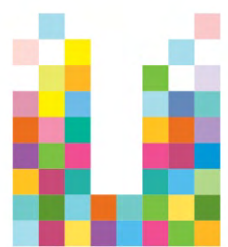




University Hall Handbook 2020



UNIVERSITY HALL
THE UNIVERSITY OF WESTERN AUSTRALIA

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WELCOME FROM THE PRINCIPAL

Congratulations on your success in being selected as a University Hall (UniHall) resident. You are joining 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 goals.

UniHall began in 1942 when The University of Western Australia (UWA) loaned 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 UWA in its management and operations. In 2013, Currie Hall was renamed University Hall and opened the new J, K and L Houses, which wrap around the historical 'heart' of Currie Hall. The UniHall population grew from 250 to 760 residents and continues to establish our new chapters in UniHall's story.

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

It is important you understand and appreciate the community into which you are being welcomed. UniHall's expectation is that you will be proactive, engaged, respectful and responsible no matter how long your stay – from a one semester exchange student to a student who moves from undergraduate to postgraduate. Your contributions are valued so you can make your time at UniHall as enjoyable and successful as possible.

UniHall has a strong safety net of support available to you through the staff member team. As Principal I lead the team and provide the vision for the College. Our Deputy Principal maintains connections with residents right from the start of their journey until they become alumni. There are three Residential Life Coordinators to provide pastoral care and they coordinate the innovative UniHall programs engaging all residents. You will have a Residential Advisor (RA) assigned to your house floor. The Housekeeping and Facilities team help you keep your room clean, fix any maintenance issues and keep UniHall looking fresh and vibrant. Upon arrival you will meet the Admissions staff who process applications and the Marketing and Communications Officer who captures and shares the community's unforgettable UniHall experience. The

UniHall Office has two Admin Assistants who offer a friendly face for you to talk to and assist with bike hire, laundry tokens, mail collection – almost any question you need answered! The office is open from 8am to 7pm Monday to Friday during the semester.

The resident community elects the Residents' Club (ResClub) Committee which organises an exciting social events calendar for all residents. This group of volunteers works with the UniHall team to ensure your experience is one you will remember for the rest of your life!

Finally, the relationship between UniHall students, UniHall staff and UWA is one of respect and engagement and is unique throughout Australian residential colleges. Accordingly you will find over the page our Mission and Charter that maintains the foundation of community, innovation and progression that aims to support each student through their studies and life after UWA.

Please take the time to read this Handbook and ensure you understand your responsibilities as a member of our community. We look forward to meeting you, developing a strong relationship with you and sharing in your successes.

All the best for an enjoyable and fulfilling 2020!

Mark Sampson
Principal



MISSION AND CHARTER

University Hall Mission

University Hall aims to provide the most enriching UWA student experience possible. We deliver this in a fun environment where all cultures and interests are valued and all residents are best prepared to leave UWA as leaders of purposeful lives.

University Hall Charter

At the very core of our organisation:

- **University Hall is people-centric in all decision making and actions:**
We place people at the heart of everything we do, celebrating their diversity and providing support and opportunities to learn, interact and engage.
- **University Hall is driven by outstanding and harmonious customer service and care:**
We are resident focussed at all times.
- **University Hall actions are underpinned by a sense of fun, participation and collaboration:**
Our priority is to ensure that residents are safe and happy. In the busy world of study, it is important to embrace friendships and diversity.
- **University Hall is reflective in its practices and operation:**
We seek continual improvement and lead, engage, collaborate and invite feedback.
- **University Hall is driven by behaviours:**
 - Imagine – We look for new ideas and opportunities that will enhance all to feel welcome and valued.
 - Connect – We seek partnerships and build lifelong connections. We create living communities of friends, scholars and alumni.
 - Include – We value individual differences and embrace people from all walks of life.
 - Nurture – We want to make a difference to the lives of students around the world.
 - Strive – We create opportunities for students and others to achieve their full potential.

1.0 THE UNIVERSITY HALL TEAM

UniHall is the only residential college owned and operated by The University of Western Australia (UWA). This means all staff members are employed by the University and are located within the UWA Student Life portfolio.

Principal	Mark Sampson	
Deputy Principal & Alumni Managers	Stefanie Collette (Semester 1) & Janet Linn (Semester 2)	
Residential Life Coordinators (RLCs)	Alister Martin – K & L Houses Patrice Mitchell – A, B, C, D, E & M Houses Cecilia Muller – J House	
Student Transition Officer	Jamie Tang	
Student Community Officer	Prue Kraft	
Administrative Assistants	Laura Bardotti Jessica Wright	
Facilities (Maintenance & Grounds)	Troy Short (Manager) Claudio Cattaneo (Supervisor) Mark Pianta Christopher Nash	
Facilities (Housekeeping)	Troy Short (Manager) Norma Vargas (Supervisor) Housekeepers: Jorge Rodriguez (Head Housekeeper) Clarise Rebolla Gilda Cotman Jacqueline Knights Junaidah Mokhtar Justine Taylor	Karl Dengenhardt (General cleaner) Kathryn Bowman Linda Butler Michelle Smith Peny Martawadijaja Rebecca Cusworth Tasiti Wanatchaporn Tinna Kennedy Yilivet Ramos
Lead Residential Advisors	Dewi Ang – A, B, C, D, E and M houses Rafe Findlay – J house Curtis White – K and L houses	
Residential Advisors	Amal Aqeli Amalie Frøland Arjan Ruba Charlie Frankpitt Christi Kapp Douglas Chia Duné Du Plessis Fathul Hanif Hafiz Abdul Hamid Hamed Basiri Hamish Sneyd Hazel Tan Jenny Dang Jie Han Yeo	Jykia River Kung Yan Toong Mariya Senina Maya Taylor-Trenow Natalie Nazareno Nisa Shahrin Sam Supranamian Shiori Tan Simba Makotsa Son Bui Travis Jennings Valentine Pons Viknash VM

2.0 RESIDENT CODE OF CONDUCT

2.1 Overview

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 recognises and ensures that all residents have a range of rights, including the right to:

- Personal privacy and safety within the UniHall environment.
- Be treated with respect, courtesy and fair consideration.
- Be free from acts of violence, harassment, intimidation, discrimination, and physical and emotional harm.
- Access assistance and support from UniHall staff.
- High standards of hygiene in all UniHall spaces.
- Live, work, study and sleep without disturbance, excessive noise or anti-social behaviours.

University Hall expects that its residents will always act in the best interests of their fellow residents, keeping in mind respect for others, their rights and freedoms as well as their health and personal safety.

Due simply to the size and nature of the University Hall community, the Resident Code of Conduct does not cover all acceptable and unacceptable behaviours. In accepting residency at University Hall you agree that if you breach this code you will agree to University Hall's system of managing such breaches as outlined in the Residential Tenancy Agreement and this Handbook.

In addition, all UWA staff and students are governed by the UWA Code of Ethics and Code of Conduct. It is a condition of enrolment that students adhere to the provisions of legislation and University policy including the UWA Code of Ethics and Code of Conduct.

Incidents of student misconduct dealt with by University Hall's Resident Code of Conduct may also be considered by the University under the Regulations for student conduct and discipline (the Regulations).

2.2 Expectations of Residents

UniHall residents are expected to:

- Comply with all UniHall and UWA policies, State and Federal Legislation.
- Represent UniHall in ways that reflect positively on the reputation of UniHall 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.
- Maintain rooms and common spaces to a high standard of cleanliness and hygiene.
- Abide by the expectations of behaviour outlined in the Residential Handbook.
- Deal with conflict in a calm and sensible manner.
- Demonstrate behaviours which support community safety, security and harmony.
- Follow instructions and requests from the UniHall team.
- Report incidents of harassment, discrimination or unacceptable behaviour.

Breaches of the Resident Code of Conduct may include, but are not limited to, the following:

- Failure to comply with the University's rules, policies, codes, University Council regulations or other lawful directions of the University or failure to obey any reasonable direction of an authorised person in relation to conduct.
- Any conduct which impairs the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities at the University or to participate fully in the life of the University.

- Littering, damaging, defacing or wrongfully dealing with any University Hall (UWA) property or any other property on campus or property on a location where a resident is present under the auspices of the University.
- Unreasonable conduct, including criminal activity, which may disrupt the normal activities of the University or which may be prejudicial to the reputation, good order and governance of the University.
- Acts or threats of violence, harassment, intimidation, discrimination, coercion, deceit or other conduct (by physical, verbal, written or electronic means) that threaten or endanger the health, freedom, safety of any person (including themselves) or obstructs a University member in the performance of their duties.
- Any act of hazing.
- Providing information known to be false or the forgery, alteration or misuse of any document, record or instrument of identification.
- Providing false information before or during an investigation of a possible breach of the Resident Code of Conduct by a person authorised by the Principal to conduct such an investigation.
- Breaches of any provision of the University Hall Handbook or Residential Tenancy Agreement imposing obligations on a resident.
- Any unreasonable failure by a resident to comply with a sanction arising from an adverse determination.

2.3 Passive Participation

- Residents are expected to comply with the provisions of all relevant laws, regulations and University rules, policies and procedures during your residency.
- Residents are also obliged to remove themselves from any situation where a breach of these laws, regulations, rules, policies or procedures is occurring.
- Residents should report immediately any behaviour which compromises the safety or security of people or property. For example, if someone takes out an illegal drug in your presence, you are obliged to remove yourself immediately from that situation rather than passively participating in an activity which is a breach of the Residents Code of Conduct. Ideally, you should draw the activity to the attention of an RA, an RLC or the Deputy Principal/Principal.

2.4 Consequences of Breaches to Resident Code of Conduct

Consequences to a resident of a breach to the Resident Code of Conduct may include one or more of the following:

Response	Issuing Authority	Description
Verbal warning	RLC Deputy Principal	Verbal advice that your actions have constituted a breach of the Resident Code of Conduct, or could lead to a breach. UniHall's expectations of future behaviour will be re-stated at this time.
Written warning	RLC Deputy Principal	Written advice that your actions have constituted a breach of the Resident Code of Conduct, or could lead to a breach. UniHall's expectations of future behaviour will be re-stated at this time.
Social probation	RLC Deputy Principal Principal	A specified period of time, for up to as long as you reside at UniHall, during which you will be expected to maintain model behaviour. Any further breach of the Resident Code of Conduct would normally result in exclusion.
Apology	RLC Deputy Principal Principal	A requirement that you make good any loss or damage which has been incurred by another person or organisation as a result of your actions.
Restrict or withdraw privileges	RLC Deputy Principal Principal	Restriction or withdrawal of your privileges (for example, access to facilities, parking, services, activities or events, permission to keep or consume alcoholic beverages).
Restitution	Deputy Principal Principal	A requirement that you make reimbursement for any loss or damage which has been incurred by another person or organisation as a result of your actions.
Behaviour program	RLC Deputy Principal Principal	A requirement to complete a behaviour program relevant to the breach of community standards of which you have been found responsible. This could be an online program or meeting with a UWA student service.

Room relocation	RLC Deputy Principal Principal	A requirement that you relocate from your current to another room within the UniHall Precinct.
Suspension	Principal	A requirement that you remove yourself from the UniHall Precinct for a specified period of time.
Exclusion	Principal	A requirement that you remove yourself (and all your property) permanently from the UniHall Precinct. You would normally be given seven days to do so, however, this may be immediate or earlier depending on the severity and impact to the community of the issue / incident.

2.5 Responsibilities of UniHall to Residents

- UniHall is committed to providing a safe, secure and supportive environment. All members of the residential community have a responsibility to recognise and protect the rights of others, to practise and promote tolerance and care for others and to exercise the values of compassion, courtesy and cooperation.
- UniHall will support and encourage residents in the exercise of their rights.
- 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. It is University Hall's policy that RAs must arrange ambulance transportation for any resident who is unconscious, experiencing breathing difficulties, chest pains, significant bleeding or any other critical medical incident.
- In matters of sexual harassment, sexual assault and criminal activities involving a resident as victim or alleged perpetrator, UniHall will communicate and work with the University and other services to support residents.
- UniHall acknowledges that it does not have the resources, expertise and skills to support serious issues of mental health. UniHall will assist families and other organisations in helping the resident. However, there may be occasions when a resident will be excluded from living at UniHall until such time that it is considered safe for their health and well-being, and that of other community members, for them to return.

2.6 Authority and Procedures

Authority within UniHall

The Principal has the overall responsibility for the management of, and conduct within, UniHall. The Deputy Principal, Residential Life Coordinators and Resident Advisors are appointed for the management of and conduct within UniHall and as such the Principal's authority may be delegated to staff in those positions.

Principles

In managing breaches of the Code of Conduct, the University will observe the principles of natural justice. Formal rules of evidence do not apply and in any investigation the standard of evidence is the balance of probabilities.

Some elements of the process of managing breaches of the Code of Conduct may have similarities with the legal system, however, it is predominantly educative and administrative in nature.

If any part of this Resident Code of Conduct conflicts with the Residential Tenancy Act 1987, then the part of the Code that conflicts with the said Act will be deemed not to apply unless the provision in the said Act can be excluded or modified, in which case the said Act is excluded or modified to give effect to the Resident Code of Conduct. (Note: This will only apply where the Residential Tenancy Act is relevant i.e. to E, J, K, L House residents).

Procedure for Addressing Possible Breaches of the Code of Conduct

UniHall endeavours to manage breaches of the Resident Code of Conduct at the lowest level appropriate to the issue being dealt with. If a Residential Life Coordinator (RLC) is notified of a possible breach of the Code of Conduct the RLC may ask a Resident Advisor (RA) to discuss the incident with the resident in order to provide guidance and/or advice about University Hall's expectations of future behaviour.

The RLC may ask for this to occur if the incident is of a lower level (e.g. noise complaint). In such occurrences the recommendation is that a resident will cooperate with the RA. If a more formal approach is needed to resolve the matter, a resident may be invited to an appointment with the RLC to discuss the issue further.

For more serious matters this procedure may be managed by the RLC and the Deputy Principal or the matter may be referred by the RLC directly to the Deputy Principal.

Recommendation to Suspend or Exclude a Resident

If it is determined that a resident is responsible for a breach of the Resident Code of Conduct and the most appropriate sanction should be their suspension or exclusion, that recommendation will be communicated to the Principal. The Principal (or delegated representative) will make the decision as soon as possible and within a maximum of five (5) working days of having received the recommendation. The Principal (or delegate representative) may either:

- Accept the recommendation and suspend or exclude the resident; or
- Deny the recommendation and refer the matter back to the Deputy Principal with a direction to impose a lesser sanction.

If the Principal accepts the recommendation to suspend or exclude the resident, the Principal will ensure that the resident is served with written notice of this decision as a matter of urgency.

Appealing an Adverse Determination

A resident who believes they have been dealt with unfairly may appeal the decision. This can be done in writing to the Principal by outlining the reasons for the appeal. This appeal must be received by the Principal within seven (7) calendar days of the determination of the sanction. If a resident lodges such an appeal, the Principal may suspend any sanction until they have made a decision.

An appeal may only be lodged where a resident is able to demonstrate:

- Due process has not been followed; or
- New information of a substantive nature has become available after a decision was made.

When a resident appeals the decision of an RLC or the Deputy Principal, the burden of proof resides with the resident.

Following consideration of an appeal, the Principal will make a decision to put aside, confirm, modify (in full or part) or decrease or increase the sanction(s) originally imposed by the RLC/Deputy Principal. The Principal shall make a decision within a maximum of ten (10) working days.

At any point in this process, residents are able to seek information, support and advocacy from Guild Student Assist.

Appealing a Decision of the Principal to Suspend or Exclude a Resident

A resident wishing to appeal a decision of suspension or exclusion should contact the Office of the Director, Student Life to seek advice on the procedure involved in making such an appeal. An appeal can only be submitted on the following grounds:

- Due process has not been followed; or
- New evidence of a substantive nature has become available after the decision was made.

3.0 RESIDENTIAL LIFE

3.1 Life at UniHall

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.
- Inclusiveness.
- Valuing individual differences.
- Leadership by example.
- Equitable and ethical decision-making.
- Environmental responsibility.
- Health and wellbeing.

3.2 Working with the UniHall Team

We are always happy to answer your questions and to assist and advise you regarding any issues of concern you may encounter. You are welcome to make an appointment to see staff members by emailing unihall@uwa.edu.au. The entire team endeavours to develop and maintain good relations with residents and you will often see them at meals, activities and events.

We welcome constructive and timely feedback on the quality of the services we offer and attempt to improve on these services every year. We would prefer you didn't let a problem go on while bottling up your concerns – instead tell us about it. Often things that seem like problems are simple miscommunications or misunderstandings. It is best to operate on the basis that a problem has occurred through a lack of knowledge, not through malice or indifference. We will always do our best to find a solution that is acceptable and affordable. You can contact us via email with your feedback to unihall@uwa.edu.au. The team monitoring this inbox will ensure your email is forwarded on to the most appropriate staff member.

At the same time we would ask you to remember we have over 760 residents and sometimes we need to prioritise the appointments we make, the people we see and the things we do. This is no reflection on our interest or concern for your needs; it is the only practical way to operate. Remember, the sooner you tell us about a problem, the sooner we can work together towards a solution.

3.3 Residential Advisors (RAs)

RAs are a resident's first point of contact at UniHall. Their primary role is to facilitate a sense of community amongst residents in their area of responsibility (floor group) as well as being a source of academic, personal and social support. As a result of intensive training undertaken at the commencement of the academic year, RAs are well-placed to refer residents to the vast array of student support services offered by UWA.

RAs also organise social, sporting, academic and cultural events through the year for the community. They appreciate assistance from any resident in terms of event and activity ideas and ways to improve current activities.

Lead RAs are the team leaders for the three RA teams across UniHall. They work closely with and report to the RLCs.

Your RA is your first point of call if you are:

- Homesick.
- Unsure of what to do in a particular circumstance.
- Wondering where to go for a service on campus.
- Feeling harassed or in any way uncomfortable.
- In need academic advice.
- Looking for time management tips.
- Need to know where to shop for particular items.
- Finding it difficult to get along with someone living on your floor.

RAs have been trained to manage difficult situations and conversations and will be able to offer you advice on most situations you encounter. Please remember that RAs are busy students too and may not always be able to respond immediately. Your floor RA will communicate with you about how to contact them and what to do if they are not available.

Duty RA

A Duty RA is rostered from:

- Weekdays (Monday to Friday) 7.00pm to 11.00pm

During this time the Duty RA is responsible for outside of office hours administrative operations, responding to student behaviour that is inappropriate or in breach of the resident code of conduct, in particular behaviour which has potential to endanger the safety of the community or result in damage to University or personal property. In such circumstances they act with the authority of the Principal. You are expected to follow their requests or directions accordingly.

Challenging the authority of or a reasonable direction from an RA in the performance of their duty is unacceptable and will result in disciplinary action, mostly likely leading to exclusion from UniHall. Such actions (e.g. offensive language) directed at an RA may also become an harassment complaint.

Contact Telephone Numbers

Duty RA from 7.00pm – 11.00pm on weekdays **0410 427 845**

Please note **that after 11.00pm, and all hours on weekends and public holidays**, residents should contact UWA Security on 6488 2222 **for lockouts, urgent student conduct related matters and emergencies.**

The Duty RA phone will be redirected to UWA Security from 11pm weekdays.

3.4 Residents' Club (ResClub) Committee

The ResClub is a proactive student volunteer committee. Its committee members are passionate about UniHall and encourage residents to make the most of their student experience. These elected UniHallers work closely with staff to build a vibrant and supportive community at UniHall. Together they create an exciting social calendar filled with activities for residents to make new friends, have fun and feel at home. All residents are members of The ResClub due to paying a membership fee as part of confirmation of living at UniHall.

Members of the ResClub committee comprise the following roles:

Executive: President	Fresher Representative
Executive: Vice President - Events and Inter-College	Male Sport Officer
Executive: Treasurer	Female Sport Officer
Executive: Secretary	Marketing Officer
Inter-College Representative	Logistics Officer
3 Social Officers	IT Officer
Arts Officer	Indigenous Representative
International Representative	Welfare Officer
Postgraduate Representative	Past President

3.5 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. It is your responsibility to ensure you keep your room clean and that your personal hygiene is effective. Specifically you are responsible for taking your rubbish from your room and placing it in the garbage/recycling areas provided. This also applies to common areas you may be using. For example, if you have been playing games in the Games Room ensure you return your equipment and put any rubbish made in the bins provided.

At the end of your lease, you must remove all items from your living space, including emptying out your fridge. Items left behind will be considered abandoned and disposed of after seven days. Any excess cleaning due to abandoned goods or dirty kitchens, bathrooms, furniture etcetera will be charged to your account. Property managers often contact us to act as referees when residents apply for external accommodation and we would prefer to be able to share good stories about how you lived in, and ultimately departed, your living space.

3.6 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 shared 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 UniHall, 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, they should ask an RA to assist them in handling the issue. If the disturbance or discomfort continues in spite of reasonable requests, please 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 UniHall 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 and/or financial response.

3.7 Noise and Quiet Hours

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

Noise is a perennial issue in any community living environment and one of the greatest sources of disharmony between residents.

It is important that you recognise your responsibility to be considerate of others and respect their right to an environment that is conducive to academic endeavour. You should never operate on the assumption that if no complaint is being made about your behaviour then it must be acceptable. The onus is on the resident who is the source of the noise to maintain levels within acceptable bounds.

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 attract a response in accordance with the Resident Code of Conduct.

What You Can Do

- Recognise that in a community it is important not to impose your lifestyle preference on other residents.
- Be aware that residents all have different schedules. While you may not have many academic commitments at a certain time, others might be under pressure. For example, certain courses conduct exams in the middle of semester but do not have exams at the end of semester when the majority of other courses do. Other students have intensive practicum weeks when they work all day and need to have a good night's sleep.
- Appreciate that not everyone has the same tolerance for noise. Some students find it difficult to study in total quiet and enjoy having plenty of activity around them. Others would find that to be a distraction and would not be able to concentrate.

Quiet Hours

Quiet Hours operate from 10.00pm Sunday to Thursday and from 11.00pm Friday and Saturday, until 8.00am the following morning. This means that no voices or music should be heard outside your room or area where you are studying.

Respectful Hours

The hours outside Quiet Hours could be described as Respectful Hours. This means that all residents (and their visitors or guests) are required to be respectful of the rights of others and monitor their noise levels and actions accordingly. For example, if a neighbour knocks on your door at 3.00pm and says they are trying to finish an assignment due in three hours and they cannot concentrate because the volume of the music in your room is too high, then you are obliged to reduce the volume to a more appropriate level. In summary, no matter the time of day or night the noise from a room or area should not be loud enough to disturb others and compromise their quiet enjoyment of their living space.

Pre-Exam and Examination Weeks

A total 24/7 noise ban inside buildings is in place for the duration of Pre-Exam and Examination Weeks. During this time it is not acceptable to make any noise that has the potential to disturb others. No warnings are given during this period and any disturbance or complaints will escalate to a disciplinary response.

Responding to a Noise Disturbance

If you are being disturbed by another resident, group of residents or their visitors or guests (particularly on your own floor) we strongly suggest you approach the resident/s concerned in a friendly/polite manner to let them know how their behaviour is impacting upon you. If this is not practical or preferable (e.g. if the group is very large and approaching them would make you feel unsafe) you should contact the Duty RA to report what is occurring. During office hours you may visit or telephone the UniHall Office.

3.8 Complimentary Memberships

UWA Sport Membership

All residents automatically receive a membership to the UWA Sports Centre during their tenancy period. However, the membership will only be activated upon a resident's acceptance of the terms and conditions stipulated in the agreement. Acceptance of terms and conditions are to be carried out via the University Hall Portal prior to the commencement of their tenancy. Residents will gain entry to the UWA Sport Centre and its facilities via their UWA Campus Card.

This membership allows residents access to fitness and weight training rooms and more than 50 group fitness classes each week.

Opening hours are:

Monday - Friday: 6.00am to 11.00pm

Saturday - Sunday: 8.00am to 9.00pm

3.9 Prizes and Awards

At the end of each Academic Year, UniHall offers a range of prizes and awards to those residents who have made an outstanding contribution to the community:

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.

Citizenship Awards

Awarded in recognition of outstanding contributions to community life at UniHall.

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.

Principal's Prize

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

Professor Cheryl Praeger Prize

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

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.

University Hall Association Prize

Awarded to the most outstanding resident.

3.10 Enrichment Programs

UniHall offers a range of exceptional programs and activities that compliment study, residential living and social life and form the foundation for development of life skills and life-long friendships.

Community Connections

Make the most of college living, form strong connections with fellow UniHallers, and share your experiences, culture and passions through the Community Connections program.

Engage in your hobbies, and find new ones with UniHall's diverse range of student-led programs, including:

- Health and wellbeing.
- Creative and visual arts.
- Music.
- Community service.
- Environment.

You'll also be able to advocate for causes that are meaningful to you. To facilitate advocacy UniHall proudly has dedicated committees and programs that you can be part of:

- Community Advocates.
- Indigenous Representative Committee.
- International Student Representative Committee.

Each program in Community Connections is driven by a student committee comprising members of the RA team, a member of the ResClub Committee and interested residents. Residents are given the opportunity to join a committee through an application process.

Professional Development

Develop key skills that boost career progression, and get hands-on experience with our Professional Development program. UniHall offers you many opportunities and avenues to develop real-world experience alongside your academic studies, including:

- Student employment.
- Internship programs.
- Career development workshops.
- Work integrated Learning.
- Personal and Professional Leadership.

Benefit from UniHall's unique community and connection with UWA, and participate in programs offered at UniHall and UWA such as:

- Residential Advisors - Join a large team of student leaders and develop leadership experience supporting fellow students with many aspects of student life at UniHall.
- Introduction to Leadership - Access invaluable training in interpersonal and professional skills that are transferable for your future career paths.
- McCusker Centre for Citizenship- Pursue your field of interest or studies with a professional internship offered through the McCusker Centre for Citizenship.
- UniHall Ambassadors - Take an active role in representing UniHall to the wider community through the professional Ambassador program.
- Employment and internship opportunities at UniHall and with key UWA agencies such as UWA Sport, The University Club of Western Australia and UWA's IQX.
- Close connections with UWA Careers Centre and the Careers Employability Award as well as Work Integrated Learning.

Academic Advancement

Reach new heights in your studies at UWA with our Academic Advancement program. With help from our student academic team, you can take a proactive step in your studies and be involved in programs to support your academic growth such as:

- Academic Peer Mentoring - Be paired with a senior student for peer support and invaluable advice as you pursue your degree.
- Connecting students studying the same courses – why study alone? Studying together is the most efficient way to get ahead in your studies.
- Research Seminar Series - Showcase and share your industry experience or personal research projects with like-minded students in the UniHall community.
- Faculty Suppers - Utilise UniHall's strong connection with UWA, and network with members from the UWA Academic community at regular Faculty Suppers.
- Academic Celebrations - Share and celebrate outstanding student achievement alongside the UniHall community.
- Support Sessions - Access weekly academic support for topics like research, essay writing and referencing.
- Debating - Practise your public speaking skills and hone your debating skills at our regular academic debates.

4.0 SAFETY AND SECURITY

4.1 Guidelines

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

UWA Security conducts 24/7 patrols at UniHall. They also provide a free service to walk residents to UniHall from the UWA campus late at night. To use this service, please call Security on **6488 3020** (half an hour notice is appreciated as officers often have to travel from the other side of the campus to meet you) to arrange an escort, and a uniformed officer will respond.

Residents should call Security immediately on **6488 2222** in the case of a serious incident.

UWA Security has rolled out a new SMS service for students and staff in circumstances where verbal communications is not achievable.

- Students and staff can send a brief **SMS to 0438 739 744** (maximum of 160 characters), or add “URGENT” in front of the message if immediate assistance is required.
- There may be a short delay of 1 to 2 minutes before receiving the auto-message: ‘Thank you! Message received by UWA Security’.
- A Campus Security Officer will then follow up.

UniHall residents should adhere to the following security guidelines:

- Do not write your room number on your room card/campus card.
- NEVER allow someone you don’t recognise into any UniHall building.
- If you are in doubt about someone’s identity or right to be on UniHall grounds, notify the UniHall Office (during business hours) or the Duty RA and UWA Security (after hours).
- Guests must not be given access to UniHall buildings without the hosting resident being present.
- Do not pass your room card/ campus card to another resident or a guest to provide access to your room, Dining Hall meals and any UniHall buildings.
- If you are concerned by antisocial behaviour within UniHall, notify the UniHall Office (during business hours) or the Duty RA and UWA Security (after hours).
- Do not tamper with any locks at UniHall.
- All visitors must leave the UniHall grounds by 11.00pm.

4.2 UWA Campus Card

Your UWA campus card must be kept secure at all times. This card is used for entry to your accommodation and common spaces, for access to meal plans and for identification. Please note that any UWA staff member has the right to ask you to show your campus card for the purposes of identification.

Residents may be given a temporary access card (called a Nominal Access Card) during their first week at UniHall. The Nominal Access Card must be returned as soon as the UWA campus card is operational. All temporary Nominal Access Card cards must be returned by the end of Week One of semester or a \$50 charge will be applied to your account

4.3 Lost or Stolen Campus Card

- Report a lost card immediately online at <http://www.campuscard.uwa.edu.au/lost>
- Contact the UniHall Office or Duty RA to borrow a temporary card.
- The temporary card must be returned within one week or a \$50.00 charge will be incurred.

4.4 Lockouts

During office hours (8am to 7pm)

If you lock yourself out of your room there will be someone who can assist you. From 8.00am to 7.00pm weekdays you should go to the UniHall office and request assistance. If you are loaned a spare room card, you must return it the office within the next week or it will be considered lost and a charge of \$50.00 applied to your account.

After-hours

If you are locked out before 8.00am or after 7.00pm please contact for assistance:

- The Duty RA from 7.00pm – 11.00pm on weekdays, or
- UWA Security from 11.00pm – 8.00am on weekdays, and all hours on weekends

Please be aware that the first three lockouts in a calendar year are free. However, for the fourth and subsequent lockouts a charge will be added to your account as follows:

- Lockouts 4 and 5 – \$15 each.
- Lockouts 6 and 7 – \$25 each.
- Lockouts 7 or more – \$50 each.

If you lose your UWA card, you must immediately report the loss online at www.campuscard.uwa.edu.au/lost and arrange a replacement card. This new card will need to be presented to the UniHall office administration staff for your UniHall access to be added. Please be aware that you need to wait 24 hours between getting your new card from UWA Student Central and bringing it to the office for coding.

4.5 Insurance and Personal Belongings

UniHall provides maintenance and security of UWA and UniHall property and facilities. However, the University does not accept any liability or responsibility for loss or damage to your possessions. You are encouraged to consider purchasing appropriate insurance for your personal belongings, particularly if you have high value items.

4.6 Reducing Theft

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

Bicycle theft has been an issue in previous years due to residents leaving their bikes unlocked in open spaces. Please use the bicycle storage sheds and secure bikes with a high quality lock to secure them.

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

4.7 Visitors and Guests

A visitor is defined as someone who visits a resident between the hours of 7.00am and 11.00pm. All visitors must leave UniHall by 11.00pm.

A guest is defined as someone who stays overnight in a resident's room. Guests must not stay at UniHall without permission. Guests are not permitted during Orientation Weeks, Pre-Exam or Examination Weeks.

Residents can have a guest stay in their room for a total of six nights per semester. The six nights can be single night stays or consecutive nights. Please talk with your RLC if you have exceptional circumstances necessitating a guest stay longer than your allocated six nights.

Guest stays are free of charge, however, there is a fee of \$20.00 if guests need to hire a mattress and linen. This charge will be added to the resident's UniHall account.

A guest stay form (available from the UniHall Office) must be completed for each stay and submitted during office hours at least 24 hours in advance of the proposed visit. Please note that last minute requests cannot be accommodated so if you have not completed the process 24 hours pre-visit please do not bring your guest on site.

Residents are accountable 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 buildings other than their resident host's building.

It is a serious violation of UniHall's safety and security policy to give a UWA campus card or a Nominal Access Card to visitors or guests regardless of their relationship to you. A disciplinary response will follow any misuse of a campus card or a Nominal Access Card.

4.8 Dangerous Goods

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

4.9 Infectious Waste Disposal

Independent living means residents are responsible for cleaning up after themselves. However, residents should not attempt to clean spillage or come into contact with infectious waste that is not their own. Please report any potentially infectious materials through the UniHall Office or UniHall Portal (Maintenance Tab).

4.10 Health and Safety Hazards

To achieve the necessary standards of Health and Safety a commitment is required from residents and staff to ensure they do not 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. All employees and residents must keep passageways, balconies, stairways, exits and fire exits clear of obstruction and combustible materials at all times.

4.11 Traffic Awareness

All vehicle users are advised to take EXTREME care in and around UniHall, paying particular attention to pedestrians and cyclists who may be nearby. All traffic and directional signage must be followed (e.g. there are areas which indicate one way traffic only).

4.12 Pest Control

Pests such as rats, mice, ants, spiders and other insects can become a problem during different times of the year. Only a small fraction of the pests you see around UniHall are harmful so please don't be too concerned. Unlike some parts of the world, Western Australia does not have endemic pest issues.

All reasonable pest control measures are taken by UniHall to protect 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 food or dirty dishes on the floor or benchtops and always wipe benches and stoves after food preparation and cooking. Ensure all rubbish/recyclables are placed in the rubbish or recycling bins provided. Do not leave rubbish or recycling on the floor.

Residents who neglect to follow the conditions above and are found to have a pest control issue as a result will be charged for any extermination costs.

5.0 FIRE SAFETY, EVACUATION AND OTHER EMERGENCIES

5.1 In the Case of an Emergency

In the case of an emergency contact:

- Fire/police/ambulance: **Dial 000 (Dial 0 first from internal phones).**
- The closest hospital to UniHall is Sir Charles Gairdner Hospital: **6457 3333.**
- UWA Security: Dial 45 2222 from any internal phone or **6488 2222.**
- Duty Residential Advisor (RA) between 7.00pm - 11.00pm on weekdays: extension **9510** or **0410 427 845.**

Over the phone provide:

- Your full name.
- The exact location of the emergency on campus (e.g. building location, room number or common space).
- The type of emergency (e.g. medical, violence, fire).
- If there are people injured, how many are injured and nature of injury.
- **UniHall address: 130 Winthrop Ave, Crawley 6009; entrance off Winthrop Ave.**

5.2 Seeking Medical Assistance

If a resident is injured or ill at UniHall, they should seek assistance from an RA (after hours), UWA Security on 6488 2222, or the UniHall Office. First Aid kits are available at the UniHall Office during office hours and on each floor with the RA. A defibrillator is located in the UniHall Office. 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 UniHall, the resident will be responsible for all associated medical, ambulance and hospital expenses. It is 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. It is University Hall's policy that RAs must arrange ambulance transportation for any resident who is unconscious, experiencing breathing difficulties, chest pains, significant bleeding, vomiting or any other critical medical incident.

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 (on the final pages of the Handbook) for other support services and information.

5.3 Emergency and Evacuation Procedures

Evacuations

Evacuations follow UWA procedures relating to fire, medical, dangerous person/s, gas leak and chemical hazard emergencies (www.safety.uwa.edu.au/incidents-injuries-emergency/procedures).

Clearly defined evacuation points and procedures are displayed on notices in each UniHall building. Whilst the evacuation procedures are the same, the evacuation/muster points are different for each building.

All residents must familiarise themselves with the following evacuation procedures:

- For fire, where possible, activate a break glass alarm (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 Building Wardens or other emergency personnel.
- Assemble at the primary evacuation/muster point. Wait 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.

Primary Evacuation/Muster Point Locations

There are three Muster Points for you to go to depending on where you are at the time of a fire alarm:

1. Outside L House assembling north of the car park near the smokers hut.
2. On the basketball courts outside E House.
3. Outside J House on the grassed area near the UWA underpass.

Building Wardens will direct you to these areas.

These are also identified on the [Map of UniHall](#) in the Handbook

Special Precautions

- In case of fire, 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.

Failure to participate in an emergency evacuation, whether it's a real alarm, a false alarm or a drill, is considered a breach of the Resident Code of Conduct.

5.4 Fire Safety, Fire Drills and Prevention

Fires can happen quickly and the repercussions in a residential community could 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 Resident Code of Conduct and UWA Emergency Procedures. Residents and guests must familiarise themselves with the fire safety notice in each room and adhere to the following rules:

- DO NOT leave toasters, pots and appliances unattended during use.
- Highly inflammable materials must not be brought into UniHall.
- Smoking is not permitted outside of the designated smoking area at UniHall. This is located behind L House, adjacent to the external car park.
- 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 \$920 fee will be charged. This fee is passed directly on to the resident responsible.

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.

5.5. Fire Alarms and Detectors

All rooms are fitted with alarms and detectors 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 should log a maintenance job through the UniHall Portal at www.unihall.uwa.edu.au/portal. It is prohibited to interfere with detectors and alarms in any way. Any interference will result in a disciplinary response, potentially expulsion from the Hall.

A, B, C, D, M, J & K House

Any smoke alarm activation in a communal area will trigger a building wide evacuation immediately and DFES will be called.

Any thermal alarm activation within the building whether in a room or communal area will trigger a building wide evacuation immediately and DFES will be called.

If a smoke alarm in a room is activated, then a local siren in that room will activate. The resident will then have four (4) minutes to clear smoke. If the smoke is cleared within the four (4) minutes then the local siren will stop and no further actions will be required. Clear smoke in the room by opening the window and fanning the smoke. Do not open the door to the corridor as the full building alarm may be triggered.

If the smoke is not cleared within the 4 minutes then a building wide evacuation will be triggered and DFES will be called.

L House

There are two (2) detectors in each room of the One Bedroom Apartments.

Any smoke alarm activation in a communal area will trigger a building wide evacuation immediately and DFES will be called.

Any thermal alarm activation within the building whether in a room or communal area will trigger a building wide evacuation immediately and DFES will be called.

If a smoke or thermal alarm in a bedroom is activated, it will trigger a building wide evacuation immediately, and DFES will be called.

If a smoke alarm in the living room is activated, then a local siren will activate (the siren will sound from the bedroom). The resident will then have four (4) minutes to clear smoke. If the smoke is cleared within the four (4) minutes then the local siren will stop and no further actions will be required. Clear smoke in the room by opening the window and fanning the smoke. Do not open the door to the corridor as the full building alarm may be triggered.

If the smoke is not cleared within the 4 minutes then a building wide evacuation will be triggered and DFES will be called.

E House

In a room or communal area

Any smoke alarm activation in a communal area will trigger a building wide evacuation immediately and DFES will be called.

Any thermal alarm activation within the building whether in a room or communal area will trigger a building wide evacuation immediately and DFES will be called.

If a smoke alarm in a room is activated, then a local siren in that room will activate. The resident will then have four (4) minutes to clear smoke. If the smoke is cleared within the four (4) minutes then the local siren will stop and no further actions will be required. Clear smoke in the room by opening the window and fanning the smoke. Do not open the door to the corridor as the full building alarm may be triggered.

If the smoke is not cleared within the 4 minutes then a building wide evacuation will be triggered and DFES will be called.

In a Shared Kitchen

If a smoke alarm in a Shared Kitchen is activated then a local siren in the adjacent room/rooms will activate. The residents will then have 4 minutes to clear smoke.

If the smoke is cleared within the 4 minutes then the local siren will stop and no further actions will be required.

If the smoke is not cleared within the 4 minutes then a building wide evacuation will be triggered, and DFES will be called.

5.6 Candles, Incense, Sparklers and Other Potential Fire Hazards

Naked flames of any kind including candles, incense, oil burners and sparklers are not permitted in any area of UniHall. 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 (see 5.4 above).

5.7 Steam and Moisture

Excess steam and moisture can trigger the fire alarm, and residents should use caution when using the showers or appliances that produce steam, such as humidifiers. Always use the exhaust fan and keep the bathroom door shut when showering. Appliances such as humidifiers should not be left unattended, or operating for long periods of time, as the steam production can trigger a fire alarm and the resident responsible will be liable for the cost of the fire brigade's attendance (see 5.4 above).

6.0 ADMISSIONS

All residents must be full time students at The University of Western Australia or affiliated UWA course/colleges (at the discretion of UniHall) during their tenancy period at UniHall. The Exception may be granted to residents who are completing the last semester of their current degree. Residents are admitted to UniHall in accordance with the terms of condition stipulated in their Letter of Offer.

6.1 Tenancy Agreement

Residents are allocated a room at UniHall once their lease has been signed. This room remains 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.

Lease dates – start and end – are firm. It is each resident's responsibility to understand when their lease starts and when it ends. No early arrivals or late departures can be accommodated. As there is no short term accommodation available for a resident who arrives before the start of their lease, and any early arrivals will need to arrange their own accommodation. Similarly any resident who wishes to stay in Perth after the end of their lease date will need to arrange their own accommodation, outside of UniHall. Any resident who is still in their room after the end of their lease date is in breach of their tenancy agreement.

Residents are not permitted to sublet their room, allow unauthorised guests to occupy their room or to lend their campus card or temporary nominal access card to others at any time. Failure to follow this process is a breach of the Resident Code of Conduct and will incur a serious disciplinary response, most likely exclusion.

6.2 Academic Standing

All residents are expected to achieve and maintain satisfactory academic progress. In determining whether a resident has made satisfactory progress, UniHall will refer to the resident's UWA academic transcript. If a resident has failed 50% or more of their units in a standard semester, they have not fulfilled the requirements for satisfactory progress as a UniHall resident.

Residents who have failed two or more units in the previous semester will be asked to meet with their RLC and may be placed on an Academic Agreement. This puts in place agreed processes to support their future success.

6.3 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 may affect their academic achievement, academic standing or full-time enrolment, their continued enrolment at UniHall may be compromised.

6.4 Breaking Lease

All Residents

Termination of the fixed term Tenancy Agreement 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.

All break lease requests should be discussed with the resident's RLC in the first instance. The RLC will determine why the resident is requesting to break lease and assist them to complete a Lease Termination Request Form. Residents should allow at least five business days for their request to be processed after submission of the Lease Termination Request Form.

Mid-Year Graduation and Outgoing Exchange Students

Mid-year graduating students and outgoing exchange students will be released from their fixed term Tenancy Agreement on 12 July 2020, on the condition that written confirmation of the student's 2020 mid-year graduation or outgoing Exchange / Study Abroad agreement is supplied to University Hall no later than Friday 5 June, 2020.

6.5 Returning and Re-Admission to University Hall

Eligibility to Reapply

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.

Behavioural, Health and Well-being Agreements and Academic Agreements may impact on re-application. This will be discussed fully with residents at the time they are placed on an Agreement.

Accepting Offer

Returning residents must abide by the UniHall admissions policy to accept their offers, which includes:

- Accepting the offer by the specified due date,
- Paying the non-refundable Confirmation Fee,
- Paying the non-refundable Advanced Rent Fee (equivalent to the first two week's rent), and
- Returning the required lease documents.

Failure to meet the due date may result in a resident's offer being rescinded.

7.0 FINANCIAL OBLIGATIONS

Regardless of who is actually paying your rent, it is your responsibility as a resident to ensure rent is paid in accordance with the Payment Schedule.

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 payment arrangements can be made without the prior agreement of relevant UniHall management.

7.1 What is Good Financial Standing?

Students, former students, and graduates are in good financial standing when their account with University Hall is not overdue. Those who do not maintain a good financial standing will be unable to obtain any documentation, recognition or recommendation from the University. Students must be in good financial standing to view results, re-enrol and graduate.

7.2 Ongoing Rent Payment Options

Three options are available for rent payment:

- Direct debit, processed weekly in advance (ie rent for the week coming)
- Two one-semester payments, either by bank transfer, or credit/debit card via the portal (i.e. one full upfront lump sum payment for Semester 1, another full upfront lump sum payment for Semester 2).
- One upfront lump sum full payment prior to the beginning of the lease, either by bank transfer, or credit/debit card via the portal.

If you choose the option to pay your rent by direct debit from your bank account, please set this up before the second Wednesday of your contract by completing the Direct Debit Request form sent to you with your Offer of Residency, and submitting the form via the portal. Alternatively you can request another form by sending an email to admissions@unihall.uwa.edu.au.

If throughout your lease a direct debit payment has a bounce back (usually due to insufficient funds in your account), a \$2.50 Dishonour Fee will be added to your UniHall account as a penalty. Your bank may also charge you a fee. Settlement of the Dishonour Fee plus payment of the outstanding rent will need to be made within seven (7) days through the UniHall Portal. If you fail to make payment you will be reissued with another Dishonour Fee.

7.3 Financial Difficulties

If you are having financial difficulties please make an appointment to see your RLC to discuss your situation. We will do our best to assist you but the earlier you contact us the better.

7.4 Consequences of Outstanding Debt

You should be aware that a debt to UniHall is a debt to UWA.

For non-payment of rent or an outstanding debt after 14 days, residents will incur a Breach Notice for Non-payment of Rent under the Residential Tenancy Act.

If debt remains unpaid for more than three weeks, an 'academic encumbrance' will be placed on your UWA transcript until payment is made. An encumbrance means that you will:

- Not be able to obtain any documentation from UWA Student Administration.
- Not be able to access your exam results.
- Not be able to re-enrol at UWA next semester.
- Be unable to graduate.

If debt remains ongoing there will be cause for UniHall to terminate a lease. Students who receive multiple Termination Notices throughout the year will not be accepted back to UniHall the following year.

7.5 Additional Fees

There may be other fees and charges applied to a student account from time to time. These may include:

- Fire Alarm Charge.
- Property Damage Charge.
- Lockout Charge.
- ResLife charges (for example the Leadership Program).
- Guest Stay Charge.
- Bank fees and charges.

Any other charge must be paid immediately by cash, eftpos or credit card at University Hall Reception. These include:

- Parking charges.
- Merchandise purchases.
- Meal Plan upgrades.
- Laundry Tokens.

It is compulsory for residents to pay the additional fees they incur. If payments are not made, encumbrances may be placed against a resident's UWA transcript.

7.6 Confirmation Fee

The confirmation fee is the first payment all students make to secure their place at UniHall. This is a compulsory fee that all residents must pay and is non-refundable.

For new students the charge is \$350 and is used to pay the student's ResClub membership for that year (\$200) and Orientation Week fee (\$150).

For returning students the cost is \$200 and is used to pay each student's ResClub membership for that year, including students graduating mid-year.

7.7 Checking Your Account

It is recommended that you check your account frequently. This will inform you of any outstanding debt that may have accrued, (e.g. lockout charge, direct debit bounce back and Dishonour Fee). A payment can then be made through the Online Portal by following these steps:

1. Go to www.unihall.uwa.edu.au/portal
2. Login using your username and password.
3. Go to Accounts where you will be shown your outstanding account and how much you owe.
4. Follow the on screen instructions to make a payment

If you have any concerns or you require support or wish to seek further details, please email your Residential Life Coordinator to make an appointment.

8.0 YOUR ROOM

8.1 Cleaning

UniHall employs a committed housekeeping team to clean students' rooms.

The cleaning of fridges, microwaves, shower recesses and toilets in studio rooms and one bedroom apartments is the responsibility of the resident. These areas must be kept clean during the lease period. NOTE: Fridges must be emptied and cleaned thoroughly at the end of the lease period or an excess cleaning charge will be applied. This is calculated on an hourly rate.

Studio rooms and one bedroom apartments are cleaned by our housekeepers once a month. Residents in studio rooms and one bedroom apartments will be notified of the monthly room clean schedule in advance.

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

When residents who do not wish their rooms to be cleaned, their room numbers will be noted by housekeepers and the information shared with the relevant RLC. If cleaning is refused twice in a row, the Housekeeping Supervisor will check the room to ensure the resident is maintaining it in a clean and tidy condition. Housekeeping staff will not service unsatisfactory rooms. Rooms where cleaning has been refused twice in a row will be reported to the RLC.

Throughout the period of tenancy the resident will be responsible for maintaining their room at a high standard of cleanliness and tidiness. To assist residents, vacuum cleaners are available for loan from the UniHall Office between 8am and 7pm. Vacuum cleaners must be returned promptly to allow all residents equal access.

Maintaining your room in a high standard of cleanliness and hygiene means:

- Wiping up spillages.
- Keeping fridges and freezers clean and throwing away unwanted or out of date/spoiled food.
- Keeping the oven, the grill pan and microwave clean.
- Keeping surfaces clear (e.g. worktops and window sills).
- Washing up and putting away crockery and cutlery.
- Hanging wet/damp towels away from furniture or vanity/kitchen doors because they will warp. This will cause damage that you will be accountable for paying.
- Properly disposing of rubbish and recycling in waste rooms or pantry bins.
- Wiping down wash basins and shower recesses on a regular basis, removing stains, spills and hair from the drain.
- Keeping the room clean and tidy.
- Not storing perishable or dry foods on windowsills.
- Ensuring that rooms and bins do not smell or become unhygienic.
- Ensuring clear access to the balcony for maintenance and housekeeping staff.

If you stain or damage the carpet or furniture and would like some cleaning assistance please make a request, in the same way you would request maintenance assistance, via www.unihall.uwa.edu.au/portal. Our cleaning team is well-practised in removing stains and spills and can often access stronger cleaning products than those you can purchase yourself. We would much rather you ask for assistance than leave the stain or spill to worsen over the course of the year or semester.

We understand that for some residents this is the first time they have lived away from home and they may not be used to looking after their own space. RAs and RLCs are happy to help residents understand what is required and how to achieve a high standard of cleanliness and hygiene. Please do not hesitate to ask for help.

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

8.2 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.

Clothes, barbeques, bikes and furniture (other than furniture items provided by UniHall) are not permitted on balconies. Balconies may not be used as storage spaces, for smoking or for the use of candles, incense or other potential fire hazards.

8.3 Condensation Management

Condensation can become a problem in rooms at UniHall, and may lead to the build-up of mould or mildew. It is the responsibility of each resident to ensure condensation and mould/mildew does not become a problem in their room. Please report any ongoing mould or mildew issues via the UniHall portal at www.unihall.uwa.edu.au/portal.

To keep humidity levels down and reduce moisture, please keep the room as dry, warm and ventilated as possible. Tips on how to do this include:

- Keeping the bathroom door shut and the exhaust fan running while showering.
- Leaving the exhaust fan running for 30 minutes after showering where possible.
- Drying the shower recess, including the floor, with a mop or cloth after use.
- Turning on the extractor fan (above hotplates) when cooking and keeping it running for 10 minutes after you have finished cooking.
- Putting lids on saucepans while cooking.
- Turning off the kettle as soon as it has boiled.
- Opening the window for a while to avoid condensation building up (this will look like mist or fog).
- Sleeping with the window open slightly or the heater on.
- If drying clothes on a drying rack, opening the window and placing the rack close to the window.

8.4 Cooking

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

Residents of self-contained studio rooms and one bedroom apartments may cook in their rooms using the provided appliances. It is recommended toasters, kettles and other smaller electrical cooking items are checked and tagged for electrical safety by a licensed electrician prior to use at UniHall. New items purchased within Australia will be certified for use at UniHall and will not require testing.

Cooking Safely

Operate appliances as per instructions provided:

- Never leave cooking equipment unattended (including kettles and toasters).
- Do not allow a build-up of grease on cookers or grill pans. Residents are responsible for keeping all kitchen equipment 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.

8.5 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. A user guide is provided in each room.

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

Residents may only use the heaters and fans provided by UniHall. Any heating appliance not approved by UniHall could invalidate any insurance claim against loss through fire and will be removed without notice.

If you require a fan, please submit a maintenance request via the Portal.

8.6 Decoration and Alteration

Residents are not permitted to make alterations to any part of their room. Please do not write on, affix to the wall, or any part of the room any boarding, writing, signs or similar that may cause damage. Posters may be placed on pin boards and noticeboards in internal and external common areas and in rooms as long as removable adhesive is used. Only removable adhesive (such as Blu-tac) can be used on room walls, however, this must be removed when posters, etc. are taken down. Do not use sticky tape on walls as this will remove wall paint.

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 as well as being a violation of the Residential Tenancy Agreement. In such cases, an RTA Breach will be issued.

8.7 Electrical Equipment

Personal electrical items brought into residences should be tagged and tested by a licensed electrician to meet the Western Australian Electrical Requirements prior to entry. New items purchased within Australia will already be certified for use at UniHall and will not require testing.

Residents who require additional power points in their room must purchase a power board with a surge protector. These can be purchased from supermarkets and hardware stores. Residents using an electrical adaptor must purchase the adaptor in Australia and ensure it is certified for use in Australia.

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

Any equipment belonging to residents which cause problems with electrical circuits will be removed.

Please note, electrical circuits in A, B, C and D House have limited capacity and can overload quickly causing your power to trip. As a result, electric blankets, hair straightening irons, hair dryers, rice cookers, toasters, kettles and non-UniHall heaters are not allowed to be used in rooms.

Faults with common area washing machines, fridges and microwaves should be reported immediately as a maintenance request on the Portal.

8.8 Installation of External Water Appliances

Under no circumstances is the installation of external water appliances to occur in rooms. This includes bidets, benchtop dishwashers, water purifiers or other devices which require addition, alteration or modification to existing room plumbing.

8.9 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 and carefully dispose of glass and rubbish in allocated UniHall recycling areas. Please carefully dispose of broken glass and do not put broken glass directly into bins. Glass should be wrapped safely before disposal.

8.10 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 the power outlet under the desk and the refrigerator will always operate regardless of the card insert. Residents are not to use these outlets for cooking or heating equipment.

8.11 Telephones

Each room has a landline telephone connection with a direct phone number. Incoming calls are free of charge. See table below for instructions.

Call destination	Instruction
Calling a room within UniHall	Dial four digit extension number
Calling other UWA Campus extensions	Dial access code '45' and then the UWA four digit extension number
Calling external numbers	Cannot be made from room phones
For serious emergencies	Dial access code '0' then 000

The telephones in each room need to be setup prior to use. For setup instructions, contact unihall@uwa.edu.au.

Please check with the UniHall Office for personal room phone numbers.

8.12 Reporting Damage &/or Maintenance Requests

Routine Maintenance

Residents should report any maintenance issues in their room when first noticed so that we can attend to them as soon as possible. Please be aware that you are not permitted to make repairs or replace any UniHall property or to contract external tradespersons or vendors to undertake repairs on your behalf.

To log a maintenance request you should:

- Login to the UniHall Portal at www.unihall.uwa.edu.au/portal
- Go to the Maintenance Tab along the top menu bar.
- Complete the maintenance request as instructed.
- Be as specific as you can about the item and also the issue you are experiencing. For example: 'tap not working' is not very clear, while 'the back left hot plate on the stove appears to heat up but then, after 2 or 3 minutes, no longer works' is very helpful.
- Press the "Save and Continue" button.

By logging a maintenance request, be aware that you are giving tacit approval for the University's staff or contractors to enter your room (following appropriate protocols of course) to inspect the problem and to make necessary repairs or replacements. Any delay in gaining access or entry to your room could result in subsequent delays to completing the repair or maintenance work requested. The Maintenance team will always try to attend in a timely manner. However, we cannot guarantee work will be undertaken at a time requested by you as all work is done on a "most urgent" basis.

Using the information provided in your request, Maintenance staff will determine how urgent the issue is and will assign it a priority. This is designed to make sure that work is allocated fairly so that urgent matters are attended to as quickly as possible and other work is undertaken in a reasonable time frame.

<u>Issue Type</u>	<u>Response time</u>
Urgent (E.g. gas leak, burst water pipe)	Less than 4 hours
Medium	Up to 24 hours
Low	Up to 72 hours

*Note: Maintenance staff work between 7.30am and 3.30pm, Monday to Friday. If an urgent maintenance issue occurs after-hours please alert the Duty RA (outside of office hours on weekdays between 7.00pm – 11.00pm) or UWA Security (outside office hours from 11.00pm – 8.00am on weekdays, and all hours on the weekend).

Every effort will be made to respond to logged maintenance within the above timescales. However, if this is not possible a note may be left in the affected room to inform the resident 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.

If you use equipment (drains, stoves, etc.) for purposes for which they were not specifically designed or intended, you will be held financially responsible for any damage resulting from such misuse. This includes disposing of sanitary pads, tampons, condoms and paper towels in the toilets.

Urgent Maintenance

Urgent maintenance issues, even those occurring during office hours, should be reported in person or via telephone at the UniHall Office (8am to 7pm) or to the Duty RA (outside of office hours on weekdays between 7.00pm – 11.00pm) or UWA Security (outside office hours from 11.00pm – 8.00am on weekdays, and all weekend). Examples of such issues would be:

- Loss of power or water
- Damage, breakages or other situations that have the potential to compromise personal or property safety.

Periodic/Scheduled Maintenance

Periodically, 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.

9.0 FACILITIES AND SERVICES

9.1 Map of UniHall



9.2 Common and Recreational Spaces

Residents are expected to demonstrate respect and care in the use of all 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 do not 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 these event taking place.

Moderate alcohol consumption is permitted in certain common areas during clearly posted hours. If an area does not have signage, it means that the space is not open to alcohol consumption at any time.

Residents are expected to leave all common spaces clean and tidy after use. 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. Additional disciplinary action may be taken.

Innovation Hub

This space is open to all residents who are participating in areas of the Professional Development portfolio including internships, work placement / practicums, leadership and employment.

Games Room

Residents are expected to observe common sense and safety precautions around the use of any sporting equipment and venues. The 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 UniHall staff member at all times.

Pool tables, table tennis games equipment, Xbox and Foxtel 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.

Basketball Courts

Residents are expected to observe common sense and safety precautions around the use of any sporting equipment and venues. The basketball courts 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 UniHall 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 to be used between 12.00pm – 7.00pm.

Residents are asked to cooperate in maintaining the security and condition of the courts and to report any damage or misuse to an RA and log a maintenance request through the portal.

Upper and Lower Quad

The grassed areas between A House and K House (Upper Quad) and K House and J House (Lower Quad). These areas are alcohol free unless there is a formal UniHall organised event occurring.

J House Lantern

Located on the 6th floor of J House this beautiful outdoor area offer views to the south-west overlooking UWA. It is open to all residents to book via the Internal Event Management form. Events must be resident-only. The Lantern is an alcohol-free space unless approval has been given in the Internal Event Management form. As with all common spaces, respect for

others by cleaning the space after use is expected. Please be aware that due to safety regulations, the Lantern has a capacity restriction of fifty attendees so any proposed events should be for groups below this capacity. Further information can be obtained from your RLC.

L House Terrace

This area is situated on the 6th floor of L House and is for the exclusive use of L House residents. It contains wonderful views to the south and is a relaxing area for residents to network and get together. BBQ facilities are available in this space. As with all common spaces, respect for others by cleaning BBQ's and the space after use is expected. The Terrace is open from 10:00am to 10:00pm. Events (L House residents only) outside these hours can be booked via the Internal Event Management form and the L House RLC.

K Common

Centrally located near the Dining Hall and Upper Quad, K Common is a multi-purpose room used for many events, seminars and workshops. It is also a group study space as well as the central hub for students to grab a bean bag and watch movies and Foxtel.

Art Room

Located next to the Games Room, this area is used by students wishing to pursue their interests in drawing, painting, sketching, etc. and doubles as a study space for all and area for the Creative Arts Committees to host events and activities.

Music Rooms

Two soundproof music rooms are located in the corridor between the Upper and Lower Quads. They are available for use to all residents and must be vacated by 10.00pm to allow neighbouring residents quiet enjoyment of their rooms. Each music room is stocked with instruments and sound equipment which are owned and maintained by UniHall and free to use. A Music Officer and Student Music Committee oversee the Music Rooms and there are expectations of appropriate behaviour at all times. All UniHall owned music equipment is to be kept in the Music Rooms unless permission is sought from UniHall staff or the Student Music Committee.

Library

The UniHall Library is a quiet space to study, read or relax. There are books that represent all UWA Faculty areas as well as big collection of fiction and non-fiction books. A Library Officer oversees the organisation and maintenance of the library. Borrowing books is based on an honour system whereby they are to be returned after use. Many residents donate textbooks and novels that they have finished reading which keeps the library well stocked.

Shared Study Rooms

There are many shared study rooms located throughout UniHall. Some have printers, whiteboards and computers whilst other areas have shared tables and desks. All areas cater for both private and group study and are available for use on a first-in first-served basis.

9.3 Cleaning of Common Spaces

UniHall employs a Housekeeping team to clean the common areas of UniHall. These spaces include kitchens, toilets, laundries and lounges which are cleaned on a daily basis Monday to Friday.

Food areas and social spaces are the responsibility of the resident community to keep clean. It is respectful behaviour to ensure that these areas are left clean and tidy after you use them so that other residents are free to enjoy them too.

If you stain or damage the carpet or furniture and would like some cleaning assistance please make a request, in the same way you would request maintenance assistance, via www.unihall.uwa.edu.au/portal.

Our cleaning staff members are well-practised in removing stains and spills and can often access stronger cleaning products than those you can purchase yourself. We would much rather you ask for assistance than leave the stain or spill to worsen over the course of the year or semester.

9.4 Cooking in Common Spaces

These areas must be kept clean and tidy.

Food areas are shared by all residents and it is the responsibility of each resident using the spaces to keep them clean. It is respectful community behaviour to ensure that these areas are left clean, tidy and odour-free after use so that other residents can enjoy them.

Cooking Safely

Please operate appliances as per the instructions provided and with attention to the guidelines below:

- Never leave cooking equipment unattended (including kettles, toasters).
- Do not allow a build-up of grease on cookers or grill pans. Residents are responsible for keeping all equipment 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.
- Any attendance by DFES (Department of Fire and Emergency Services) caused by resident negligence will be charged directly to the resident(s) involved.

9.5 Internet and Wi-Fi

Wi-Fi is free of charge and accessible in most common spaces and rooms. Users of the UWA Network must comply with all UWA 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 can be found at the UniHall Office.

9.6 Bicycles

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 will be relocated. Ongoing issues will incur a breach notice and possibly a further disciplinary response.

All bikes must display a valid bike permit. These are available for no charge at the UniHall Office (weekdays 8am to 7pm) It is advisable to use a heavy duty secure "D" Lock or similar to reduce chance of theft. Theft, damage or loss of bikes is not covered by UniHall.

Insurance coverage is an individual's responsibility and it is highly recommended that residents purchase personal/contents insurance for bikes and other expensive and valuable personal belongings.

Other large personal items including bikes must be kept clear of common areas, balconies and exits as they may create a hazard in a fire or other emergency evacuation.

9.7 Equipment Loans

A selection of equipment is available for loan at the UniHall Office:

- Bicycles, helmets and locks – residents must visit the UniHall Office and complete a Bike Share Agreement Form. Bicycles can be borrowed daily and must be returned by 7.00pm prior to the office closing or if borrowing over the weekend, residents can pick up Friday and return by Monday 9.00am.
- Vacuum Cleaners.
- Irons.

9.8 Car Share Program

UniHall has allocated two parking spots for Student Car Share. The program provides residents with an option to rent a car without the need of owning their own or paying for a parking permit while they live on campus. Students can sign up to become a member for a \$35.00 annual Membership with the rental rate starting at \$6.55 per hour + \$0.35 per km. This includes the cost of fuel, maintenance, cleaning, registration and insurance.

To find out more visit www.studentcarshare.com.au

9.9 Scooter Hire – Vespa Type Electric (VTE) Scooter Ride Sharing Program

UniHall offers a unique VTE scooter ride sharing program, Geniux Go (GGo), available to all residents. This is the first of its kind for students in Australia. The excess energy from solar panels is used to charge these scooters, making GGo zero carbon emitting.

Monthly subscription packages for GGo start from \$9.95 which includes a FREE training session and your own personal helmet. This program is available to all Australian licensed drivers with a 'C' / 'R' / 'R-E' / 'R-N' class licence and overseas licenced drivers with a valid motor driving licence. If your overseas licence is not in English, you must carry an international driving permit or an approved English translation of your licence with you when you ride. GGo is an affordable, fun and sustainable way to move around Perth. To find out more visit www.ggo.global or www.facebook.com/ggoglobal

9.10 Vehicles & Parking

Parking is not a guaranteed right of a resident's tenancy agreement and due to the extremely limited parking on site, it is strongly encouraged that students do not bring vehicles with them to UniHall.

Residents who own a vehicle but do not have a UniHall parking permit are not permitted to park on site and risk paying a hefty fine if they infringe UWA parking regulations.

To be considered for a position on the parking waitlist, please contact the UniHall Office in person or via email to unihall.uwa.edu.au. Priority is on a first come, first served basis unless there are legitimate special needs indicated in the application. Applications which do not include valid registration papers will not be considered.

Residents who are issued with a parking permit must read and agree to the conditions outlined within the parking agreement.

UniHall assumes no responsibility for damage, loss or theft of vehicles parked in the UniHall parking area (external or underground). Residents are strongly advised to take out appropriate vehicle insurance cover as a precaution against theft, damage and other potential risks. UWA Security must be notified of any damage or theft of motor vehicles via a security incident form (see Important Contacts on the final pages of the Handbook).

Parking over the summer period may be available for existing carpark users upon application and payment of a summer parking fee. In this case, residents who are going away for any or all of the summer are requested to leave a spare key with UniHall Office so their car can be moved should maintenance be needed or an emergency situation pose a danger to their vehicle. Upon your return, your keys can only be collected during office hours.

UniHall visitors may park in the specified visitor car bays from Monday to Friday, 9.00am – 5.00pm. To avoid a possible parking fine, please visit the UWA Accommodation Office (located on the ground floor of J House) for a temporary two hour parking permit.

Between 5.00pm and 8.00am on weekdays, and anytime on weekends, residents are able to park in any of the open parking bays, including those reserved for staff. If you utilise these parking bays please relocate your car prior to business hours so as to avoid a parking fine.

Parking is not permitted in the Loading Zone between the back of the Dining Hall and L House at any time, as this will obstruct delivery and collection trucks.

Please note that residents are not permitted to use the Loading Zone as a car washing area.

9.11 Mail

Residents may collect their mail and parcels from the UniHall Office, 8.00am to 7.00pm Monday to Friday. Please note that 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
University Hall UWA, M426
130 Winthrop Avenue CRAWLEY WA 6009 AUSTRALIA

Residents are advised to liaise with couriers and Australia Post for the safe delivery of valuable items as UniHall does not accept responsibility for damage to packages and mail. UniHall is unable to sign for food or alcohol deliveries.

The UniHall Office will email residents at least twice informing them that a parcel has arrived and will hold parcels for 6 months after your departure date. After this time, any parcels which have not been collected will be considered abandoned goods.

UniHall does not forward/redirect mail or parcels over the summer break or upon departure from UniHall. It is the resident's responsibility to update their correspondence address with Australia Post. More information is available at <https://auspost.com.au/receiving/manage-your-mail/redirect-hold-mail/redirect-mail>

Please be aware that there is no mail or parcel delivery over the UWA Shutdown period from the third week of December to the second week of January.

9.12 Noticeboards

Noticeboards are placed throughout University Hall external areas and internal common spaces as well as inside the lifts. Residents must seek approval from the UniHall Office to post signs around UniHall. Material which has not been approved will be removed.

9.13 Lifts

Residents are requested to lodge a maintenance request 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.

9.14 Laundries

Laundry facilities (excluding washing powder) can be found in E, J, K, L and M Houses. Washing machines and dryers are token-operated. A token costs \$2 which can be purchased from the UniHall Office or the automatic token machine in M House laundry. You can also purchase 4 tokens for \$6 from the UniHall Office.

Non-residents are not permitted to use the laundries so residents must ensure the laundry doors are locked at all times.

Residents will need to purchase their own washing powder and conditioner.

Residents are reminded to be considerate of others. If residents using the laundries cannot wait for their washing, they should return regularly to check it (every 10-20mins). Please remember to clean the lint filters in the dryers before and after every load to avoid fires and to ensure the machine is most efficient. If you have any questions on how to do this please visit the UniHall Office during business hours.

Please note that the washing machines and dryers do not perform efficiently if they are over-filled. To ensure proper cleaning and drying, make sure that you only fill 75% of the washer or dryer drum capacity.

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.

9.15 Public Transport

Bus stops are located directly in front of UniHall (heading to Perth City and Northbridge) and across the road (using the underpass) opposite UniHall in front of UWA (for travel to Fremantle and beaches). Please refer to <http://www.web.uwa.edu.au/university/transport>

9.16 Waste Management and Recycling

Each resident is responsible for taking their Rubbish/Recycling to the designated waste areas and placing in the correct bins.

Waste Areas

Designated waste areas are available on each floor for the disposal of small household waste and mixed recycling. Bulk waste or large items (Large cardboard boxes, unwanted clothing and large amounts of organic waste) must be taken to and disposed of in the bulk waste collection area located in the loading bay near L House.

Recycling

Co-mingled (Single Stream) Recycling bins are available on every floor and there is a large skip bin located in the bulk waste collection area. Residents of UniHall are strongly encouraged to participate in actively recycling and helping towards the fight of reducing landfill. Information on what to recycle and how as well as other valuable resources can be found at www.recycleright.wa.gov.au or by downloading the Recycle Right App.

9.17 Sustainability

Residents are strongly encouraged not to leave lights or other electrical appliances on in rooms whilst they are unattended. It is important to remember that water is a scarce resource in Australia, with Western Australia often being 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.

9.18 Damage and Vandalism

Property damage and vandalism must be reported to the UniHall 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 their visitors and/or guests.

Where a group of people were in attendance when damage took place to a common space but the individual responsible is not forthcoming, all those in attendance will be charged a portion that is considered fair and reasonable according to UniHall.

10.0 THE 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 resident body and a place where all residents, visitors and staff should feel safe, comfortable and welcome.

Outside of the meal times stated below, residents are welcome to use the Dining Hall as a community and study space simply by using their UWA card to swipe in via the sliding doors. Residents may be asked to vacate periodically (e.g. if the floors are being cleaned or an event is being set up or occurring).

Residents with meal packages should utilise their campus or key card to redeem their meal by swiping upon entry to the Dining Hall. Residents may only swipe once per meal period. Failure to follow correct entry procedures to the Dining Hall is a serious breach of the Resident Code of Conduct.

Meal plans are non-transferable. It is a breach of the Code of Conduct to pass a UWA campus card with UniHall meal plan access to another person.

Residents are asked to discuss any special dietary requirements with their RLC.

10.1 Meal Times

The Dining Hall is open for meals during the following hours:

Breakfast

Monday to Friday: 7.00am to 10.00am

Lunch

Monday to Friday: 11.30am to 2.00pm

Saturday and Sunday (extended brunch): 10.00am – 1.30pm

Dinner

Monday to Sunday: 5.00pm to 8.00pm

These times may vary during study breaks. Any changes to Dining Hall hours will be communicated via UniHall's communication channels.

10.2 Etiquette

The following guidelines are in place to ensure the Dining Hall can operate effectively:

- Dining Hall staff must be treated with respect and courtesy.
- Residents must scan their UWA campus card/nominal access card upon entry during meal times.
- You may purchase a guest meal at the cashier's desk. If unattended please wait patiently for the staff member to return.
- The Dining Hall is an alcohol-free zone, except during approved UniHall events. Anyone who enters the Dining Hall in an intoxicated state will be asked to leave.
- Residents should be dressed appropriately and have showered after the gym or sports. Shirts and footwear must always be worn.
- Residents are to clear their plates, cutlery and glasses from the table and return them to the designated area.
- Residents may take one piece of fruit per person and/or an ice cream cone out of the Dining Hall. No crockery, cutlery and buffet food may be removed.
- Please do not bring your own food into the Dining Hall during meal times.
- Access to the kitchen preparation areas is not permitted.
- The furniture is set to encourage conversation. Please leave tables and chairs in their correct place.

10.3 Meal Plan Upgrade Options

Residents have the option to upgrade their meal plan at any time during their tenancy period. The upgrades provide flexible options where you can add meals from as little as one week, one month or until the end of your tenancy period. Please contact the UniHall office to upgrade your meal plan.

10.4 Dietary Needs

The Dining Hall aims to cater and accommodate the dietary needs of residents. Students with dietary needs or food allergies can notify UniHall of this by including the details in the Resident Background form. This can be updated anytime on the My Details page of the UniHall Portal.

For more information about the Dining Hall food options and personal dietary needs, students can meet with their Residential Life Coordinator or the Dining Hall Manager.

11.0 SOCIAL EVENTS & SOCIALISING

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

UniHall common spaces are not appropriate venues 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 the UniHall visitor, noise and alcohol guidelines. Any activity which affects other residents' ability to study and/or the quiet enjoyment of their space is not appropriate and may result in a disciplinary response.

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

11.1 Event Etiquette

UniHall takes pride in the quality of its events and respects the diversity of residents' beliefs and cultures. Residents must bear in mind the following guidelines when attending Hall events:

- Residents may not invite non-resident guests unless this is communicated by UniHall staff.
- 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 to the event or remove alcohol 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. If you are in any doubt at all, please confer with your RA and an RLC. This will support you in making a decision based on community values and inclusiveness and avoid any incident or offence which might see you asked to leave an event.
- During speeches and performances, residents are expected to refrain from using their mobile phones, continuing their conversations or engaging in any kind of activity which is disrespectful to those presenting or speaking.
- 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 will follow.
- If an event is RSVP only, residents who fail to honour their RSVP may be excluded from future events.

11.2 Room Bookings

Permission to hold private gatherings, such as birthdays, dinner parties or other social events in common spaces can be requested via an Internal Event Management Form. These forms clearly outline the terms and conditions for approval and are available at the UniHall Office. The majority of attendees at such events must be UniHall residents.

All requests are subject to approval by an RLC or the Deputy Principal/Principal.

11.3 Welcome Weeks

These are significant and important weeks at UniHall as they provide opportunities for new residents to meet their peers both new and current in residence. The Welcome Week program is designed to complement orientation activities on campus at UWA including your faculty of study. Therefore the UniHall program allows you to attend our events and activities free of conflict. There will be a number of sessions that we consider compulsory and attendance is expected. These sessions focus on respectful relationships and community life and expectations.

11.4 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 must be aware they represent both UWA and UniHall when participating in PROSH activities. Consuming alcohol is not an appropriate accompaniment to the event, whether the evening before or the morning of PROSH.

11.5 Neighbouring Colleges

UniHall enjoys excellent relationships with its four neighbouring colleges. Residents should be aware that all 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 to be trespassing and a breach of the Resident Code of Conduct which may result in a serious disciplinary response.

If a resident invites a friend from another college to UniHall, the resident is responsible for their guest's behaviour. Guests should be accompanied at all times and leave UniHall premises by 11.00pm unless permission is granted for an overnight stay. Guest stays can be requested at the UniHall Office and are subject to the approval of the Deputy Principal or their designated representative.

12.0 SOCIAL MEDIA AND COMMUNICATION CHANNELS

12.1 Expectations

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 UniHall 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 UniHall or its operations is expressed, a disclaimer must be included.
- The disclaimer must tell readers that the views expressed 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. This includes all communications with UniHall staff members.
- No use of the UniHall logo is allowed unless permission has been granted by the Principal.
- Internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws.
- In a circumstance where another individual approaches you on social media with questions about UniHall, refer to the Marketing and Communications Officer to manage the request. Example, a potential student approaches you with questions about living at UniHall, room types etc.

UniHall reserves the right to remove inappropriate comments and postings from social media sites. Failure to respect these guidelines will lead to disciplinary action. In some cases, this could lead to a resident's dismissal from UniHall.

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

12.2 Communication Channels Within UniHall

There are many ways to stay informed about what is happening around UniHall and we expect you to always check the following:

- Your UWA student email
- TV Screens located throughout all buildings
- Our purpose built UniHall App
- The UniHall Portal at www.unihall.uwa.edu.au/portal
- Official Social media pages:
 - Facebook official pages:
 - For Residents - UniHall Life <https://www.facebook.com/UniHallLife>
 - Community - University Hall, UWA <https://www.facebook.com/UniHallUWA>
 - University Hall UWA Alumni <https://www.facebook.com/UniHallUWAAlumni>
 - Instagram official
 - <https://www.instagram.com/universityhalluwa>
 - LinkedIn
 - <https://www.linkedin.com/company/university-hall-uwa/>

Some student committees and groups at UniHall also use social media to communicate events and activities to residents. Stay up to date with the following pages:

- Facebook pages
 - University Hall Residents' Club <https://www.facebook.com/unihallresclub/>
 - UniHall Academic Team <https://www.facebook.com/UniHallAcademicTeam/>
 - UniHall Student Music Committee <https://www.facebook.com/UniHall-Student-Music-Committee-293697788129531>
- Instagram pages
 - <https://www.instagram.com/unihallresclub/>
- Your floor Facebook group (administered by your RA)

Finally, the students at University Hall have a student-only facebook group to stay in touch. This page is not moderated, monitored or endorsed by the staff at UniHall, and is run by students, for students. UniHall expects that all contributions and posts in this group are positive in nature, and align with the above guidelines outlined for positive social and personal wellbeing.

13.0 YOUR HEALTH AND WELL-BEING

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

Making the transition to university and independent living can cause significant stress at different times. While stress is part of all life changes, 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 their RA and RLC or the UWA Medical Centre.

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

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. It is University Hall's policy that RAs must arrange ambulance transportation for any resident who is unconscious, experiencing breathing difficulties, chest pains, significant bleeding or any other critical medical incident.

UniHall acknowledges that it does not have the resources, expertise and skills to support serious issues of mental health. UniHall will assist families and other organisations in helping the resident. However, there may be occasions when a resident will be excluded from living at UniHall until such time that it is considered safe for their health and well-being, and that of other community members, for them to return.

Physical Activity

Exercise has many benefits, not only for your physical health but also your mental health. Uniquely we are positioned in a geographical area that lends itself to an overabundance of physical activity opportunities which support you to find a healthy balance of study, sleep, fun and exercise. Here are some ideas:

- Join your UniHall peers in a team to compete in the Intercollege (IC) Sports competitions held most weekends in the semester. There are a variety of sports to choose from and you can make a lot of friends along the way. More information can be found by visiting our communication channels, ResClub or speaking to your RA.
- Join a UniHall mid-week social sports team in activities such as touch football, netball, volleyball and ultimate Frisbee. More information can be found by visiting our communication channels, ResClub or speaking to your RA.
- All residents have a UWA Sport gym membership located 150m away. The gym has fitness and weight training rooms and more than 50 group fitness classes each week.
- Walk, jog, run or cycle in or around:
 - Kings Park.
 - Matilda Bay foreshore.
 - UWA campus.
- Play tennis, badminton or squash on campus at the UWA Sport gym.
- Sign up and be involved in the over 150 UWA Student Guild clubs. Visit: <https://study.uwa.edu.au/Student-life/clubs-and-societies>

14.0 BULLYING AND HARASSMENT

14.1 Definitions

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.

Bullying and harassment both involve behaviour which harms, intimidates, threatens, victimises, undermines, offends, degrades or humiliates.

Harassment is always linked to Anti-discrimination Laws and thus will focus on gender, race, ethnic background, colour, religion or belief, sexual orientation or disability. 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 is repeated inappropriate behaviour, direct or indirect and by one or more persons which undermines an individual's right to dignity.

It should be noted that only one instance of harassment is required to distinguish it as harassment. This separates harassment from bullying since bullying is often times an ongoing problem. Harassment can happen repeatedly but it does not have to, whereas bullying always takes place more than once and typically many times. Bullying and harassment may occur in person, on the phone, via text message, email, voicemail and on social networking sites.

The main difference between bullying and harassment is that harassment has physical factors such as uninvited touching, intrusion into your personal space, and/or the damaging of your possessions. Bullying differs in the fact that it is almost always emotional or psychological and it often involves verbal and/or written communication and actions. The elusive nature of bullying makes it a great deal more challenging to stop than harassment.

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.

14.2 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).

14.3 Hazing

Hazing is defined by UWA as any mental or physical requirement or obligation placed upon any person or group of persons that could cause discomfort, pain, fright, disgrace, injury or is personally degrading or violates any Commonwealth, State or Local Government statute or any University policy. Hazing in any form is unacceptable at UniHall and any resident who is found, after appropriate due process, to be involved in hazing faces serious disciplinary action, potentially leading to expulsion from UniHall.

14.4 Reporting or Seeking Assistance

If you are not sure about anything that may cause offence to another resident you can:

- Be sensitive to any sign of discomfort from the other person.
- Apologise, if you do notice the other person's discomfort.
- Stop doing what you are doing or what you are saying at the time, or
- Talk it over with your Residential Advisor or your Residential Life Coordinator.

If you feel that you are the subject of bullying or harassment or, just as importantly, observe these you should:

- Tell the person concerned that you object to the comments or behaviour and ask them to stop.
- Discuss what occurred with your Residential Advisor or your Residential Life Coordinator and/or
- Contact the UWA Complaints Resolution Unit
www.web.uwa.edu.au/university/complaints

14.5 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 investigation. A disciplinary response will occur if the investigation demonstrates that bullying, harassment or discriminating behaviour has taken place. Such behaviours are serious breaches of the Resident Code of Conduct and are grounds for immediate expulsion from UniHall.

15.0 SEXUAL MISCONDUCT

15.1 Sexual Misconduct

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

Residents need to be aware 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 are encouraged to report it to an RA or to any UniHall staff member.

Advice can be sought informally by accessing the UWA Sexual Harassment Policy and State discrimination guidelines <http://www.hr.uwa.edu.au/policies/policies/conduct/sexual-harassment>

All students must be aware of UWA's Respect Now Always policy at www.student.uwa.edu.au/experience/health/sexual-harassment-and-assault

The following information clearly defines legal consent, sexual harassment and sexual assault.

15.2 Consent

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

15.3 Sexual Harassment

Sexual Harassment is one form of sexual misconduct.

Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexual hostile work, study or living environment. Sexual harassment is not behaviour which is based on mutual attraction, friendship and respect.

Sexual harassment covers a range of behaviours and includes, but is not limited to:

- 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.
- Graphic displays such as posters, cartoons, noticeboard messages or screen savers which are offensive or degrading implicit or explicit demands for sexual activity, and
- Offensive gestures, words or actions of a sexual nature.

Some of the above behaviours are prohibited under criminal law.

15.4 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.

15.5 Reporting or Seeking Assistance

If you are not sure about anything that could or has given offence to another resident you can:

- Be sensitive to any sign of discomfort from the other person.
- Apologise, if you notice the discomfort.
- Stop doing what you are doing or what you are saying at the time, or
- Talk it over with your Residential Advisor or your Residential Life Coordinator.

If you feel that you are the subject of sexual misconduct or, just as importantly, observe these you should:

- Tell the person concerned that you object to the comments or behaviour and ask them to stop
- Discuss what occurred with your Residential Advisor or Residential Life Coordinator or
- Contact the UWA Complaints Resolution Unit
www.web.uwa.edu.au/university/complaints

If you are the victim of a sexual assault you are encouraged to report the incident. Possible actions you can take are any or all of the following:

- Discuss what occurred with your Residential Advisor or Residential Life Coordinator.
- Contact the Police by calling 13 14 44 (non-emergency police assistance) or 000 (Dial 0 first from internal phone) if an emergency.
- Contact the UWA Complaints Resolution Unit:
<http://www.web.uwa.edu.au/university/complaints/community/submit>
- Contact the Sexual Assault Resource Centre* 24-hour emergency line: 1800 199 888 or
www.kemh.health.wa.gov.au/Our-services/Statewide-Services/SARC

15.6 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 or www.kemh.health.wa.gov.au/Our-services/Statewide-Services/SARC

15.7 Disciplinary Action

Any resident involved in sexual harassment or sexual assault against another resident, a group of residents or a staff member will be subject to an investigation. A disciplinary response will occur if the investigation demonstrates that serious breaches of the Resident Code of Conduct have occurred. Sexual harassment and sexual assault are grounds for immediate expulsion from UniHall.

16.0 ALCOHOL

The decision to consume, or not to consume, alcohol are valid personal choices. Residents over the age of 18 years may consume alcohol in moderation inside their room and in designated common spaces, provided that the rights of other residents to quiet enjoyment of their room are not compromised.

It is important to understand that the ongoing health and wellbeing of residents is integral to UniHall's culture. Alcohol affects people in different ways and has associated risks to a person's state of health and well-being. These risks include possible damage to an individual's physical health, their relationships with family and peers, academic performance and social and mental well-being.

UniHall residents come from many different backgrounds and ways of life. As a result, alcohol consumption must be considered from a community perspective, rather than an individual context. While UniHall holds some events which serve alcohol, non-alcoholic beverages are available at all events.

Please note that alcohol is not served or permitted at any of the UniHall Orientation Week events.

As UWA's only owned and operated residential college, UniHall follows Federal and State laws pertaining to the use of legal and illegal substances.

16.1 Legislation

Alcohol may not be consumed by anyone under 18 years of age at UniHall. In Western Australia it is an offence to supply alcohol to a person under 18 years of age 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 Western Australia please refer to www.alcoholthinkagain.com.au

16.2 Guidelines

A responsible and respectful approach towards the consumption of alcohol within the UniHall 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 are not compromised. In designated common spaces, a moderate amount of alcohol may be consumed between 5.00pm and 9.00pm. Please note that consumption of alcohol in outside open areas of UniHall such as Upper and Lower Quad is not allowed unless it is a sanctioned UniHall event and has been communicated as such.

16.3 Responsibilities of Residents

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

- Under-age drinking.
- Supply of alcohol to underage residents.
- Excessive intoxication.
- Anti-social acts (e.g. inappropriate acts or comments, aggression, verbal or physical intimidation, vomiting and loud noise) which result from intoxication.
- Drinking games and/or the sculling of alcohol.
- Pressuring other residents to drink alcohol.
- Misuse of wristbands and/or alcohol during events.
- Having open alcohol containers in public spaces (you may walk from building to building with closed containers).
- Using or possessing any apparatus designed to drink alcohol in excessive quantities or to speed up the intake of alcohol. Note that all UniHall staff members have the authority to confiscate any such apparatus.

Residents will be charged for any damage or cleaning costs associated with intoxication and a Behavioural Agreement will be entered into with residents considered at risk.

16.4 University Hall's Responsibilities

Excessive use of alcohol or anti-social behaviours arising from alcohol consumption may result in a referral to 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 resources and external agencies will be involved.

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

16.5 Alcohol Use in Common Spaces

Alcohol consumption is permitted in certain common spaces between 5.00pm and 9.00pm. These areas are clearly sign-posted. If an area is not posted, it means that alcohol consumption is not permitted at any time.

Events involving alcohol may not be held in UniHall common areas without approval via an Internal Event Management form available from the UniHall Office. Events must be submitted for approval at least ten (10) days before the planned event. The event is only approved once the Residential Life Coordinator (or for large events the Deputy Principal) has signed the form and informed the residents that the event is approved.

Residents should note that:

- The rights of other residents must be respected at all times.
- All socialising involving alcohol must conform to visitor and noise policies.
- Residents must respect the hours during which alcohol can be consumed.
- Alcohol use must be moderate.
- Non-resident visitors must not outnumber UniHall residents.
- Residents will be held financially accountable for damage or cleaning of misused spaces.
- The area in use must be left clean and tidy. Any issues around the use of these areas may entail an immediate change of policy if the spaces are not used appropriately.

16.6 Alcohol Use In Your Room

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

17.0 SMOKING

17.1 Guidelines

UWA is a smoke-free environment. UniHall is committed to ensuring students, staff and visitors are not exposed to second-hand tobacco smoke.

Smoking at UniHall is strictly prohibited outside of the designated Smoking Area which is located behind L House adjacent to the 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 cigarette butts and packets in the bins provided and to keep the area clean and tidy. Alcohol is not permitted in the Smoking Area.

Those using the Smoking Area must comply with UniHall guidelines around noise and Quiet Hours.

It can be challenging to stop smoking. If you would like help to quit smoking but are not sure how, the Australian Government has an excellent website at www.quitnow.gov.au and there is a free Quitline at 13 78 48.

17.2 E-cigarettes and Other Smoking Apparatus

Smoking apparatus such as hookahs, water pipes, e-cigarettes, herbal and synthetic substitutes and similar are not allowed at UniHall.

18.0 ILLEGAL SUBSTANCES

Residents must not have in their possession or control in UniHall 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 expulsion from UniHall and the police will be notified.

Use or possession 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 UniHall.

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, UniHall will give reasonable support within the law and will refer the resident to professional external support services.

19.0 PETS

Residents are not permitted to have pets of any kind, including small pets like tropical fish.

20.0 DEPARTING UNIHALL

20.1 Expectations and Procedures

The date and time that residents must vacate UniHall is specified in the Licence Agreement schedule and Residential Tenancy Agreement. Residents must ensure that they have returned any Nominal Access keys and borrowed appliances or luggage trolleys in their possession 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.

At the end of your tenancy, it is your responsibility to ensure your room is left in a clean and empty state. To avoid any charges for excessive cleaning you should pay particular attention to the following checklist:

- Remove ALL of your personal belongings from your bedroom and (if applicable) kitchen/living areas and bathroom.
- Remove all food items from kitchen cupboards and refrigerator.
- Wipe all kitchen benchtops, cupboards, stovetop and sink.
- Clean inside and outside of microwave and refrigerator.
- Empty the rubbish bin and clear all rubbish from the room. It would be appreciated if you take your rubbish to the large “skip” bins outside rather than fill the internal smaller bins and waste rooms.
- Empty and wipe bathroom cupboards.
- Wipe bathroom sink.
- Clean the toilet – bowl, seat and pedestal.
- Remove soap and all containers from shower recess.
- Remove all posters and pictures.
- Remove all blue-tack or tape from walls.
- Remove anything you have stuck on your bedroom door.
- Remove all items from pin board.
- Empty drawers and cupboards.
- Check under the bed for any items or rubbish.
- Remove all linen (except mattress protector).
- Place furniture in its proper setting.
- Report or acknowledge any damage via the Maintenance Portal **prior** to your departure (www.unihall.uwa.edu.au/portal).

Any damage detected at the time of the departure inspection will be charged to you and failing to leave your room in a satisfactory condition may impact any rental references you may require.

Please note that cars, motorbikes and bicycles must be removed from UniHall parking areas by latest Check-Out Date. Your card access to the carparks will expire at 10:00am on your Check-Out Date.

20.2 Mid-Year Graduation and Outgoing Exchange Students

Mid-year graduating students and outgoing exchange students will be released from their fixed term Tenancy Agreement on 12 July 2020, without further rent obligation. This will be under the condition that written confirmation of the student’s 2020 mid-year graduation or the outgoing Exchange/Study Abroad agreement is supplied to UniHall no later than Friday 5 June, 2020.

20.3 Early Departure

For security and property management purposes, if you are leaving earlier than the date of your lease end, please make sure you have advised us that you are doing so. This means you will officially release the property to our care upon your departure and your access to UniHall will also cease at this date.

20.4 Storage of Belongings

Unfortunately UniHall is unable to store your items for you. Personal effects must not be left behind in rooms or common areas. If residents wish to store items at the end of their lease period, they must make personal arrangements with an external storage provider. The UniHall Office can provide you with contact details for providers who have been used by past residents.

20.5 Abandoned Goods

If you leave any items owned by you in your room after your lease end, these items will be stored for a period of 7 days. After 7 days, they will be considered 'Abandoned' and disposed of by UniHall. Please contact your ResLife Coordinator, within 7 days of your departure, if you wish to retrieve any of these items.

21.0 IMPORTANT CONTACTS AND HELPFUL LINKS

Contact	Telephone/Website
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
Ambulance Emergency	000 (Dial 0 first from internal phone)
Ambulance Non-Emergency	9334 1222
Equity and Diversity Services	http://www.student.uwa.edu.au/faculties/able/education-students/equity-and-diversity
Financial Assistance	www.studentfinance.uwa.edu.au/income#study
Global Learning Office (including exchange and study abroad)	http://www.student.uwa.edu.au/experience/exchange/contact
Hollywood After-Hours Clinic Monash Avenue, Nedlands Mon-Fri: 6.00pm onwards Weekends: 9.00am – 9.00pm	9346 6191
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	unihall@uwa.edu.au
Police Emergency	000 (Dial 0 first from internal phone)
Police Non-emergency	13 14 44
Relationships Australia	1300 364 277
Residential Advisors on duty from 7pm – 11pm on weekdays	Ext 9510 0410 427 845
Residential Life Coordinators	unihall@uwa.edu.au

Samaritans Youth Crisis	13 52 47
Security and Safety on Campus	www.security.uwa.edu.au 6488 2222
Sexual Assault Resource Centre (SARC)	9340 1828
Student Complaints	www.student.uwa.edu.au/experience/complaints
Students Rights and Responsibilities	www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP07%2F132
Study Smarter (Learning Centre)	www.student.uwa.edu.au/learning/studysmarter
Uni Access (Disability Support Services)	www.student.uwa.edu.au/life/health/uniaccess
University Hall Office 8.00am to 7.00pm, Monday to Friday	9273 3333 unihall@uwa.edu.au
Portal Link to log maintenance jobs	www.unihall.uwa.edu.au/portal
University Policies	www.governance.uwa.edu.au/procedures
UWA Code of Ethics and Code of Conduct	www.hr.uwa.edu.au/policies/policies/conduct/code/ethics
UWA Drug and Alcohol Policies	www.security.uwa.edu.au/alcohol
UWA Medical Centre Mon – Fri: 8.30am – 5.00pm	6488 2118
UWA Security (24 hour emergency) Incident Form	6488 2222 www.security.uwa.edu.au/report
UWA Student Counselling and Psychological Services	6488 2423 www.student.uwa.edu.au/experience/health/counselling
UWA Student Guild services	www.uwastudentguild.com

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