



UNIVERSITY HALL

THE UNIVERSITY OF WESTERN AUSTRALIA

Handbook 2016

Welcome to University Hall!

Every year University Hall (UniHall) receives more applications than we have rooms, so congratulations on your success in being selected as a UniHall resident. You are entering a vibrant and dynamic living and learning community where you will have the opportunity to enjoy an exceptional collegiate experience while working hard to achieve your academic potential.

UniHall celebrates its 70th anniversary this year. Many of the core values we hold dear have been born out of the incredible history of the Hall and the residents who have shared its journey.

UniHall's history began in 1942 when The University of Western Australia (UWA) lent the land to the US navy for use as a wartime officers' base. After the war, UWA saw an opportunity to use the land and existing buildings for student accommodation and in 1946 the University Hostel opened with a diverse student population. In 1961, the Hostel became Currie Hall, operating more closely with the University in its management and operations. In 2013, Currie Hall was renamed University Hall and we opened the new J, K and L Houses which wrapped around the historical "heart" of Currie Hall. The Hall population grew from 250 to 750 residents and we continue to establish our own new chapters in the Hall story.

UniHall's core values have been retained through each reincarnation of the Hall and are embedded in the way our community lives and learns together. We are committed to a culture of community values and individual responsibility, high academic performance, diversity and inclusiveness, respectful and honest relationships and fair and ethical decision-making.

It is important that you understand and appreciate the community into which you are being welcomed. Our expectation is that you will be a proactive, engaged, respectful and responsible member of the Hall. No matter how long your stay at the Hall is – from a one semester exchange student to a student who moves from undergraduate to postgraduate while at the Hall – we value your contributions and want you to make your time with us as enjoyable and successful as possible.

UniHall has a strong safety net of support available to residents. Our Residential Life (ResLife) staff members are here to assist and support you. All residents have a Residential Advisor (RA) assigned to their accommodation floor. The extended ResLife team includes three Residential Life Coordinators (RLCs), three Lead RAs, one Lead Academic Mentor, 25 floor RAs and two professional staff members who work in the Student Hub (located under

the Sir George Currie Dining Hall). The ResLife team organises three exceptional programs (Community Experience, Academic Achievement and Personal Enrichment) for residents to grow and develop as individuals and professionals.

Each year residents elect their own representative Residents' Club Committee and this group organises a multitude of social activities for residents. This group works with the ResLife team to achieve the common goal of making your Hall experience one you will remember for the rest of your life.

Please take the time to read this Handbook and make sure you understand your responsibilities in the community. I am looking forward to meeting you all and sharing in your successes as the year progresses.

Janet Linn
Acting Principal



Residential Life Team

UniHall provides a nurturing and energising environment that enriches the lives of its residents and propels them into the world as thoughtful, connected, engaged and well-rounded adults.

Acting Principal
Janet Linn

Residential Life Coordinators
Stuart Ede
Dr Lee-Von Kim
Liam Whyte

Caretaker
Claudio Cattaneo

Lead Residential Advisors
Bronwyn Ayre
Cassandra Greenwell
Daniel Ho

In providing an exceptional collegiate experience, UniHall 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 inclusiveness
- valuing individual differences
- leadership by example
- equitable and ethical decision-making
- environmental responsibility and
- health and well-being.

Resident Code of Conduct

Code of Conduct

UniHall residents must commit to a standard of conduct to build a safe, caring, respectful and successful living and learning experience for all. The Resident Code of Conduct ensures that all residents have the right to enjoy:

- personal privacy within the Hall environment
- respect, courtesy and consideration from other residents, staff and Hall guests
- freedom from harassment and physical and emotional harm
- access to assistance and support from the Hall staff
- high standards of hygiene and safety in all Hall spaces
- sleep, study and down time in their room and common spaces without disturbance, excessive noise or anti-social behaviours.

The Resident Code of Conduct does not cover every possible situation. Residents must judge whether their behaviours are appropriate by asking themselves whether they would:

- like to be spoken to or treated in this way and
- speak or act this way in front of friends and family.

UniHall residents are expected to:

- comply with all UniHall and UWA policies
- represent UniHall in ways that reflect positively on the reputation of the Hall and UWA
- strive for academic excellence and seek support when difficulties arise
- behave ethically and honestly
- cause no harm to themselves or others
- accept the consequences and outcomes of personal actions
- treat staff, residents and guests with respect and empathy
- deal with conflict in a calm and sensible manner
- demonstrate behaviours which support community safety, security and harmony
- follow instructions and requests from Hall staff
- not participate in harassment, intimidation, discrimination or other anti-social behaviours both online and in person and
- report incidents of harassment, discrimination or unacceptable behaviour.

Disciplinary Responses

The Hall reserves the right to take any action deemed necessary to protect the safety and well-being of the community, including measures such as temporary suspension or permanent expulsion.

Students are expected to abide by the rules, regulations, and policies of UWA, UniHall, State and Federal laws.

Student visa status does not make an individual student immune from Australian criminal codes and immigration laws.

Disciplinary matters are dealt with on an individual case basis by the Principal or delegated representative. If the outcome is suspension or expulsion from the Hall, an appeal may be lodged with the Director Student Life, UWA.

If Hall policies and guidelines are breached, it may be necessary for a resident's parent/s (or guardian) to be notified. Extreme cases of misconduct may be referred to the Western Australian police.

The following will not be tolerated:

- violence or aggression of any form
- harm towards self or others
- harassment, intimidation or bullying
- sexist, racist or discriminatory behaviour
- possession and use of illegal substances and drug paraphernalia. Residents are responsible for any such substances or equipment located in their room
- under-age drinking, drunk behaviour, excessive drinking, drinking games and possession of drinking game equipment
- disruptive, discourteous or dangerous behaviour
- damage to and/or tampering with safety and/or fire equipment
- theft, vandalism or damage to Hall property or staff and resident property
- inappropriate and unauthorized use of the UWA Campus Card and
- use or possession of weapons of any kind (E.g ceremonial and replicas, ammunition, explosives and other dangerous objects).

Emergency & Evacuation Procedure

Emergencies

In the case of an emergency contact:

- Fire/police/ambulance: Dial 000, (Dial 0 first for internal phones)
- The closest hospital to UniHall is Sir Charles Gairdner Hospital.
- UWA Security: Dial 2222 from any internal phone or 6488 2222

Over the phone provide:

- Full name
- UniHall address: 130 Winthrop Ave, Crawley
- exact location of the emergency on campus (e.g building location number/room number or common space)
- type of emergency (e.g medical, violence, fire)
- if there are people injured and how many are injured and nature of injury.

Medical Assistance

If a resident is injured or ill at the Hall, they should seek assistance from an RA or the ResLife Office. First Aid kits are available at the ResLife Office during business hours and on each floor with the RA. Please be aware staff members are not authorised to dispense any medications, including painkillers.

If a doctor or ambulance is called to assist a resident at the Hall, the resident will be

responsible for all associated medical, ambulance and hospital expenses. It is highly recommended that residents have health insurance cover that includes ambulance transport.

In a case where there is grave concern for the health of a resident, the Principal or delegated representative reserves the right to contact the emergency contact person nominated by the resident and/or emergency services.

Healthdirect Australia provides free health services on behalf of the government and offers 24 hour telephone access to medical advice on 1800 022 222.

Please refer to important contacts (page four and five) for other support services and information.

Evacuations

This procedure operates in conjunction with UWA procedures relating to fire, medical, dangerous person/s, gas leak and chemical hazard emergencies. Clearly defined evacuation points and procedures are displayed on notices in each building. Whilst the evacuation procedures are the same, the evacuation points have different locations for each building.

All residents must familiarise themselves with the following evacuation procedures:

- for fire, activate a break glass alarm in your room (if alarms do not self-activate).
- on the alarm tone leave the building by the nearest available emergency exit without delay.
- DO NOT USE THE LIFTS. Use the emergency exit doors and stairs.
- evacuation maps are posted in all rooms.
- be aware of your nearest exit.
- WALK. DO NOT RUN.
- follow any instructions given by the Fire Wardens or other emergency personnel.
- assemble at the primary evacuation point. Wait at the evacuation point for further instructions.
- do not leave the area without informing emergency personnel.
- DO NOT RE-ENTER THE BUILDING UNTIL EMERGENCY PERSONNEL INDICATE IT IS SAFE TO DO SO.

Special Precautions

- use the back of your hand to check the temperature of the door and door handle.
- if the door handle is hot, DO NOT OPEN the door. Remain in the room and attract attention at the window.
- if you are caught in smoke get down as close to the floor as possible.

Police: 000

UWA Security: 6488 2222

Dial '0' first for internal phones

Important Contacts & Helpful Links

CONTACT	TELEPHONE EMAIL WEB
24 hour Life Line Counselling and crisis support	13 11 14
Accounts	accounts@unihall.uwa.edu.au
Admissions	admissions@unihall.uwa.edu.au
Alcohol and Drug Information Service	1800 198 024
Code of Ethics and Code of Conduct	hr.uwa.edu.au/policies/policies/conduct/code/ethics
Equity and Diversity Services	hr.uwa.edu.au/equity
Financial Assistance	studentfinance.uwa.edu.au/income#study
Global Learning Office (including exchange and study abroad)	studyat.uwa.edu.au/contact/global-learning-office
Hollywood	9346 6191
After-Hours Clinic Monash Avenue, Nedlands Mon-Fri: 6pm onwards Weekends: 9am – 9pm	
Holyoake (alcohol and substance abuse)	9416 4444
Locum Service 24 hour doctor and medical assistance	9346 6191
Men's Domestic Violence Helpline	1800 000 599
Mental Health Emergency Response Line 24 Hour Helpline	1300 555 788
Parking	parking@unihall.uwa.edu.au
Property Management	pm-residences@uwa.edu.au
Residential Advisors on duty (from 5pm) Zone 1 (A, B, K, L and M Houses)	Ext 9502 0419 965 982
Residential Advisors on duty (from 5pm) Zone 2 (C, D, E and J Houses)	Ext 9510 0410 427 845
Residential Life	reslife@unihall.uwa.edu.au
Samaritans Youth Crisis	13 52 47
Security and Safety on Campus	security.uwa.edu.au 6488 2222
Sexual Assault Resource Centre (SARC)	9340 1828

Students Rights and Responsibilities	www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP07%2F132
Study Smarter	student.uwa.edu.au/learning/studysmarter
Uni Access	student.uwa.edu.au/life/health/uniaccess
University Hall Mon – Fri: 9am–5pm Website	9273 3333 www.unihall.uwa.edu.au
University Policies	governance.uwa.edu.au/procedures
UWA Drug and Alcohol Policies	security.uwa.edu.au/alcohol
UWA Medical Centre Mon – Fri: 8.30am – 5pm	6488 2118
UWA Security (emergency)	6488 2222
Incident Form	security.uwa.edu.au/report
UWA Student Counselling Services	6488 2423 counselling.uwa.edu.au
UWA Student Guild services	uwastudentguild.com
Victim Support Service	9425 2850
Women's Domestic Violence Helpline	1800 007 339



Safety & Security

Guidelines

UniHall is a friendly and supportive community where trust is developed quickly. However, residents are advised to take precautions, particularly after hours at UWA and in surrounding areas.

UWA Security conducts 24/7 patrols at the Hall. They also provide a free service to walk residents back to the Hall from the UWA campus late at night. Residents should call Security immediately on 6488 2222 in the case of a serious incident.

UniHall residents must adhere to the following security guidelines:

- do not write their room number on their room card/campus card
- do not allow someone they don't recognise into any UniHall building
- if a resident is in doubt about someone's identity or right to be on Hall grounds, notify ResLife during business hours or the duty RA or UWA Security after hours
- guests must not be given access to UniHall buildings without the resident being present
- do not pass their room card/ campus card to another resident or a guest to provide access to their room, Dining Hall meals and any UniHall buildings
- if a resident is concerned by anti-social behaviour within the Hall, notify ResLife or the duty RA and UWA Security after hours
- residents must not tamper with any locks at UniHall
- all visitors must leave the UniHall grounds by 11pm.

UWA Campus Card

A resident's campus card must be kept secure at all times. It is used for entry to a resident's room, meal plan, common spaces and for identification.

Residents can request a temporary access card during their first week at the Hall. This card must be returned during Week One of semester at the time their UWA card is programmed.

Lost or Stolen Campus Card

- report lost card immediately online at campuscard.uwa.edu.au/lost
- contact the ResLife Office or Duty RA to borrow a temporary card
- the temporary card must be returned within one week or a \$50 charge will be incurred.

Lockouts

A lockout occurs when a resident leaves their room card/campus card in their room. During business hours, residents may go to the ResLife Office to obtain access to their room. After hours, residents contact the RA on duty. A resident's first three lockouts are free of charge, after which each lockout will be charged as follows:

Lockouts Number	Cost
Lockouts 4 and 5	\$15.00 each
Lockouts 6 and 7	\$25.00 each
Lockouts 7+	\$50.00 each

Health & Safety Hazards

To achieve the necessary standards of Health and Safety a commitment is required from residents and staff to ensure they don't create hazards for themselves or others.

Items causing a hazard or obstruction will be removed without prior notice and a charge made for removal costs and storage which may be incurred by the Hall. All employees and residents must keep passageways, stairways, exits and fire exits at the Hall clear of obstruction and combustible materials at all times.

Fire Safety and Prevention

Fires can happen quickly and the repercussions in a residential community can be devastating.

It is mandatory for each resident to participate in fire and evacuation drills. Failure to follow fire drill procedures and/or fire warden instructions is a breach of the UniHall Code of Conduct and UWA Emergency Procedures. Residents and guests must adhere to the following rules:

- do NOT leave pots and appliances unattended during use
- highly inflammable materials must not be brought into the Hall
- smoking is not permitted outside of the designated smoking area at the Hall
- fire exit doors are for emergency use only and must remain closed at all times
- do not tamper with fire equipment and door closers fixed to all emergency doors
- fire doors must not be propped open
- if a fire alarm causes a building evacuation and Department of Fire and Emergency Services (DFES) attendance, the DFES officers at the scene will determine the cause of the alarm. If this is shown to have been caused by resident negligence, a \$750 fee will be charged.

Any resident found breaking fire prevention rules will face immediate disciplinary action and financial penalty.

Fire extinguishers and blankets are provided for residents' safety and must only be used in the event of a fire. If an extinguisher or blanket is used, residents should report this via the Maintenance Portal immediately.

Fire Alarms and Detectors

All rooms are fitted with alarms and detector for resident safety. Residents must use the exhaust fan while cooking and keep the room adequately ventilated.

If the alarm beeps and/or is illuminated, residents must log a maintenance job through the Portal.

It is prohibited to interfere with detectors and alarms in any way as this will result in a disciplinary response.

Red Delay Button (J, K and L Houses only)

If the smoke alarm sounds in a building, residents should immediately press the red fire alarm delay button (for six seconds) located next to the front door. In case of an accidental alarm, pushing the button will delay the warning sent to the panel by 30 seconds. This provides an opportunity for residents to clear smoke in the room by opening the window and fanning the smoke. Do not open the door to the corridor as further alarms may be triggered.

Life at UniHall

Resident Health and Well-being

In the independent living environment offered at the Hall, residents are expected to be self-managing of existing medical and mental health issues, including, taking their medications regularly.

Making the transition to university and independent living can cause stress at different times. Stress is part of all life changes but if a resident has symptoms of unhealthy stress (such as difficulty sleeping, feeling unusually angry and upset, stomach cramps, headaches or trouble concentrating) they are advised to seek advice from the Residential Life Office or the UWA Medical Centre.

Please be aware that UniHall staff members are not professionals in counselling or medical care but are able to refer residents to support services when necessary. UWA has a number of support services on campus available to residents (see pages four and five for contact details).

Residential Advisors (RAs)

UniHall is divided into floor groups, each with a Residential Advisor (RA) who assists with the after-hours running of Hall events, activities and programs. With input of the floor group, each RA plans social events for their floor.

RAs are a resident's first point of contact in the Hall. They are trained student leaders who know how things work and where to get information. If a resident is having an issue of any kind (personal, social, academic, health or other) their RA will be able to advise where to find support.

Residents' Club (ResClub) Committee

The ResClub Committee is an elected group of volunteers who work hard to

make the Hall an engaging, active and enjoyable community. They run social, sporting and cultural events, organise merchandise and have a major role to play in Hall life.

Living Independently

Living away from home means taking on new responsibilities. These include keeping rooms clean and tidy, making meals, doing laundry, managing a budget and sometimes working part-time as well as balancing studies with social, sporting and family obligations. Part of independent living and belonging to a community is to establish and maintain healthy personal hygiene habits.

Noise and Quiet Hours

UniHall is committed to providing a student experience in which students grow personally and intellectually. Establishing an atmosphere supportive of academic success is the responsibility of all residents and staff.

All residents must be considerate of the needs of others and monitor their own behaviour in accordance with the Resident Code of Conduct.

Fellow residents have the right to study and enjoy a reasonably quiet environment at all times. The noise level of music and social gatherings should be regulated accordingly.

An individual who imposes their lifestyle preferences on other residents is not making an acceptable community choice. Excessive noise which affects other residents' study and sleep will result in a breach notice. Certain periods are designated as "quiet hours" to provide an environment conducive to successful living and learning.

Quiet hours within Houses are:

Monday to Friday: 10pm to 8am

Weekends and Public Holidays: 11pm to 9am

Exam periods including study break:

24 hours a day within all Houses.

Dealing with Situations Proactively

A resident may occasionally offend others.

This can be deliberate or unintentional and can range from excessive noise to more extreme cases of anti-social behaviour.

It is important to understand that what one person finds amusing, another may find disrespectful. Hazing, bullying, discriminatory remarks, violence, swearing, sharing of inappropriate material and stealing food from fridges are examples of behaviours which cause harm and annoyance in a residential community.

Residents must be accountable for their behaviours and challenge others who act inappropriately.

If residents are disturbed by the actions or behaviour of others in the Hall, an appropriate first response might be to approach them and discuss the matter; often this solves the problem. If a resident feels unsure or uncomfortable about approaching the person directly, ask an RA to assist in handling the issue. If the disturbance or discomfort continues in spite of reasonable requests, discuss the matter with an RA who will raise the matter with the relevant RLC for further action.

If involved in a situation where damage occurs to Hall property or property belonging to another resident, residents are expected to report the damage to an RA or other staff member. Trying to hide the damage or avoid responsibility is not acceptable and will result in a disciplinary response.

Hall Programs and Portfolios

UniHall offers a range of exceptional programs and activities for residents.

Academic Achievement Program

Provides students with skill presentations, peer support and access to resources to assist them in achieving their academic potential. The Professional Series includes presentations by external businesses and industry providers to assist students in their future career planning and development.

Community Experience Program

Provides residents with social and sporting activities to build connections, learn about health and wellness and to develop cultural understandings. It also provides opportunities to engage within the Hall and local communities through outreach programs.

Personal Enrichment Program

Engages residents in activities to develop their understanding of 'self' and 'enhance', along with leadership and life skills to develop into well-rounded and self-aware adults.

Volunteering and Outreach

Provides residents a variety of opportunities to engage in community service and volunteering activities.

Student Initiatives

Provides residents with a forum to create their own innovative ideas and proposals for events, activities and programs.

Sports and Clubs

Engages residents in a diverse range of sporting, social and healthy lifestyle activities.

Prizes and Awards

Professor Cheryl Praeger Prize

Awarded to the resident who has spent the majority of their academic life at UniHall and gained outstanding academic results.

Academic Prize Indigenous Student

Awarded to the Indigenous student who has spent the majority of their academic life at UniHall and gained outstanding academic results.

University Hall Association Prize

Awarded to the most outstanding resident.

Principal's Prize

Awarded to the resident who, through voluntary work has given the most outstanding service at the Hall.

John and Kaye Fall Prize

Awarded to the first year student who has made the most significant contribution to Hall life.

John Spillman Alumni Prize

Awarded to the postgraduate student who has made the most outstanding contribution to Hall life.

Mary Hodgkin Prize

Awarded to the resident who has contributed most to fostering cultural diversity within the Hall community.

Nick Rock Prize

Awarded to the resident who has contributed most to the musical life of the Hall.

Sportswoman of the Year

Awarded to the female who has demonstrated strong participation, sportsmanship and sporting skills in their intercollege and UWA sporting pursuits.

Sportsman of the Year

Awarded to the male resident who has demonstrated strong participation, sportsmanship and sporting skills in their intercollege and UWA sporting pursuits.

Academic Standing

Academic achievement is a priority for the Hall. All students must maintain a satisfactory standard in their academic studies. Failing two or more units in one calendar year will be deemed unsatisfactory progress for the purpose of remaining in residence.

Residents who have failed two or more units in the previous semester will be placed on an Academic Probation Agreement. This puts in place agreed processes to support their success.

Facilities and Services A-K

Balconies

Balconies are quiet spaces intended for the use of the resident and a maximum of three guests. Anti-social behaviour on balconies is a breach of the Resident Code of Conduct and will incur a disciplinary response.

Washing, barbecues, bikes and furniture (other items not provided by the Hall) are not permitted on balconies. Balconies may not be used as storage spaces or for smoking, use of candles or incense.

Basketball Courts and Games Room

Residents are expected to observe common sense and safety precautions around the use of any sporting equipment and venues. The basketball courts, Games Room and equipment are reserved for the use of UniHall residents. Visitors and guests are permitted to use these facilities and equipment providing they are with a resident or Hall staff member at all times.

The half-courts behind B and E Houses are only to be used until 8:00pm at which time play must stop to allow neighbouring residents quiet enjoyment of their rooms. During exam periods (including study week) basketball courts are only open for use between 12:00pm - 7:00pm.

Pool tables, table tennis and other games equipment are under the care of ResClub. Residents are asked to cooperate in maintaining the security and condition of the equipment and to report any damage or misuse of equipment to the President of the ResClub or as a maintenance job in the portal.

Bicycles and Sports Equipment

Bikes must be stored in the bike areas provided or in the underground car park areas. Bikes are not permitted in rooms or on balconies. Bikes stored inappropriately will have their locks removed and penalties may apply.

Large personal items including surfboards and bikes must be kept clear of common areas and exits and are not permitted to be stored in residents' rooms as this creates a fire hazard.

All bikes must display a valid bike permit available at the ResLife Office. There is no charge for a bike permit.

It is advisable to use a secure "D" Lock to reduce chance of theft. Theft, damage or loss of bikes is not covered by the Hall. Insurance coverage is an individual's responsibility and it is highly recommended that residents purchase personal/contents insurance for bikes and other personal belongings.

Candles, incense and sparklers

Naked flames of any kind including candles, incense, oil burners and sparklers are not permitted in any area of the Hall. Residents found to have breached this rule will be subject to disciplinary action. In cases where a fire is caused by this prohibited behaviour or an alarm is activated, the resident responsible will be liable for the cost of the fire brigade's attendance fees (\$750 and over).

Cleaning

UniHall employs housekeeping staff to clean the common areas of the residences and students' rooms.

Common spaces such as kitchens, toilets and lounges are cleaned on a daily basis Monday to Friday.

Fridges and toilets in studio rooms and one bedroom apartments must be cleaned regularly. Fridges must be cleaned and emptied at the end of the lease period.

Students in studios and one bedroom apartments will be notified of the monthly room clean schedule in advance. Students who do

not wish their rooms to be cleaned will have their rooms checked by the Housekeeping Supervisor to ensure it is kept in a clean and tidy condition.

Students in standard and standard premium rooms have their room cleaned on a weekly basis. The schedule is published at the beginning of each semester on each House floor.

Throughout the period of occupancy the resident will be responsible for maintaining their room at a standard of cleanliness and tidiness acceptable as per UniHall standards. For this purpose the necessary cleaning equipment is available at the ResLife Office. Residents are expected to:

- wipe up spillages in their room and common spaces
- keep fridge/freezers tidy and throw away unwanted food
- keep the oven, the grill pan and microwave free of cooking debris
- keep surfaces clear (e.g. worktops, window sills)
- wash up and put away crockery and cutlery
- avoid leaving personal belongings in kitchens, corridors or bathrooms
- remove rubbish and recycling materials in common kitchens, corridors or bathrooms
- clean their wash basin or en-suite facility on a regular basis
- keep their room in a clean and tidy condition
- not store perishable or dry foods in bedrooms or on windowsills
- not throw food out of kitchen and/or bedroom windows

An inventory will be conducted in rooms and common spaces at the beginning of occupancy. Any damage or missing items should be reported via the portal. Any additional damaged or missing items found at the end of occupancy will be charged to the resident.

Common and Recreational Spaces

Residents are expected to demonstrate respect and care in the use of any shared facilities. Most facilities are available for 24 hour use with a resident's campus card. A small number of common spaces are reserved for the exclusive

use of residents and/or external guests within that building.

It is important for residents to consider their behaviours in community areas and ensure they don't infringe on other residents' rights to comfortable use of spaces.

Common spaces are also used by external guests and visitors at different times for different purposes throughout the year. Appropriate signage is provided so residents are aware of the event taking place.

Alcohol consumption is permitted in certain common areas during clearly posted hours.

Residents are expected to leave the spaces clean and tidy.

Visitors and guests must be accompanied by a UniHall resident at all times.

Any malicious damage will result in those responsible being held financially accountable for damage or cleaning. Other disciplinary action may be taken.

Cooking

Due to health and safety issues residents living in standard and standard premium rooms cannot use toasters, kettle, rice cookers, microwave ovens and all other cooking appliances in their room. UniHall reserves the right to confiscate any unauthorized equipment.

Residents of self-contained studio rooms and one bedroom apartments may cook in their rooms using the provided appliances only.

Cooking Safely

- operate appliances as per instructions provided.
- never leave cookers or microwaves on or unattended.
- do not allow a build-up of grease on cookers or grill pans. Residents are responsible for keeping them clean.

- do not close oven doors whilst grilling or before the grill has adequately cooled down.
- personal BBQs and the storage of flammable materials/liquids are prohibited.

Cooling and Heating

Studio rooms and one bedroom apartments are fitted with reverse cycle air conditioners. The air conditioner will not operate if the windows or doors are left open. Please ensure the isolation switch on the wall under the air conditioner is switched on.

Residents must not under any circumstances tamper with or remove covers from control boxes.

Residents may only use the heaters and fans provided by the Hall. Any heating appliance not approved by the Hall will be removed, invalidate any insurance claim against loss through fire and a residents breach will occur. If you require a fan, please log a maintenance job via the Portal.

Damage and Vandalism

Property damage and vandalism must be reported to the ResLife Office during business hours or to the duty RA or UWA Security after hours.

The resident responsible for the damage is liable for the costs of repairs including replacement parts. Residents are liable for damage caused by any of their visitors and/or guests.

Where damage to any common area, (including the shared kitchen, bathroom, lounge room, hallways, walls, windows) cannot be attributed to an individual(s), all occupants of the building or floor may be charged a portion that is considered fair and reasonable according to UniHall.

Dangerous Goods

Residents cannot bring explosive or combustible materials, firearms (including replica firearms), spear guns or other weapons into the Hall. Residents found to be in possession of these prohibited items on campus will be in breach of their Licence Agreement/ Residential Tenancy Agreement and the matter will be referred to the Principal, who will take appropriate disciplinary action.

Decoration and Alteration

The resident shall not make any alteration to the room or to any part of it. The resident shall not inscribe on, or affix to the room, or allow to be placed on any part of the room any boarding, writing, signs or other similar matter that will or may likely cause damage to the room. The resident shall not affix anything to any part of the residence, with the exception of posters which may be placed on walls in common areas and rooms with removable adhesive. Any damages due to decoration/ alteration will be charged to the responsible resident.

Under no circumstances is anything to be stuck on the ceilings or on or near smoke detectors, as this is an occupational health and safety violation.

Electrical Equipment

Personal electrical items brought into residences should be tagged and tested to meet the Western Australian Electrical Requirements prior to entry.

Residents who require additional power points in their rooms should purchase a power board with a surge protector.

Any electrical equipment/minor appliances supplied by UniHall is tagged and tested and any item that is faulty or damaged must be reported to the ResLife Office immediately. Faulty items will be replaced or repaired as soon as possible.

Faults with larger goods (washing machines, fridges) should be reported as a maintenance job on the portal.

End of Year Departure

The date and time that residents must vacate the Hall is specified in the Licence agreement schedule and Residential Tenancy Agreement. Residents must ensure they have returned their nominal access keys and vacate the room and UniHall by this date and time.

A late departure fine of up to \$50.00 per hour may be applied to those residents who do not cooperate with this requirement. An end of year departure information sheet and checkout checklist will be provided to residents prior to vacating.

Equipment Loans

A selection of equipment (vacuum cleaners, irons) is available for loan at the ResLife Office.

Fridges

There is a shared fridge in the kitchen of each unit and an individual fridge in each studio and one bedroom apartment.

Furniture

To reduce damage to units and rooms, minimise loss and in the interests of safety, additional furniture may not be brought into the residences.

UniHall furniture and equipment may not be moved without the permission of the Commercial Manager. Personal items cannot be moved into common areas without permission from UniHall staff.

Glass

The accumulation or collection of glass bottles in rooms is an occupational health and safety hazard. Care needs to be taken to ensure that residents and staff alike are not injured by broken glass.

Residents are expected to appropriately dispose of glass and rubbish in allocated UniHall areas. Please be advised to carefully dispose of broken glass and do not put broken glass directly into bins.

Infectious Waste Disposal

Independent living means residents are responsible for cleaning up after themselves. Residents should not attempt to clean spillage or come in contact with infectious waste that is not their own. Please report any potentially infectious materials through the UniHall Portal.

Insurance and Personal Belongings

UniHall provides maintenance and security of UWA and Hall property and facilities but does not accept responsibility for the supervision or

security of the personal effects of residents. It is recommended that all residents take out their own personal contents insurance.

Internet and Wifi

Wifi is free of charge and accessible in most common spaces and rooms. Users of the UWA Network must comply with all policies and guidelines with respect to use of information technology facilities.

To connect to the internet, connect the Ethernet cable into the data point located in the room. The onus is on the individual resident to connect their own computer to the port and to provide any hardware (including cables).

Wireless access points are available in the main common areas. The UWA network is called Unifi and students will require a UWA PHEME account to log in. Information regarding how to connect depending on Windows or Mac can be found via the UniHall website: unihall.uwa.edu.au

Facilities and Services L-Z

Laundries

Laundry facilities (excluding washing powder) can be found in E, J, K, L and M Houses. Washing machines and dryers are token operated. Tokens can be purchased from the ResLife Office or the automatic token machine in K house laundry. Non-residents are not permitted to use the laundries, so residents must ensure the laundry doors are locked at all times.

Residents are reminded to be considerate of others. If residents using the laundries cannot wait for their washing, they should regularly return to check (10-20 mins) if the machine has completed its cycle.

UniHall takes no responsibility for clothing left unsupervised in the laundries. It is not advisable to leave clothes on the line or in the laundry overnight.

Lifts

Residents are expected to lodge a maintenance job through the portal if a lift is not working.

Lift doors are not to be tampered with or held open. This will cause the lift to go into fault and the lift will be out of order for a period of time until reset.

Mail

Residents may collect their mail and parcels from the ResLife Office during business hours. Mail will only be sorted if it has a resident's name on it. Incorrectly addressed mail will be returned to sender.

Incoming mail should be addressed as follows:

Your First and Last Name
Your Building and Room Number University Hall,
UWA, M426
130 Winthrop Avenue
CRAWLEY WA 6009 AUSTRALIA

Residents are advised to insure mail containing items of value as UniHall does not accept responsibility for damage to packages and mail. UniHall is unable to sign for food or alcohol deliveries.

UniHall does not forward/redirect mail or parcels over the summer break or upon departure from the Hall. It is the resident's responsibility to update their correspondence address with Australia Post.

Maintenance

Residents are expected to report any damage or maintenance issues promptly via the UniHall Portal. If the item requiring maintenance could threaten the safety of residents, immediately notify the ResLife Office during business or UWA Security and the duty RA after hours.

Once reported, each job has a time frame in which it is to be completed according to service standards.

Urgent – Response 0 – 4 hours (eg. gas leak)
Medium - Response 0 - 24 hours
Low – Response 0 - 72 hours

Requests for maintenance will be treated as an invitation to enter your room and will be prioritised to ensure that all works are completed to minimise inconvenience and damage. Any delay in gaining access or entry to your room could result in subsequent delays to completing the repair or maintenance work requested.

If the issue is an 'emergency' or 'urgent' and residents' are reporting outside of office hours (Monday–Friday: 9am–5pm) then they should contact the RA on duty.

Every effort will be made to rectify logged maintenance within the above timescales. However, if this is not possible a card may be left in the affected room to inform residents when the issue will be resolved. If a maintenance fault cannot be rectified within a reasonable period of time alternative accommodation/facilities will be offered where possible.

UniHall staff may require room and kitchen access throughout the year for pre-planned maintenance. Notice will be given for such work in accordance with the Residential Tenancy Agreement.

Noticeboards

Residents must seek approval from the ResLife Office to post signs around UniHall. Material which has not been approved will be removed.

Parking and Traffic Awareness

Parking is not a guaranteed right of a resident's tenancy agreement. Residents who own a vehicle and do not have a UniHall parking permit need to make alternative arrangements.

Due to the extremely limited parking on site, it is strongly encouraged that students do not bring vehicles with them to the Hall.

To be considered for a position on the waitlist, please contact the ResLife Office. Priority is on a first come, first served basis.

UniHall takes no responsibility for damage, loss or theft of vehicles parked in the Hall parking area. Residents are strongly advised to take out appropriate vehicle insurance cover as a precaution against theft and damage.

UWA Security must be notified of any damage or theft of motor vehicles via the incident form (see important contacts page four and five).

Cars cannot be left in any bay or area at UniHall over the summer break. If a vehicle is left in a bay this will result in a parking fine.

UniHall visitors may park in the specified visitor car bays from Monday–Friday: 9am – 5pm. A temporary permit must be obtained from J House Reception.

Pest Control

Pests such as rats, mice, ants, spiders and other insects can become a problem during different times of the year. All reasonable pest control measures are taken by UniHall to prevent against the presence of pests. Residents can minimise the presence of pests by ensuring all food items are stored properly in the fridge and/or cupboards in air tight containers and any food scraps are disposed of immediately.

Please avoid leaving rubbish bags lying on the floor and always wipe benches and stoves after food preparation and cooking.

Residents will be responsible for the costs of extermination for any infestation attributable to the resident.

Pets

Residents are not permitted to have pets of any kind.

Phones

Each room has a personal telephone connected with a direct phone number. Incoming calls are free of charge.

Call to	Dialling scheme
Room within University Hall	Dial four digit extension number
Other University Extensions	Dial 45 access code then the four digit extension number

External phone calls cannot be made from room phones; unless an emergency number. Please refer to the ResLife Office for personal room phone numbers.

Power and Lighting

Studios and one bedroom apartments have a smart reader power saving device installed. To operate the power, residents need to insert their campus card into the slot next to the front door. The smart reader will only operate via this card. The campus card must be removed upon exiting the room.

Please note, under desk power outlet and refrigerator will always operate regardless of the card insert.

Public Transport

A bus stop is located directly out the front of UniHall with regular buses arriving for residents to travel to the city, beach, shopping and entertainment areas. Please refer to uwa.edu.au/university/transport/public-transport.

Room Inspections

Studio rooms and one bedroom apartments will be inspected by the Property Management Team once during each semester and at Lease-end. Room inspections cover cleanliness of rooms and maintenance issues. Residents will be notified by email prior to an inspection taking place.

Sir George Currie Dining Hall

The Sir George Currie Dining Hall is a space where residents eat, connect and make the most of community life. It is home to a diverse and eclectic resident body and is a place where all residents, visitors and staff should feel comfortable and welcome.

Students with meal packages should utilise their campus or key card to redeem their meal by swiping upon entry to the Dining Hall. Students may only swipe once per meal period. Upgrade meal options can be purchased.

Failure to follow correct entry procedures to the Dining Hall is a serious breach of the Resident Code of Conduct.

Residents should discuss any special dietary requirements with RLCs.

The following guidelines are in place to ensure the Dining Hall serves its intended function:

- Dining Hall staff must be treated with respect and courtesy
- no alcohol in this space (except during approved UniHall functions)
- open seven days per week for breakfast, lunch and dinner at specified meal times during the standard lease period
- meal times are posted in the Dining Hall and are subject to change
- residents must be dressed in a way which is not offensive to other residents and/or staff (E.g pyjamas, swimwear and shirts must be worn)
- residents must not come directly from the gym or sporting activities due to hygiene standards
- footwear is required at all times
- anyone who enters the Dining Hall in an intoxicated state will be asked to leave
- residents must clear their plates, cutlery and glasses from the table and return to the appropriate area
- crockery, cutlery or food may not be removed without permission from staff

- all visitors and guests must purchase a meal at the Dining Hall entry point
- Dining Hall access is only during allocated meal times, unless otherwise advised and
- access to the kitchen preparation areas is not permitted.

Storage

There is no external storage space available for residents. Personal effects must not be left behind in rooms or common areas. A fine will be incurred for unauthorised storage. If residents wish to store items at the end of their lease period, they must make personal arrangements with an external storage provider.

Sustainability

Residents are strongly encouraged not to leave lights or other electrical appliances on in rooms whilst they are unattended. Heaters must not be left on unattended as this poses a fire and safety risk. It is important to remember that water is a scarce resource in Australia with Western Australia being often subject to drought conditions. Everyone is encouraged to conserve water wherever possible (E.g turn off taps properly, limit showers to three minutes and report leaking taps or toilets on the Portal). Recycling facilities are available and residents are expected to sort their rubbish to ensure that as much waste as possible is recycled.

Theft

To assist in minimising theft, residents should lock windows and doors at all times. While living at the Hall, it is recommended residents have insurance for their personal and valuable belongings.

In the case of theft, firstly report the incident to the ResLife Office and follow up with a theft/lost property report at security.uwa.edu.au/report/theft

Policies and Procedures A – K

Admissions Policy

Course Enrolment

Residents must communicate with their RLC if considering a change to their course load or enrolment. Such changes may impact on scholarships, financial assistance and residency status and must be discussed before any action is taken by the resident.

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

Break Lease for Mid-Year Graduating Students/Outgoing Exchange Students

Mid-Year Graduating students and residents going on study abroad and student exchange programs are entitled to break their fixed term Tenancy Agreement without penalty on the condition that written confirmation of the student's 2016 graduation or the exchange agreement is supplied to UniHall no later than Monday 6 June 2016.

Break Lease prior to the end of the tenancy agreement

Termination of the fixed term Tenancy Agreement by the tenant prior to the end of the contract period will require the tenant to continue to pay rent (and any associated costs) until a replacement tenant is found. Residents who wish to break their tenancy agreement are not authorised to advertise for a new tenant to fill their room.

Rent

Residents must remain in good financial standing as rent arrears may affect a

resident's ability to access exam results as well as affect their ability to re-enrol. After the initial payment, rent is payable weekly in advance or in full, up front.

It is expected, as part of the Tenancy Agreement Terms, that rent does not become overdue at any time. No change to a resident's particular arrangements can be made without prior agreement with relevant UniHall management.

Returning to UniHall

Residents will be eligible for consideration to return to UniHall in subsequent years provided they:

- have maintained satisfactory community standing and involvement
- have no outstanding debt at UniHall or UWA
- have a satisfactory tenancy history within the Hall
- have not failed more than two units in one calendar year

Social Probation and Academic Probation Agreements may impact on a resident's re-application.

Returning residents must abide by the UniHall admissions process which includes returning their lease by the specified due date. Failure to return a lease on time will potentially result in a resident not being able to reside at UniHall the following year.

Direct Debit

Two options available for rent payments:

- full upfront payment and
- direct debit.

If residents choose the direct debit option, the amount will be deducted from the nominated Australian bank

account in accordance with the Direct Debit Payment Schedule supplied.

Residents need to ensure they have sufficient money in their account, the day before payment is due to be deducted. If there are insufficient funds in the account on payment day, the direct debit payment will be dishonoured and residents will be charged a fee directly from their bank. In addition they may also incur a charge for any fees imposed by UniHall's direct debit provider as a result of insufficient funds. This charge will automatically be added to a resident's UniHall account.

The rejected transaction fee will not be recovered through direct debit payments. Settlement of this fee will need to be made separately at the UniHall J House reception. Failure to pay any outstanding fees may result in an encumbrance being placed on a student's account.

If a direct debit payment is rejected, the Hall will email residents. If the second direct debit is rejected, UniHall debt recovery procedures for overdue rent will commence. For non-payment of rent, residents will be issued with a breach or a termination notice under the Residential Tenancy Act.

Leases

Residents are allocated a room at UniHall once their lease is signed. This room is fixed for the period of their Tenancy Agreement. As per the conditions of the Tenancy Agreement, no more than one person is permitted to live in the room at any one time.

Residents are not permitted to sublet their room, allow unauthorised guests to

occupy their room or to lend their campus card to others while they are away.

Meal Upgrade Options

Residents can choose to upgrade their meal plans. These prices are over and above the rental prices and are calculated as a single transaction amount for the semester or remaining weeks of the semester. This must be paid upfront in full.

Alcohol Policy

The health and well-being of UniHall residents is our priority. Alcohol affects people in different ways and there are associated risks to a person's state of health. These include damage to an individual's health, family and peer relationships, academic performance and social and mental well-being.

UniHall residents have many different backgrounds and ways of life, therefore alcohol consumption must be considered from a community perspective, rather than an individual context. The Hall sponsors some events which serve alcohol. At all events where alcohol is served, non-alcoholic beverages are also available. All UniHall Orientation Week (O-Week) events are non-alcoholic.

As UWA's Hall of Residence, UniHall follows Federal and State laws pertaining to the use of legal and illegal substances.

Legislation

Alcohol may not be consumed by anyone under 18 years of age at UniHall. In Western Australia (WA), it is an offence for anyone to supply anyone under 18 years of age with alcohol in a private setting without parental or guardian permission. This offence carries a maximum penalty of \$10 000. For further information regarding alcohol laws in WA, please refer to alcoholthinkagain.com.au

Alcohol Consumption Guidelines

A responsible and respectful approach towards the consumption of alcohol within the Hall community is essential. The decision to not consume alcohol is a valid personal choice. Residents over the age of 18 years may consume alcohol in moderation in their room provided the rights of other residents to quiet enjoyment of their room is not compromised. In marked common spaces, a moderate amount of alcohol may be consumed between 5pm and 9pm.

Resident Responsibility

All Hall residents must accept responsibility for their actions and words. Excessive consumption of alcohol is not an excuse for anti-social behaviour or failure to follow Hall expectations. The following behaviours around the use of alcohol are not acceptable within the community and will be cause for a serious disciplinary response:

- under-age drinking
- excessive intoxication
- anti-social acts (inappropriate acts or comments, aggression, verbal or physical intimidation, vomiting and loud noise) which result from intoxication
- drinking games
- pressuring other residents into drinking alcohol
- supplying alcohol to underage residents
- misuse of wristbands/alcohol during events
- open alcohol containers in public spaces
- using or possessing any apparatus designed to drink alcohol in excessive quantities or to speed up the intake of alcohol. UniHall staff have the authority to confiscate any such apparatus.

Residents will be charged for any damage or cleaning costs associated with intoxication and a disciplinary response will occur.

University Hall's Responsibility Excessive use of alcohol or anti-social behaviours arising from alcohol consumption may result in a referral for UWA Counselling and/or Medical Services. If significant health issues surrounding alcohol or other substances are identified, residents will be supported within the capacity of UniHall and external agencies will be involved.

Under the Hall's Duty of Care an ambulance will be called to attend to any resident who is intoxicated and/or unconscious on Hall premises. Ambulance costs are the responsibility of the person in need of medical attention.

Alcohol Use in Common Spaces

Alcohol consumption is permitted in certain common spaces between 5pm and 9pm. These areas are clearly posted.

Events involving alcohol may not be held in UniHall common areas without approval via an Internal Booking Request.

Residents should note that:

- the rights of other residents must be respected at all times
- all socialising involving alcohol must conform with visitor and noise policies
- residents must respect the hours during which alcohol can be consumed
- alcohol use must be moderate
- visitors must not outnumber Hall residents
- residents will be held financially accountable for damage or cleaning of misused spaces
- the area in use must be left clean and tidy and

any issues around the improper use of these areas may entail an immediate change of policy regarding how they can be used.

Alcohol Use in Rooms

Alcohol may be consumed in moderate amounts inside a resident's room subject to the guidelines listed above.

Harassment Policy

UniHall is committed to providing a living, working and learning environment free from harassment, bullying and discrimination. Harassment of any kind is unacceptable at UniHall. There are avenues to pursue grievances and any occurrence of harassment, bullying or discrimination will be dealt with severely.

Harassment may occur among students, residents, staff or members of the public. Incidents of harassment can undermine morale and adversely affect an individual achieving their full potential.

Harassment may occur through the words or actions of an individual or 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, voicemail and on social networking websites.

It is important for all residents to understand that harassment is defined by the impact on the victim and not by the intent of the perpetrator.

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

Legislation

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 the Commissioner for Equal Opportunity to resolve complaints through conciliation. Sexual harassment in particular conflicts with the University's Equity Opportunity Policy and the Commonwealth Sex Discrimination Act (1984).

Disciplinary Action

Any resident involved in bullying, harassment or discriminating behaviour against another resident, a group of residents or staff member will be subject to a disciplinary response. Harassment is grounds for expulsion from UniHall.

Illegal Substances

Residents must not have in their possession or control in the Hall any substance or article of which possession is forbidden by the Law of the State of Western Australia or the Commonwealth of Australia.

UniHall does not condone the use of illegal drugs or the abuse of legal drugs and will not protect drug users or suppliers from the law. If the use or abuse of drugs is observed or trafficking is suspected, UniHall will refer to police or other appropriate agencies to resolve the problems identified.

Trafficking or participating in the trafficking of illegal drugs, will result in the resident(s) being expelled from the Hall and the police notified.

Use of any illegal drug by a UniHall resident will result in immediate dismissal.

Any student in possession of devices used to smoke or use illegal drugs will face disciplinary action which may include

dismissal and/or the police being notified. Synthetic cannabis or similar substances will not be tolerated at the Hall.

Please note that improper use of prescription medicines or the sale or supply of such medications can also be illegal and will be dealt with in the manner mentioned above for illegal drug use.

Should a resident self-refer and seek assistance to overcome addiction to an illegal (or legal) substance, the Hall will take give reasonable support within the law and will refer to professional external support services.

Policies and Procedures L – Z

Sexual Misconduct Policy

Every person, regardless of age, gender, cultural background or religion has the right to decide where, when and with whom sexual encounters take place. An individual also has the right to change their mind about wanting to have sex, both before and during sexual activity. In WA, the legal age for males and females to consent to sexual activity is 16 years old.

Residents need to be aware that there are forms of sexual conduct which, although deemed harmless by some, are considered offensive by others. 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 residents experience any form of sexual misconduct or harassment while at UniHall, they must report it to a member of the ResLife staff.

Advice can be sought informally by anyone concerned on the UWA Sexual Harassment Policy and State discrimination guidelines hr.uwa.edu.au/equity/inclusive-campus-culture/harassment and at hr.uwa.edu.au/equity.

The following information clearly defines forms of sexual misconduct and legal consent.

Sexual Harassment

Sexual Harassment is one form of sexual misconduct. 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 and
- offensive gestures, words or actions of a sexual nature.

Sexual Assault

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

Consent

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

Helpline

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

Smoking Policy

UWA is a smoke-free environment and smoking at UniHall is strictly prohibited. The Hall is committed to ensuring students, staff and visitors are not exposed to second-hand tobacco smoke. UniHall does however make one space available to smokers for their use. The designated Smoking Area is located behind L House external parking area.

UniHall residents who smoke must comply with the principle that non-smokers should not be subjected to first or second hand smoke inhalation. It is unacceptable for fellow residents to be disturbed by cigarette smoke blowing into their rooms.

The Smoking Area must be kept clean. Smokers are expected to be courteous and dispose of their cigarette butts and packets properly in the bins provided and to keep the area clean and tidy. Alcohol is not allowed in this area.

Those using the Smoking Area must comply with the guidelines around noise and quiet hours. Smoking apparatus such as hookahs, water pipes, e-cigarettes, herbal and synthetic substitutes and similar are not allowed at University Hall. Failure to respect these conditions will result in the closure of the smoking area until it is clean.

It can be challenging to stop smoking. If you would like help to quit, the Australian Government has an excellent website at quitnow.gov.au and there is a free Quitline at 13 7848.

Social Media Policy

The UniHall Social Media Guidelines pertain to both personal and professional use of social media sites. Residents who use social media must apply the same professional expectations and principles of ethical conduct to their online interactions

as they do to face-to-face communications. Residents are further advised to protect their own privacy online by adjusting privacy settings to the audiences with whom they wish to share their status.

Residents must follow the guidelines below:

- confidential, private and proprietary information about UniHall must not be posted on social media sites
- postings referring to members of the Hall community which are malicious, potentially libellous or which attempt to damage another resident, alumnus and/or staff member's reputation or standing within the community are not permitted
- if an opinion related to the Hall 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
- a courteous and professional email tone is to be applied for all UWA communications.
- no use of the UniHall logo is allowed (unless permission has been granted by the Principal and/or Marketing Manager) and
- internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws.

UniHall 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 Hall.

For more information residents can refer to the UWA Regulations for Student Conduct and Discipline at hr.uwa.edu.au/publications/code_of_ethics

Social Events and Socialising

UniHall hosts a number of social events which are carefully planned to offer the community enjoyable opportunities to connect and interact. These events are for residents only unless otherwise indicated.

UniHall is not an appropriate venue for large private social gatherings. Residents must exercise good judgement, depending on the activity taking place, around the number of people socialising in their room or common spaces. Residents should consult an RA if they are unsure.

Socialising inside buildings and in external common spaces must be in line with Hall visitor, noise and alcohol guidelines. Any activity that affects other residents' study and/or quiet enjoyment of their space is not appropriate and may result in a disciplinary response.

If asked to be quiet or move to another venue by a staff member or a fellow resident, residents are expected to cooperate.

Event Etiquette

UniHall takes pride in the quality of its events. Residents must bear in mind the following guidelines when attending Hall events:

- residents may not invite non-resident guests
- non-alcoholic beverages are provided at all functions
- residents under the age of 18 must not consume alcohol
- residents may not bring their own alcohol or take any alcohol away from the venue
- event promotion will usually indicate the dress code and time of event. Residents are expected to dress appropriately and arrive on time
- in the case of 'themed' dinners, residents are asked to be mindful of other cultures, faiths and beliefs when planning their attire or costume

- during speeches and performances, residents are expected to refrain from using their mobile phones, continuing their conversations loudly or engaging in any kind of activity which is disrespectful to those presenting
- arriving intoxicated, consuming an excessive amount of alcohol and/or any kind of anti-social or offensive behaviour will result in those involved being asked to leave the event. Further disciplinary action may result and
- if an event is RSVP only, residents who fail to honour their RSVP may be excluded from future events.

Internal Bookings

Permission may be requested via an Internal Booking Form to hold private gatherings, such as birthdays, dinner parties or other social events in common spaces. The majority of attendees at such events must be Hall residents. Booking forms clearly outlining terms and conditions are available at the ResLife Office. All requests are subject to approval by ResLife.

PROSH

PROSH is one of the largest charity events of its kind in Australia. PROSH is short for 'procession' and refers to a specific day in March/April when hundreds of UWA students, many dressed in costumes, sell copies of the satirical PROSH paper (written by UWA students) to raise money for charity.

Residents are advised that consuming alcohol is not an appropriate accompaniment to the event whether the evening before or the morning of PROSH. Residents must be aware they represent both UWA and UniHall.

Neighbouring Colleges

UniHall enjoys excellent relationships with its four neighbouring colleges. Residents should be aware that colleges are private property and UniHall residents are only welcome on their premises if invited.

Any unauthorised presence and/or anti-social behaviour at another college is considered trespassing and a breach of the Resident Code of Conduct which may result in a disciplinary response.

If a resident invites a friend from another college to the Hall, the resident is responsible for their guest's behaviour and conduct. They should be accompanied at all times and leave the Hall premises by 11pm unless permission is granted for an overnight stay.

Visitors and Guests

A visitor is defined as someone who visits a resident between the hours of 7am and 11pm. All visitors must depart the Hall by 11pm.

A guest is defined as someone who stays overnight in a resident's room. Guests must not stay at UniHall without permission.

Residents are always responsible for the behaviour of their visitors and guests. This includes responsibility for excessive noise, damage, disruption or other anti-social behaviours.

Visitors and guests must never be alone in buildings or given access to any buildings other than the resident's they are with.

It is a serious violation of the Hall's safety and security policy to give a resident's room card/campus card to visitors or guests to provide access to their room or any Hall building. A disciplinary response will follow any misuse of the room card/campus card.

Residents can have a guest stay in their room for a total of four nights per semester. The four nights can be single night stays or consecutive nights.

Guest stay free of charge, however there is a fee of \$20 to hire a mattress and linen. This charge will be added to the resident's UniHall account.

A guest stay form must be completed for each stay. These are available from the ResLife Office and must be submitted during business hours at least 24 hours in advance. Last minute requests will not be approved.





THE UNIVERSITY OF
**WESTERN
AUSTRALIA**



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THE UNIVERSITY OF WESTERN AUSTRALIA

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