT.

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 to make a positive mark in our world every day.

Here are the quotes our residents have chosen to describe our core values:

DIVERSITY: *When it comes to human dignity, we cannot make compromises.*

[Angela Merkel](#)

INTEGRITY: *It takes a great deal of bravery to stand up to our enemies, but just as much to stand up to our friends.*

[J. K. Rowling](#)

COURAGE: *Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.*

[Winston Churchill](#)

LEADERSHIP: *Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for. We are the change that we seek.*

[Barack Obama](#)

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 from many years' experience 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, cultures, backgrounds and ways of being, 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 over 400 people live together respectfully and harmoniously.

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.

The College is committed to a culture of:

- Community-mindedness
- High academic performance and support
- Responsible social behaviours
- 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
- Volunteerism
- 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

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 policies and regulations
- Represent the College in ways that reflect positively on the reputation of the College and your university
- Strive for academic excellence and seek support when difficulties arise
- Behave ethically and honestly
- Accept the consequences and outcomes of your actions and try to do better
- Treat staff, other residents and official guests with respect and empathy
- Deal with conflict in a calm and sensible manner
- Sleep, study and relax in your room and common spaces without disturbance, excessive noise or anti-social behaviour

The Code of Conduct applies to all residents and staff 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.

- Demonstrate behaviours which support community safety, security and harmony
- Follow instructions and requests from staff
- Refuse to participate in harassment, vilification, intimidation, bullying, 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. Fines will be issued for continuing to disturb fellow residents
- Not use or possess illegal substances
- Report illegal substances on College premises

1.2 CODE OF ETHICS

The Code of Ethics is a statement of the ethical principles, values and behaviours expected of staff and residents. The College fosters the values of openness, honesty, respect, fairness and responsibility, in social and moral as well as academic matters.

The College is a complex community comprising a diversity of individuals 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.

Breaches of the College Code of Conduct and/or Code of Ethics will be brought before the Dean and/or Head of College or the CEO depending on the severity of the breach and may result in disciplinary action.

Disciplinary action may include, but is not limited to:

- Suspension or expulsion from the College, with liability for whole of contract fees
- Conditions placed on continued residence or membership of the College, including but not limited to:
 - Payment of a fine
 - Community service
 - Exclusion from certain College events or activities
 - Suspension from College for a short period of time
 - Requirement to relocate rooms

A breach of the College Code of Conduct and/or Code of Ethics may also result in:

- An official report being made to your university
- Involvement of the Police

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 Dean or delegated representative and may be escalated to the Head of College depending on the severity. If the outcome is suspension or exclusion from the College, an appeal may be lodged with the CEO.

In the event of minor misconduct, the 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/alarms or when asked by staff/fire personnel
- \$150 for exceeding either the “10-day maximum visit rule,” or “3 consecutive day rule” without special permission from the Deputy Head of College, or for not notifying Reception of an overnight guest or a pet visiting for the night
- \$150 excess cleaning charge for mess you or your guests create that require staff to be employed to remedy
- \$50 for making excessive noise and disturbing other residents. A per person charge is applicable if a group of people continues to make noise after receiving a warning
- A fine will be issued by UWA campus security for parking without a valid Parking Permit (Fines are also issued by the City of Perth on Park Road so please be mindful of the parking regulations)
- \$25 for failing to provide your RA or the Dean of College with a letter of apology for not attending a compulsory formal function of the College such as Formal Hall
- \$25 for taking food/crockery from the Withnell Dining Hall

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 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 cheering along teams, attending events 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 or concern. The staff member approached will either help you directly or connect you with someone best able to assist you.

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 and in the event of an emergency there are also rostered staff members on call.

2.2 RESIDENTIAL ADVISORS

The Dean co-ordinates a team of Residential Advisors (RAs). There is one RA for every 20 residents in College and together they support you in your general wellbeing, provide pastoral care, and ensure there is help available 24 hours a day. An RA is available on duty in the evenings (outside of office hours) and on weekends.

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

The **On-Duty RA** carries a mobile phone that you can contact by calling **0439 243 921** from your mobile. There is also a blue phone outside Reception on Park Road that will automatically dial the Duty Phone

The on-duty RA is available from 5pm until 10.00pm each day. After 10.00pm, only call the on-duty RA if there is an emergency (e.g., serious illness, unwelcome guests, urgent maintenance issues, etc.). If you are locked out of your room use the Residents' Facebook page to ask if an RA is awake and available to let you in.

Weeknights: 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 lockouts.

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 have the opportunity to be provided with a mentor when they join the College community. The mentors are a member of the senior staff. This is an opt-in process and is there to assist you.

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 your 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.

You can talk to your mentor if you are experiencing difficulties, have an issue or concern, or if you are worried about a friend. Don't be afraid to ask for help, your mentor will help you access support on and off campus. The Dean and the RA team are also on hand to assist you with any concerns.

Third year residents and above can join the Professional Mentoring Program where they are teamed up with a professional in their area of study who can provide expertise, assist in study choices and investigate internships and employment opportunities.

2.4 STUDENT LEADERSHIP AND THE JUNIOR COMMON ROOM

All residents are members of the Junior Common Room and Graduates are also members of the Graduate Common Room. A broad range of large and small programs, activities and events are organised for residents. The Student Engagement Team led by the Head of College comprises the Dean and Sub-Deans, together with the Academic Coordinator and RAs, and is responsible for the design and delivery of events that represent the many interests of our College community. RAs are assisted by residents and you are encouraged to join a committee, come forward with ideas and lend a helping hand. We encourage you to get involved in the academic, social, cultural and sporting events to get the most out of College, meet new friends and learn new skills. If you see them setting up for an event, help them out and you'll have fun doing it!

Some of the activities that St Cat's organises include Wing events on and off campus, the Annual College Ball, themed dinners, guest speakers, parties, performances, multicultural activities, movie nights, games nights, various clubs and societies, Lip Dub, talent shows, trips to local attractions and events, as well as a multitude of sporting events. The RAs also promote the many Inter-College events held throughout the year, giving residents the opportunity to mix with other students living along College Row.

If you have an idea or want to help organise an event, please talk to a member of staff or your RA – your help will be warmly welcomed!

Each semester a General Meeting is held and it is compulsory for all residents to attend to make sure the community keeps up to date on important matters and has a chance to discuss ideas and issues together.

2.5 GRADUATE PROGRAM AND THE SENIOR/POST GRADUATE COMMON ROOM

All members of the College who have progressed beyond the undergraduate level or are a Mature Aged Student are members of the Senior Common Room and Post Graduate Program (although they can still access the Junior Common Room with full membership rights). These residents are also represented by a college appointed Graduate Coordinator who works with the Dean to run events and activities catering for residents at a different stage of their studies and ensure that the needs of the graduate community are met.

The Senior Common Room situated on Kumba Ground Floor is a group of like-minded individuals and offers graduates a tight-knit community where everyone understands the pressures of higher degrees and the need to unwind but also keep motivated and study together. Events and get-togethers are held on and off College campus.

2.6 ALUMNI & FRIENDS OF THE COLLEGE

Our Alumni are our former residents and past and present staff of the College. Others closely associated with the College whom you will meet from time to time include:

- Distinguished members of the wider community awarded Fellowships by the College, known as Fellows
- Academics in Residence who give their time to assist you plan your studies, choose postgraduate courses and research projects, find supervisors and suggest ways to fund further study
- Tutors who provide up to 100 unit specific tutorials per week in College
- Mentors who provide later year residents with professional advice on possible career paths and employment related assistance
- Members of the University community, corporate partners, donors, volunteers, friends and supporters of the College.

CONTACT DETAILS

Providing us with your up-to-date contact details means that we can keep you informed of the latest news from St Catherine's, send you our College magazine, The Banksia, and of course invite you to special College events and reunions.

The College offers many ways to stay in touch with fellow alumni and the College community after you have left College. Please join our social media networks:

<http://www.stcatherines.uwa.edu.au/policies/social-media-and-online-communities>

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, and 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 hot and cold options at each meal and all meat served (with the exception of pork) is Halal. Residents are able to view the weekly menu in the Weekly Bulletin sent via email every Sunday.

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 or other formal events. Residents who take alcohol to Formal Hall are expected to drink responsibly and behave respectfully.
- Always be mindful of others' right to the pleasant enjoyment of the Withnell Dining Hall. Loud or exhibitionist behaviour is not acceptable.
- Good table manners should be observed at all times.
- 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).
- You may wear modest pyjamas to breakfast but at no other time.
- Always wear an academic gown to 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 residents' rooms.
- Do not leave tables in a messy state after eating – this is unfair on your fellow residents.
- Eat your meals in the Withnell Dining Hall. Taking food from the Dining Hall 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 mealtimes provide important opportunities for residents to come together as a community and socialise while they 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 and Public Holidays)

Lunch: Midday–2.00pm (Daily)

Dinner: 5.30pm–8.00pm (Daily)

You can eat as much as you like and go back for multiple serves, but please only take what you can eat and do not waste food.

During exam periods a supper snack is provided at 9.00pm and the Dining Hall remains open for quiet study outside of mealtimes.

The Withnell Dining Hall will otherwise be closed between meals to allow staff to clean.

3.1.3 MISSED MEALS

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

If residents choose to participate in an activity over mealtimes, a replacement meal will only be provided where permission has been granted. Residents in a Studio Room 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 and cannot be used for guests.

Also note, that if you are on a 7 or 14 meal allowance you can only make changes to increase or decrease the number of meals at the start of a semester. You will need to see Admissions to reflect this change on your record.

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 mealtimes 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 the form at <https://stcatspackedmeal.paperform.co/> at the start of the semester. **A copy of your university timetable is required and will need to be uploaded by midday the previous business day i.e. Monday to Friday.**

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. If more than two packed meals are not collected your request for packed meals will be cancelled.

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” via EFTPOS 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 bring guests to the Withnell Dining Hall for a meal. The cost of their meal is paid on arrival at the Dining Hall via EFTPOS. Guest meals cannot be taken off your weekly meal allowance.

3.1.6 SPECIAL DIETS

The College will try to provide modified meals for those who have special diets prescribed under medical or a dietician’s supervision, or for religious observance. You must update your dietary details in the College Portal and discuss your dietary requirements with the Dean and the Catering Manager.

Please be advised that all food served is prepared and cooked in the College kitchen and usually delivered via a self-service buffet. The College cannot guarantee the cross-contamination of products, including nuts, dairy, egg and gluten.

Please note: if the College provides you with special order products at your request and you do not use them the College may cancel any ongoing orders and/or charge you for wasted food.

3.1.7 DAILY NEWSPAPERS

The Australian and *The West Australian* 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), exchange students and students in rostered wings. All other residents are welcome to attend if they wish.

Residents attending Formal Hall must RSVP by 8pm on the Sunday before, through the link provided on the St Cat’s Residents Facebook Page or in the weekly Bulletin. If for good reason you cannot attend a compulsory Formal Hall you must provide an apology to your RA explaining your absence.

If you fail to attend a Formal Hall that was compulsory for you and you did not provide an apology explaining your absence before the cut-off time 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-causal with your academic gown worn over the top. This is strictly observed
- If you are seated at High Table, you must not leave the table without the permission of the Head of College or presiding member of staff
- Residents must stay for the entirety of Formal Hall and may only leave after the Presidents have concluded proceedings

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. It also helps us be responsible for the environment and avoid food wastage.

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 a safe 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, they must accompany these guests at all times, and in particular after 5.00pm. Residents should also accompany their guests to the door and see them off the premises.

You may have an overnight guest 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 without the special permission of the Dean.

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.

Should you wish to have a guest stay longer than this you may ask the Dean for special permission. This is usually granted if your guest is coming a considerable distance or has only limited opportunities to see you. Residents who exceed the "three consecutive day rule" without special permission are breaching College rules and are liable to incur a \$25 per day fine.

To preserve the security of the College and safety of all residents, please do not let anyone that is not your guest or that 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 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:

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 and given to you when you return – 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 database 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 and please check your SPAM when you first join College to ensure communication is reaching your Inbox.

The College also relays important notices to its residents through the Weekly Bulletin and the St Catherine's College Residents 2022 Facebook Page. The Weekly Bulletin is sent out to residents every Sunday to the email address reflected in your resident profile on the College Portal. Please ensure that you read them each week, and follow the Facebook page's notifications they keep you up to date with what's going on around College and make sure you don't miss out on any opportunities.

It is your responsibility to follow the Facebook page, read the Bulletin and be abreast of the news and information which is shared there.

The College recognises that social media 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 other 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 for you to join include:

Our Facebook Groups to keep up to date with everything that's happening within the College:
St Catherine's Residents 2022
Cats Miscellaneous 2022
Postgraduates 2022 (Postgrads Only)

Follow us on Instagram: @stcatscollege

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 community. 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 strong friendships and enjoy yourself.

A printed copy of the College Calendar is available to all members of the College at the start of each semester and event reminders are shared in the Weekly Bulletin and on our Facebook pages.

Some functions or events require residents to register their attendance or buy tickets. Links to do so will also be shared in the Weekly Bulletin and on our Facebook pages. Please note that the deadline for signing up will always be provided and we cannot open any further places after this has passed so be sure to sign up on time to avoid disappointment!

3.8 COLLEGE ROW

The College enjoys excellent relationships with the other colleges along College Row and residences at both Curtin University and UWA. However, the other colleges are private property, so you are only welcome on their premises as an invited guest or for bona fide purposes. Any unauthorised presence at another residence would be considered trespassing and any kind of anti-social behaviour would be viewed as a breach of the College Code of Conduct and/or Code of Ethics.

If you invite guests from another residence, 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. However, only quiet use of common spaces should occur after 10pm and alcohol is not permitted in any common areas aside from Bridie's. Regardless of the hour, noise must not be excessive or disturb other residents.

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

- Quiet time in all residential areas: 8pm onwards
- Quiet time in all common areas (indoor and outdoor): 10pm onwards
- Avoid talking loudly walking to and from your room through the residential corridors
- Avoid talking loudly after dark and standing round in groups on Park Rd (our neighbours have young children and busy work schedules) and you will disturb residents in the rooms above.
- Avoid slamming doors
- Fines will be issued if noise warnings are not heeded.

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 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 a first come, first served basis. Only a limited number of parking permits are available to First Year residents.

- 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 apply for parking (which opens in August of the previous year), you need to apply on the Paperform link provided by Admissions either in person or via the Bulletin.
- Parking Permits will be issued in a sequence based on the date of application.
- The Parking Permit will be in the envelope with your keys when you check-in at the beginning of the year or can be retrieved from Reception if you apply later.
- The Parking Permit is only valid for the year it was issued in and must be clearly displayed on the front, left hand corner of the windscreen of the registered vehicle.

Residents must not park in the staff, reserved or visitor parking lots in the Banksia, 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 fined by UWA Campus Security who manage parking violations.

Vehicle owners park their cars on the College premises at their own risk. We wish to advise residents that theft from the car parks does occur on occasion. We encourage all residents to remove articles of value from their cars. 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 RA on duty.

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. Please note that these limits will change in accordance with State government regulations during lockdowns.

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 Dean 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 of any kind live with them in their rooms for health reasons.

If your family pet is visiting Perth you may request special permission from the Dean for them to stay over, **but you must get permission first** and guarantee the good behaviour of your animal friend. You must clean up after your pet.

There are a number of resident animals that you can take for walks or spend time with:

- Pi, the sleek and playful Whippet
- Kaya the happy and always hungry chocolate Labrador
- Monkey the little Maltese poodle

All the animals in College are friendly but please respect their personal space, and if you are not familiar with animals please ask a staff member to introduce you.

3.14 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 a public area, not in the College grounds.

If you smoke on Park Rd and disturb our neighbours, you will be considered in breach of our Code of Conduct and a breach notice will be served.

Residents caught violating smoking regulations will be fined **\$100** 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 CULTURAL LEARNING (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 called the Cultural Perspectives Program which focuses on learning through shared stories and journeys.

Wherever you come from, you can enrich your understanding of the world by learning to look at life through the lens of ancient cultures.

To learn more about the program, see Dandjoo Darbalung on the website.

4.2 THE CENTRE FOR YOUTH INNOVATION AND BLOOM

The Centre for Youth Innovation is the only one of its kind in WA and works with young people all across WA to foster innovation, change the approach to problems and create a mindset that is creative and flexible. Bloom is an innovation hub run by young people for young people from across Australia and around the world. It is a dedicated space and program for you to apply your life experience and formal learning to problems that really matter to you.

Bloom assists you to take an idea through the stages of developing a product for market, or a business, or a social movement. Whether your idea flies or flops, you will learn incredible skills that will turbo charge your employability. You can even earn credit points towards your degree by completing the Launchpad program right here in College!

Please visit <http://www.bloom.org.au> to learn more.

4.3 PRISM ALLIANCE (PRESTIGIOUS INFLUENTIAL SCHOLARSHIPS & MENTORING)

St Cat's runs the PRISM ALLIANCE on behalf of all five universities in Perth. If you have excellent marks as well as skills you share with the community through volunteering, sport, arts or leadership, then you should consider applying for a prestigious, globally recognised scholarship to undertake your postgraduate study overseas.

Knowing the requirements for eligibility early and building your resume will be key to your success. PRISM will provide you with lots of useful information, contacts and mentors. In 2021, one of our residents, Jesse Schelfhout, secured a Rhodes Scholarship. We have also had Fulbright and Monash Scholars and New Columbo Plan and Westpac winners.

For more information, see [PRISM](#)

4.4 GRADUATE PROGRAM

The College attracts postgraduate students from overseas, interstate and locally, and offers a program suited to the needs of residents who have already graduated with a degree and who are pursuing further qualifications. The program is informed by its members and includes access to the Graduate Common Room, small group access to guest speakers and visiting academics, graduate meals and pre-dinner gatherings on Formal Hall nights, networking opportunities, social and sporting activities (see "Graduate Program Committee and The Post/Graduate Common Room", Section 2.5).

4.5 ACADEMIC PROGRAM

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

The program includes individual and small group tutorials, opportunities to meet Faculty members and professionals in your field of study, skills development and mentoring.

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

4.5.1 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 Dean or Academic Director. In principle, academic probation is not to be combined with positions of responsibility in resident leadership. A resident who fails two or more subjects in one semester will be subject to academic review and may be excluded from College in the following semester and/or have their scholarship withdrawn. If re-admission is allowed, the resident will be required to follow an agreed study program and demonstrate good academic progress in the following semester. This particularly applies to residents who are scholarship recipients as they may lose their scholarship if they do not uphold their academic grades.

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.

4.5.2 SPECIALIST TUTORIALS

Weekly and fortnightly specialist tutorials are provided at no extra cost for residents. These tutorials are held on-site in a wide variety of subject areas. The Academic Director will communicate the process for requesting tutorials via the various College communication platforms.

As well as many different subject-specific tutorials, tutorials also cover topics such as study techniques, stress management and exam preparation.

Tutorial participation is not compulsory at the College, but failure to attend booked tutorials, or provide a timely cancellation notice when a tutorial has been provided on request will incur a fee to cover the cost of the tutorial.

Failure to seek academic assistance in a timely manner will be a key factor in evaluating academic performance if a resident fails a subject.

4.5.3 TRANSITION TO UNI WORKSHOPS

The difference between high school and university can be intimidating. 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 Academic Director is available to meet individually with students to develop study plans and other academic support.

4.5.4 VISITING SCHOLARS/FACULTY AND INDUSTRY/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 or other universities and institutes. 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 discuss their research and expertise in a diverse range of fields. These informal meals also provide residents with a chance to get to know their teachers outside of a large and sometimes impersonal learning environment.

4.6 ARTS & MUSIC

The College encourages our residents to exercise their creativity. Opportunities to showcase your talents are provided through Arts Week, Talent Shows, Lip Dub and Comedy Night. The College Play, Dance Club and Choir take whatever form residents are interested in pursuing.

Art and craft classes are provided regularly with no level of skill required to participate.

The College has a music practice room, a drum-kit and two pianos.

We strongly encourage you to keep developing your skills and interests and share your talents with the College community.

4.7 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. Natural ability and experience are not necessarily required at college-level and enthusiasm will often carry the day!

If you are a serious sportsperson intent on higher glory, your university will offer a wide range of competition levels and connect you with clubs in the wider community. You may also be eligible for credit points or special consideration towards your degree if you are playing representative sport.

Residents have off-peak access to UWA's Recreation and Fitness Centre which is fully equipped with everything you need for a good workout.

4.8 SERVICE LEARNING

Our residents are given frequent 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.

4.9 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 reducing waste wherever possible.

The bin in your will be cleared each week but you are responsible for your own re-cycling. Please use the appropriate bins in the bin rooms located near your room or the large skips behind the kitchen for recycling.

Please get involved in reducing harmful human impact on our beautiful planet.

5. WELLBEING

5.1 ILLNESS AND FIRST AID

If you are ill or require medical attention, please notify Reception during office hours or the RA on duty 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 or the RA on duty 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. If you need to see a doctor or other medical services, we can assist you.

If you need to go to hospital you must inform Reception or the RA on duty as soon as possible so that we know where you are and can organise appropriate care on your return.

While we strive to take care of you when you are ill, we are not a medical surgery and you may require expert services so you must keep us informed of any illness or symptoms you are experiencing.

5.2 MEDICAL SERVICES

As the staff are not trained doctors or psychologists, we refer residents to a number of local resources easily available to residents if medical assistance is required.

The University Medical Centre is located on the 1st Floor of the UWA Guild Building. Appointments are available (for all College residents, whether or not you attend UWA) 8.30am–5.00pm, Monday to Friday.

Call: 6488 2118. Appointments can also be made online <https://www.curtin.edu.au/students/personal-support/health/medical-centre/>

Goldsworthy GP is an after-hours GP Service located at 236 Stirling Highway, Claremont.

The service is open until 9pm every day of the week, 365 days a year. **Call: 9384 0551.**

A Locum Service can organise for a doctor to visit you. This service is available 24 hours a day, 7 days a week. **Call: 9321 9133.**

After Hours

Doctor Home Visits (WADMS) can visit you at the College if you telephone (08) 9321 9133 (this is not a free service).

Alternatively the [WA Department of Health](#) has contacts for after-hours doctors. International students can also check with their health insurance company for listed services.

Find other local medical services in the [Yellow Pages](#) under medical practitioners or on the Department of Health's [Service Finder](#).

You can get medical advice 24 hours a day via HealthDirect on 1800 022 222. This service can also give you the telephone numbers of doctors in your local area.

Derbarl Yerrigan Health Service (Aboriginal Health Service). Call: 9421 3801.

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. **Call: 6488 2222**

5.4 SUPPORT SERVICES

- Lifeline 24 Hour Crisis Counselling 13 11 14
- Health Direct Australia 1800 022 222
- Family Planning WA: FPWA Sexual Health Services 9227 6177
- 24 Hour Crisis Line Office 9340 1820
- Mental Health Emergency Response Line 24 Hour Helpline 1300 555 788
- Sexual Assault Resource Centre (SARC) 9340 1828
- Crisis Care - 24 hour emergency mental health issues 9223 1111
- Samaritans Youth Crisis:
 - Youthline 9388 2500
 - Crisis line 93815555
 - Free Call Number 135 247
- Victim Support Service 9425 2850
- Family Helpline 9223 1100 1800 643 000
- Relationships Australia 1300 364 277
- Women's Domestic Violence Helpline 9223 1188 1800 007 339
- Holyoake – Victoria Park (alcohol and substance abuse programs) 9416 4444
- Poisons Information Service 131126
- Alcohol and Drug Information Service 9442 5000 1800 198 024
- UWA Student Counselling Services 6488 2423 counselling.uwa.edu.au
- UWA Medical Centre 6488 2118
- UWA Security 6488 2222
- UWA International Centre 6488 3939

6. RESIDENT ROOMS

6.1 ROOM ALLOCATIONS

A variety of factors will be taken into account when placing residents in accommodation areas. These include availability, date of application, seniority, academic needs, social standing and community considerations.

There are a number of terms and conditions relating to admission and eligibility for Studio Rooms. When requested by Admissions staff, please ensure you read the information provided regarding NRAS (The National Rental Affordability Scheme) which is a government initiative that we need to comply with.

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

If you wish to upgrade or move rooms after allocation, you will be charged a moving fee of \$100 for administration and vacate cleaning.

Re-enrolment for the following year commences in August via a post in the Bulletin. It is your responsibility to follow the process to ensure you are eligible for your preferred room type. In principle from 2023, all First Years and Scholarship recipients will be in Single Rooms and later year and returning residents will be allocated Studio Rooms. This ensures that new, incoming residents have all their meals in the Dining Hall and make friends quickly and that later year residents can experience more independence in self-serviced Studio rooms.

All room allocations are at the discretion of the Senior Staff of the College.

6.2 CLEANING OF ROOMS

The College employs a dedicated team of cleaners who endeavour to keep the College clean and tidy for everyone to enjoy, and your room in good shape.

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 cleaners. The cleaners will dust furniture where possible, vacuum the floor and empty the rubbish bin. Dusting of books and personal items is your responsibility as is your re-cycling. Cleaners will not move your possessions to clean surfaces or pick up clothes and belongings from the floor.

Your room should be tidy enough for cleaners to access and carry out their cleaning. If it is not, you will receive a warning and may be charged an excess cleaning fee of \$100 if your room is not cleanable two weeks in a row.

Cleaners provide a light clean for hygiene purposes. Deep cleaning is your responsibility.

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 walls of soap, washing dishes and keeping surfaces, toilet and wet areas hygienic.

A schedule for cleaning days will be provided to you at the start of each week in the Bulletin. To enable the cleaners to clean effectively, you must clear the floor space of all clothes, books, shoes, etc. (and clear the 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, kitchenettes, common rooms and corridors are cleaned every day and must be kept clear of personal items, books, clothes, food, rubbish and cooking utensils. **Accidental spills should be cleaned up immediately and you must leave every area you use clean and tidy for the next resident.**

PROPERTY CHECKS & REPORTS

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. It is your responsibility to ensure you have completed the Property Condition Report as you will be liable for any damage.

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/skip 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. Do not dump large items or loose food in the bin rooms – please use the skips provided for this purpose.

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 team. If there is an issue.

6.3 BEDDING

Residents are required to provide their own bedding (e.g., sheets, pillows, pillowcases and blankets). The bed sizes vary according to the different room types and you will be informed of your bed size prior to moving in. For those residents coming from warmer areas, Perth winters can be cold, so a good doona/quilt and an extra blanket is recommended.

6.4 BICYCLES

Please place your name on your bicycle so that it can be identified.

Bicycles can be stored in your room or on your balcony provided you are careful not to damage walls when moving them. Charges will be incurred if damage is found. 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 without these permits on them will be removed and donated. **Please ensure that you have a good quality lock on your bike to avoid theft. U-bolts are recommended.**

6.5 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 substantial 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.

6.6 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 removed.

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 Dean in these circumstances. Because of the risk of fire, open bar electric radiators and electric fan-forced heaters are absolutely forbidden as all rooms are air-conditioned. 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.

6.7 UTILITIES

The College aims to be environmentally friendly and sustainable and residents are encouraged to be mindful of the amount of electricity and water that they use.

Western Australia has limited water resources. Try and keep your time in the shower to 3 or 4 minutes.

In all rooms, the air conditioning is set at an optimal temperature range, and must not be tampered with.

6.8 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 scorch surfaces. Please also take care when using hair dye. Residents will be charged to replace carpet or flooring if damage occurs.

6.9 FURNITURE

Subject to approval by the Dean or their 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.

6.10 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, just like home, there is a maintenance cost to fix 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.

6.11 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

7.1 COMMON ROOMS

Most common areas are available for 24-hour use but may be booked for College functions or activities, but there will always be common areas available for general use. All common areas other than the M.E. Wood Room (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 (or slide quietly...).

7.2 UNCOMMON ROOMS

Uncommon Rooms 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 and group study easy.

7.4 INDIGENOUS CULTURAL SPACE

The College offers a dedicated space for Indigenous residents to unwind, catch-up on study, get tutoring and practice culture. You will find *Dandjoo Darbalung* in the beautiful new building opposite Reception. The space is 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.

Please be respectful when entering the *Dandjoo Darbalung* Centre and recognise it as cultural space. Don't be afraid to ask questions and share stories.

7.4 CENTRE FOR YOUTH INNOVATION AND BLOOM

The Centre for Youth Innovation and Bloom has a dedicated space in the Upper Link above the JCR. Pop in and talk to the team or join one of the many free seminars, workshops or pitch nights which will be advertised on your semester planner and through our Facebook channels.

7.5 LEARNING CENTRE AND TUTORIAL ROOMS

Dedicated study areas include Tutorial Rooms on every floor and Group Study Rooms dotted about the College as well as the new Learning Centre located underneath Prescott.

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

The Dining Hall can be used for study outside of meal times and scheduled cleaning.

7.7 PRINTERS

Printers, scanners and photocopiers are available at various locations around college. Printing is charged and credit can be loaded onto your key card. If you experience any difficulties, please see Reception during office hours.

7.7.1 INTERNET NETWORK

Wi-Fi access is available throughout the College.

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.

For WiFi issues please contact Superloop the College's WiFi provider phone: 1300 738 353 or email: wifisupport@superloop.com.

7.8 MUSIC

When you want the opposite of quiet time, St Cat's is equipped with a practice room, two pianos, a drum kit, music stands and adjustable music chairs.

7.9 M.E. WOOD ROOM (BRIDIE'S)

Snooker, foosball, ping pong, and Foxtel with a large screen TV all make a great relaxation space. This 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 abide by the following:

- Do not break or damage plants or throw bottles and rubbish into the gardens and lawns. Always use the rubbish bins provided
- **Do not throw food scraps or bones into the gardens, this is very dangerous for our furry friends**
- 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.

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.

Remember that the noise amplifies as it carries down from the rooftop so whilst you may think you're keeping it down, you are disturbing others and keeping them awake. Please be mindful of this as they will complain and you will be fined!

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 large laundries and various smaller laundries, each equipped with washing machines and dryers, as well as ironing boards and irons. Washing tokens can be purchased from Reception during office hours. 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.

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 clothesline 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.

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. It 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 your name and/or address of the College on the Secure Entry Card and please be very careful with your Secure Entry Card. You are not permitted to hand your Card to any other person. The Secure Entry Card records every access point in which it is used, and you will be held responsible for any theft or damage to property linked to your Card.

If your Secure Entry Card stops working, please inform Reception or the RA on duty after hours. Your 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 5.00pm. 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. M.E. 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 RA on duty. The Dean is to be informed of any thefts and a report should be filed at the local police station. CCTV footage will only be provided to the police.

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, over 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 or cover smoke detectors 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 \$1350 to \$2000 at the discretion of the fire brigade.

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 cleaners. Fires are not to be lit in the grounds without the permission of the Dean. Fireworks are not allowed unless arranged by staff. 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.

Running your shower for too long can also cause steam which can activate the alarm.

If you set off the smoke detectors in your room:

- Do not open your door to the corridor unless you need to evacuate
- Open the 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 \$1350 to \$2000. Do not cover smoke detectors. Such actions are subject to disciplinary action.

8.4.3 FIRE EVACUATION

Evacuation notices are located in your room behind the door.

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 safest exit. Muster points are located at the Park Road entry outside Whitfield and outside end.

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.
- Do not place stovetop pots in microwaves or ovens
- 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. Do not put cooking utensils in microwaves.
- 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. 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 your 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 guardians 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 including if you leave College before your Residency Contract concludes.

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 Dean and Head of College.

Failure to abide by the Code of Conduct and/or Code of Ethics 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 at an approved university or tertiary institution and remain in satisfactory academic standing throughout the year.

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 unless given permission from the Head of College or their delegate. Students who are approved to return after having failed more than one unit may be placed on academic probation.

9.3 UNIVERSITY COURSE CHANGES

Residents contemplating course changes are asked to consult the Academic Director as soon as possible before finalising the change. Notice of changes should be given in writing to the Academic Director.

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 Dean of College or 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 Dean 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 Dean 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

Fees are made in fortnightly payments through PaySMART in accordance with your Fee Schedule. Please contact the Accountant or Assistant Accountant if you require any assistance.

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 9.7). Residents departing the College must pack up their belongings and vacate their room no later than the end date of your lease. You will receive a reminder about leaving College via the Bulletin and in a specific notification two weeks' prior to your contract concluding. In addition, residents departing the College must complete an Exit Survey and all other relevant paperwork and procedures, and return their academic robe, 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 Dean or 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 Director of Admissions.

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.

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, as well as State and federal laws. Resident status does not make an individual immune from Australian criminal codes and immigration laws. The Head of College, Dean 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 libellous or which attempt to damage their reputation or standing within the community are 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>

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 any gender 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 their 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.

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 are 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 Dean.

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.

St Catherine's is committed to maintaining a college environment free from sexual harassment and sexual assault, collectively referred to in this policy as sexual misconduct.

Sexual misconduct jeopardises the mental, physical, and emotional welfare of our residents, as well as the safety of our community. Sexual misconduct diminishes residents' individual dignity and impedes their access to educational, social, and employment opportunities. It can permanently impact residents' lives and may cause lasting physical and psychological harm.

Sexual misconduct violates the values of the College and will not be tolerated.

All reports of sexual misconduct will be confidentially investigated in a timely manner. College members should also understand that sexual misconduct including sexual harassment, indecent assault and sexual assault are criminal offenses.

10.3.1 Definitions

St Catherine's College adopts the definitions of the University for the purposes of the Sexual Misconduct Policy: <http://www.hr.uwa.edu.au/policies/policies/conduct/sexual-harassment>

Community

College members include all residents, residential staff and non-residential staff. All College members are bound by the policies of St Catherine's College. Alumni, contractors and visitors to College are also considered to be bound by College policies when on site.

Sexual Misconduct

In line with the University of Western Australia, the College understands Sexual misconduct to be instances of:

- Sexual Harassment
- Sexual Assault
- Sexual Violence
- Sexual Abuse

Sexual Harassment

Sexual Harassment is defined in legislation as conduct with a sexual component which is unwelcome, unsolicited and unreciprocated. Conduct with a sexual component includes physical, visual, verbal and non-verbal behaviour.

Sexual Harassment includes, but is not limited to:

- leering or staring
- obscene sexual communications in any media including social networking
- persistent following or stalking
- persistent unwelcome invitations, telephone calls or emails
- sending of sexually explicit emails or text messages
- sexually suggestive words, gestures or sounds
- unwanted ongoing declarations of affection or approaches for affection, including gifts
- display of sexually suggestive material
- use of College computer systems for the retention and distribution of sexually explicit material
- unwelcome behaviour or contact of a sexual nature which offends, intimidates, embarrasses or humiliates an individual
- unwelcome physical touching or familiarity, including deliberately brushing against someone, patting, kissing and embracing.

Sexual Harassment involving persistent following or stalking and indecent exposure, may be considered sexual assault and possibly a criminal offence.

Sexual Harassment may be perpetrated or experienced by people of any sexual orientation or gender identity. Sexual Harassment may be a single incident or a persistent pattern of unwelcome behaviour.

'Reasonable Persons Test'

The 'reasonable person' test requires examination of the particular circumstances. Factors such as the relevant ages of the complainant and the respondent, the context in which the harassment occurred and the nature of the relationship between the parties may be relevant when determining what was reasonable in the circumstances.

The fact that not everybody would be offended by the behaviour does not mean that it will not amount to sexual harassment, and it may be sexual harassment even if that sort of behaviour has previously been accepted within

a particular work or learning environment. Behaviour that might be acceptable to the reasonable person in one set of circumstances may not be acceptable in another.

Sexual Violence

Sexual Violence includes:

- Sexual Assault
- Sexual Threat

Sexual Violence involving a physically violent and/or coercive component or threats of physical violence, such as physical molestation or assault, may constitute a criminal offence.

Sexual Violence may be perpetrated or experienced by people of any sexual orientation or gender identity.

Sexual Violence may be a single incident or a persistent pattern of unwelcome behaviour.

Sexual Assault

Sexual Assault includes unwanted sexual acts or behaviours which an individual did not consent to, or was not able to consent to, through the use of physical force, intimidation or coercion, including but not limited to:

- Aggravated sexual assault (sexual assault with a weapon)
- Attempted rape
- Indecent assault
- Penetration by objects and forced sexual activity that did not end in penetration
- Rape (sexual penetration without consent).

Sexual Threat

Sexual Threat is an act of a sexual nature carried out against an individual's will through the use of physical force, intimidation or coercion made face-to-face.

Informed Consent

Sexual consent is an agreement by all parties involved, to proceed with a sexual activity. Each person must clearly and freely express that they want to partake in each act (for example, asking for permission before starting oral sex followed by permission before starting vaginal sex).

Informed consent can only be given by those who are:

- 16+ years old
- Not under the influence of alcohol or other drugs
- Fully conscious
- Free from
 - Pressure
 - Force
 - Threats or blackmail
 - Being tricked
 - The influence of others, especially older community members

This includes:

- Being given sufficient information to understand what they are agreeing to
- Being given a free choice to opt in or out
- Being permitted to change their mind at any time

10.3.2 Confidentiality

The College aims to maintain the confidentiality of Complainant and Respondent.

Only staff members or external advisers or conciliators involved in advising on, conciliating, investigating or resolving the complaint will have access to material relating to the complaint.

In order to enable effective resolution of the complaint and to prevent gossip, rumour and interference by persons not involved in the complaint, the College will inform all complainants and respondents of the need for them also to maintain confidentiality.

All enquiries or reports will be treated with the utmost sensitivity and respect and will remain confidential except when it is assessed that it is likely that there is a significant risk to any College member. The bounds of confidentiality will be discussed, and an individual plan created that addresses a balance between the wellbeing and safety of the individuals involved and the College at large.

10.3.3 Whom to Contact in College

Senior staff of the College are trained to provide support and information to anyone in College who is concerned about any possible sexual misconduct including sexual harassment or sexual assault. Senior staff members include:

Fiona Crowe (CEO) fiona.crowe@stcatherines.uwa.edu.au

Ashleigh Benadretti (Head of College + COO) ashleigh.benadretti@stcatherines.uwa.edu.au

Bec Wood (Dean of Residential College, Curtin) rebecca.wood@stcatherines.uwa.edu.au

Ben Lewis (Director of Indigenous Access) ben.lewis@stcatherines.uwa.edu.au

Peter Roberts (Chief Financial Officer) peter.roberts@stcatherines.uwa.edu.au

Karen Taylor (Executive Director) karen.taylor@stcatherines.uwa.edu.au

Susie Gill (Director of Admissions) susie.gill@stcatherines.uwa.edu.au

These Officers can provide confidential information and support regarding College policies and procedures.

Complainant

A “Complainant” is any College member/s who makes a report to College concerning the behaviour of another person/s. Any individuals or groups who have witnessed or had something happen to them that they think has breached the College’s policies can make a report. This can be about the behaviour of a St Catherine’s College member or external persons. This can be for an incident/s either on or outside College grounds. The College seeks to support and empower the Complainant who is not obligated to pursue any particular course of action unless there is significant risk to the Complainant or others. St Catherine’s College will support any Complainant wishing to go to the Police to report the incident/s.

Respondent

A “Respondent” is any College member who has had a report made concerning them.

10.3.4 Potential Outcomes from an Investigation

- A finding that the complaint was not substantiated
- A finding that the complaint was substantiated or substantiated in part
- Steps to restore the Reporting Party to the position that they were in prior to the incident(s) that led to the complaint

- Training in this Policy and related matters
- Referral to other support services or strategies
- Counselling
- Mediation
- Restorative Justice Program
- Further monitoring of the situation
- Statement of regret or apology, where appropriate
- Requirement to change processes or procedures
- Disciplinary action in accordance with relevant College policies. This may include (amongst other things):
 - Verbal warning
 - Written warning
 - Exclusion, suspension or expulsion from the College
 - Rejection of applications for employment or engagement with the College
 - Non-admission or conditional admission of new members or residents to the College
 - The imposition of conditions on continued residence or membership of the College
 - Termination of membership of the College or any group associated with the College; or
 - Termination of employment or engagement with the College.

The parties will be informed of the findings and relevant outcomes of the investigation.

NOTE: in some circumstances, the seriousness of the allegations will mean that the College is under a legal obligation (e.g., to keep the work and study environments safe and without risks to the health of staff and residents) to ensure that a matter is investigated beyond that which the Complainant intends or wishes. For this reason, where it is appropriate in the circumstances, the College may initiate a complaint or progress a complaint without the involvement of the Complainant. Where appropriate, this may involve de-identifying details of the Complainant.

10.3.5 Where to go for Support and Information

Open Door Policy

The priority of St Catherine's College is maintaining the safety, health and wellbeing of all members. The College community is here to support you. The Open-Door Policy means that if you have any enquiries or concerns you can contact anyone in the College community with whom you feel comfortable talking. All enquiries and concerns will be dealt with sensitively, confidentially and respectfully.

To support the Open-Door Policy, all staff and Resident Advisors (RAs) have completed physical and mental health first responder training and are happy to assist fellow College members.

If you have experienced or witnessed sexual misconduct, you may wish to:

- Contact the police OR Sexual Assault Resource Centre (SARC).
- WA Police

WA Police:

- If a police report is made, our investigation will be suspended until the police investigation is complete
- We are not a mandatory reporter and will not make reports on your behalf
- We will not force anyone to make a police report
- We will support you if you choose to make a police report

Sexual Assault Resource Centre (SARC)

Provides a confidential counselling service to those who have been sexually assaulted or abused either recently or in the past: (+61 8) 9340 1828 or 1800 199 888 (free call from landlines).

10.3.6 Make a Report

10.3.6.1 Make a Formal Report to College

A formal report is a request by a College member to College to formally investigate a potential breach of the Sexual Misconduct Policy or the Code of Conduct. Any College member who believes that policy has been breached can make a formal report to College.

If you wish to make a formal report to College, you need to contact one of the following College members:

- CEO, Fiona Crowe: fiona.crowe@stcatherines.uwa.edu.au
- Head of College, Ashleigh Benadretti: ashleigh.benadretti@stcatherines.uwa.edu.au
- Senior Staff of the College listed above

10.3.6.2 Make an Informal Report to College

An informal report is a request to College by a College member to informally investigate a potential breach of the Sexual Misconduct Policy or the Code of Conduct. It is a chance for you to discuss what happened and look at options for restoring your sense of safety, fairness and allowing those who have been involved the chance to understand how their actions have affected you.

Any College member who believes that the Sexual Misconduct Policy or Code of Conduct has been breached can make an informal report by approaching any of the following College members:

- Senior staff members (above)
- Resident Advisors (RAs)

10.3.6.3 Make a Report to your University

If a College member is at risk of being hurt or feeling unsafe at College, they may also be at risk of being hurt or feeling unsafe outside of College. To ensure your safety, health and wellbeing, you may wish to inform those external to College, such as your university, of the potential risk. The following links will assist you contact support services at your university:

University of Western Australia
Curtin University
Notre Dame University Murdoch University
Edith Cowan university

10.3.6.4 Make an anonymous Report

Any member of the College community can make an anonymous report based on what they have experienced themselves or what they have witnessed. This is a helpful source of information but, unfortunately, does not allow the College to act formally or respond.

10.3.7 Seek Advice or Support from College

Open Door Policy

You may talk to anyone you choose in the College community. Here are some suggestions:

- Senior Staff
- Resident Advisors (RAs)
- Mentors

Seek Support from Others

- Friends

- Family
- **Sexual Assault Resource Centre** provides a confidential counselling service to those over 12 years old who have been sexually assaulted or abused either recently or in the past: (+61 8) 9340 1828 or 1800 199 888(free call from landlines).
- **National Sexual Assault, Domestic and Family Violence Counselling Service:** 1800 RESPECT
- **Lifeline:** 13 11 14
- **Crisis Care:** (+61 8) 9223 1111
- **Mental Health Emergency Services:** 1300 555 788
- **Salvo Care:** 13 72 58
- **Yogrum** offers culturally informed counselling for Indigenous victims of sexual assault.
- **QLife (LGBTQI+):** 1800 184 527
- **MAITRI Mental Health Services** (Culturally & Linguistically Diverse service): (+61 8) 9328 2699

Take no Further Action

You can choose to take no further action or take no further action while you decide what you would like to do. We will support you in whatever options you choose and any enquiries will remain confidential.

If you choose to take no further action you are still able to access:

- Support and advice from College
- Further information
- Support and information from others
- Medical assistance and advice

Change Your Mind

It's okay to want to change your mind. You can change your mind at any time and we will support you.

If you change your mind you are still able to access:

- Support and advice from us
- Further information
- Support and information from others
- Medical assistance and advice

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 dealing/trafficking is suspected, the College may rely on police or other appropriate resources to resolve the various problems identified.

Dealing, trafficking or participating in dealing/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 will 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 functional use. All residents are required to complete mandatory training on this during Orientation Week with reminders throughout the year.
- 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, particularly those under 18 years of age
- 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/ guardians will be notified. This may result in ambulance or hospital charges payable by the resident. 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 \$100 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 or Deputy Head of College. 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 low alcohol beverages 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:

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

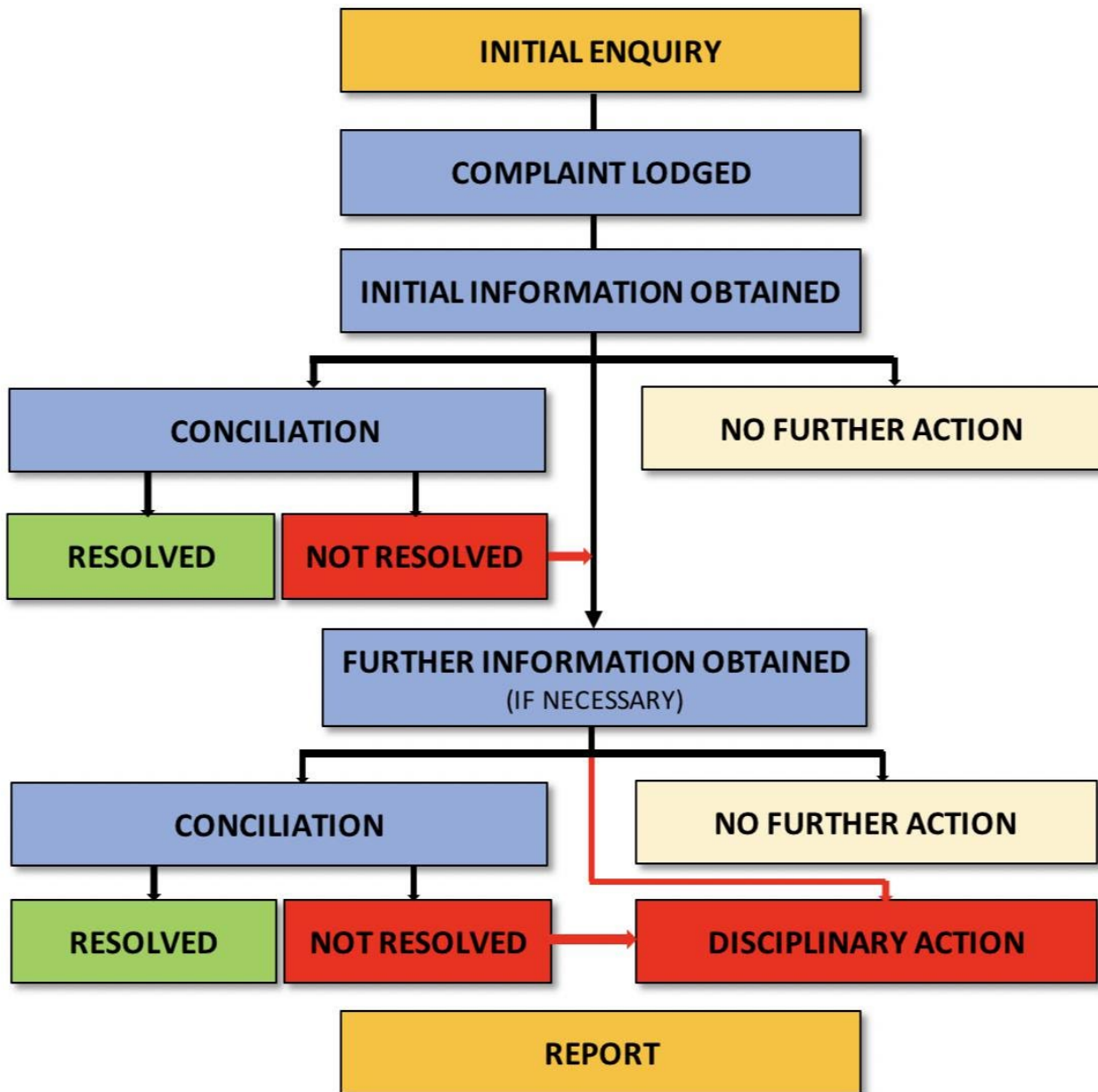
Complainants should, if possible, maintain and have available accurate records of the time and place of the incident(s) of alleged discrimination or discriminatory harassment.

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.

Appendix 1a: Complaint Process for Misconduct: bullying, harassment, hazing, discrimination

Incident	Does the incident put you or others at risk? Are others feeling unsafe or at risk of being hurt? Do you feel unsafe?	Yes	Does anyone need medical assistance? Dial 000 now!	
Unsure	No	Do you want to make a report?	You can choose to make a POLICE REPORT	The College will support you if you choose to make a police report
You can choose to seek further information and support	You can choose to seek resolution with those involved directly with or without support from College	You can choose to make an INFORMAL REPORT	You can choose to make a FORMAL REPORT	The College is not a mandatory reporter and will not make a report on your behalf
The following College members have attended training and are happy to have a confidential chat with you within the bounds of safety	You can choose to seek further information and support	You can choose to make an ANONYMOUS REPORT	The Head of College may take action (suspend resident/s concerned) if there is a safety risk	You will not be forced to make a report
Who to talk to	Helplines	You can choose to make a report to you UNIVERSITY	After appointing an investigator, the Head of College will take no further action until the investigation has been completed	If you choose to make a police report, the College's investigation will be suspended until the police investigation is complete
Your Staff Deputy Head of College Director of Student Engagement Director of Admissions			Investigator completes a report with recommendations for the Head of College	When you report an incident/s with significant safety issues, the Head of College will act immediately to ensure the safety of those involved and the College community
Your RAs You can talk to any RA you are comfortable speaking with, not just your Wing RA			The Head of College receives recommendations and considers outcomes in consultation with the College Board	
			Outcome reported to the reporting party, responding party and the College community as necessary	

Appendix 1b: Complaint Process for Misconduct: bullying, harassment, hazing, discrimination





ST CATHERINE'S COLLEGE

Thank you for playing your
part in creating and
maintaining a friendly and
respectful community.

Have a great year!