



UNIVERSITY HALL

Handbook 2018

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Welcome to University Hall

Congratulations on your success in being selected as a University Hall (UniHall) resident. You're joining a vibrant and dynamic living and learning community where you'll have the opportunity to enjoy an exceptional collegiate experience while working hard to achieve your academic goals.

Our community's core values (Imagine, Connect, Include, Nurture and Strive) have been borne out of the incredible history of the Hall and the residents who have shared its journey.

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 Hall population grew from 250 to 750 residents and continues to establish our new chapters in the Hall's story.

UniHall's core values have been retained through each reincarnation of the Hall 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's 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. The Principal leads the team and provides 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 which you can get involved in. All residents have a Residential Advisor (RA) assigned to their house floor. The Housekeeping and Facilities team help you keep your room clean, fix any maintenance issues and keep the Hall looking fresh and vibrant. Upon arrival you will meet the Admissions team who process applications and the Marketing Coordinator to capture and share the community's unforgettable UniHall experience. The UniHall Office has two Admin Assistants who are at reception Monday to Friday 8am – 7pm to be a friendly face for you to talk to and assist with laundry tokens and mail collection.

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

Please take the time to read this Handbook and ensure you understand your responsibilities in the community. We look forward to meeting you and sharing in your successes.

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 Manager	Janet Linn
Residential Life Coordinators (RLCs)	Dr Lee-Von Kim Stefanie Collette Stuart Ede
Admissions	Jamie Tang Amy Li
Marketing & Communications	Kelly Sheppard
Administrative Assistants	Laura Bardotti Jessica Wright
Facilities (Maintenance & Housekeeping)	Roslyn Retallick Claudio Cattaneo Uwe Degenhardt Norma Vargas Josh Bowden
Lead Residential Advisors	Chris Mihaljevich Natasha Lutz Sean Matjeraie

WORKING WITH US

The UniHall team is happy to answer your questions and to assist and advise you regarding any issues of concern you may encounter. You're 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 when time permits.

We welcome constructive and timely feedback on the quality of the services we offer and attempt to improve on our 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 area.

At the same time we would ask you to remember we have over 750 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 merely the only practical thing to do. Remember, the sooner you tell us about a problem, the sooner we can work together towards a solution.

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.

RESIDENT CODE OF CONDUCT

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

- personal privacy and safety within the Hall 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 Hall staff
- high standards of hygiene in all Hall 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).

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 the Hall and UWA
- strive for academic excellence and seek support when difficulties arise
- behave ethically and honestly
- cause no harm to themselves or others
- accept the consequences and outcomes of personal actions
- treat staff, residents and guests with respect and empathy
- deal with conflict in a calm and sensible manner
- demonstrate behaviours which support community safety, security and harmony
- follow instructions and requests from 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 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 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.

Authority within the Hall

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.¹

Procedure for Addressing Possible Breaches of the Code of Conduct

We endeavour 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 you in order to provide you with 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 you cooperate with the RA. If a more formal approach is needed to resolve the matter, you 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.

¹ This will only apply where the Residential Tenancy Act is relevant: E, J, K, L House residents.

Disciplinary Responses

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.
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
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.
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
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).
Behaviour programme	RLC Deputy Principal Principal	A requirement to complete a behaviour programme relevant to the breach of community standards of which you have been found responsible. This could be an online programme 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.

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 their intensive training undertaken at the commencement of the academic year, they are well-placed to refer residents to the vast array of student support services offered by UWA.

RAs also organise various 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
- needing 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

Two Duty RAs are rostered from:

- weekdays (Monday to Friday) 5pm to 8am the following morning
- all day and evening on weekends (Saturday and Sunday); including public holidays.

During this time the Duty RAs are responsible for outside 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 a harassment complaint.

Contact Telephone Numbers

Residential Advisors on duty (from 5pm) Zone 1 (A, B, K, L and M Houses)	0419 965 982
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Residential Advisors on duty (from 5pm) Zone 2 (C, D, E and J Houses)	0410 427 845
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Please note after 10pm you should only call the Duty RA for lockouts, student conduct related matters and emergencies.

EMERGENCY AND EVACUATION PROCEDURE

In the case of an emergency contact:

- Fire/police/ambulance:
Dial 000 (Dial 0 first from internal phones)
- The closest hospital to UniHall
Sir Charles Gairdner Hospital: 6457 3333
- UWA Security:
Dial 45 2222 from any internal phone or 6488 2222
- Duty Residential Advisor (RA) Zone 1 (A, B, K, L, M Houses):
ext 9502 or 0419 965 982
- Duty Residential Advisor (RA) Zone 2 (C, D, E, J Houses):
ext 9510 or 0410 427 845

Over the phone provide:

- full name
- exact location of the emergency on campus (e.g. building location, room number or common space)
- 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.

Medical Assistance

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

If a doctor or ambulance is called to assist a resident at 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.

Evacuations

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

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

All residents must familiarise themselves with the following evacuation procedures:

- for fire, 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 point. Wait at the evacuation point for further instructions
- do not leave the area without informing emergency personnel
- DO NOT RE-ENTER THE BUILDING UNTIL EMERGENCYPERSONNEL INDICATE IT IS SAFE TO DO SO.

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.

ACADEMIC STANDING

All residents are expected to achieve and maintain a 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.

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.

Any variation in enrolment (e.g. from full-time to part-time) must be discussed with the RLC (Academic Advancement), and subsequently approved by the Principal or their representative.

ADMISSIONS POLICY

All residents must be a full time student at The University of Western Australia during their tenancy period at UniHall. Residents are admitted to UniHall in accordance with the terms of condition stipulated in their Letter of Offer.

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.

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 while they are off site. Failure to follow this process is a breach of the Resident Code of Conduct and will incur a serious disciplinary response, most likely exclusion.

Breaking Lease (or Agreement)

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 Graduating Students and Outgoing Exchange Students

Mid-year graduating students and outgoing exchange students will be released from their fixed term Tenancy Agreement in July 2018, without further rent obligation. This will be under the condition that written confirmation of the student's 2018 mid-year graduation or the outgoing Exchange/Study Abroad agreement is supplied to UniHall no later than Friday 8th June, 2018.

Re-admission to UniHall

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

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

Social Probation, 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.

Returning residents must abide by the UniHall admissions policy which includes making the initial payment and returning their lease by the specified due date. Failure to meet the due date may result in a resident not being able to reside at UniHall in the following year.

ADDITIONAL FEES

Your tenancy agreement is inclusive of your weekly rental price plus additional compulsory charges including the Residents' Club fee and Orientation Week (O-Week) fee.

The Residents' Club fee is a total of \$200 for the year and includes an exciting and social calendar jam packed with events for all of the community. Examples of events include, social and intercollegiate sports, the UniHall Ball, a river cruise and more.

The O-Week fee is a total of \$150 for the semester. It is designed to welcome new residents to the UniHall community. The week long calendar commences on Welcome Day and continues throughout the week. The events assist new residents with settling into the Hall, getting to know their community and the University and opportunities to build friendship groups at the Hall.

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

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 some marked 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 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 the Hall 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 (O-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.

Legislation

Alcohol may not be consumed by anyone under 18 years of age at UniHall. In Western Australia (WA), 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 WA, please refer to www.alcoholthinkagain.com.au

Alcohol Consumption Guidelines

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

Resident Responsibility

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 Hall 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 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 disciplinary response will occur.

University Hall Responsibility

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

Alcohol Use in Common Spaces

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

Events involving alcohol may not be held in UniHall common areas without approval via an Internal Booking Request or Event Management form available from the UniHall Office. Events must be submitted for approval at least 10 days before the planned event. The event is only approved once the RLC (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 with visitor and noise policies
- residents must respect the hours during which alcohol can be consumed
- alcohol use must be moderate
- visitors must not outnumber Hall residents
- residents will be held financially accountable for damage or cleaning of misused spaces
- the area in use must be left clean and tidy. Any issues around the use of these areas may entail an immediate change of policy if the spaces are not used appropriately.

Alcohol consumption in rooms

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

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

BASKETBALL COURTS AND GAMES ROOM

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

The half-courts behind B and E Houses are only to be used until 8pm 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 12pm – 7pm.

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

BICYCLES AND SPORTS EQUIPMENT

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

Large personal items including surfboards and bikes must be kept clear of common areas and exits and are not permitted to be stored in residents' rooms as they may create a hazard in a fire or other emergency evacuation.

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

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.

CANDLES, INCENSE AND SPARKLERS

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

CLEANING

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

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

Fridges and toilets in studio rooms and one bedroom apartments are the responsibility of the resident and must be kept clean during the lease period. Fridges must be cleaned and emptied at the end of the lease period.

Residents in studio rooms and one bedroom apartments will be notified of the monthly room clean schedule in advance. Residents who do not wish their rooms to be cleaned will have their rooms checked by the Housekeeping Supervisor on the scheduled cleaning day to ensure the resident is maintaining it in a clean and tidy condition. Unsatisfactory rooms will be reported to the RLC and Housekeeping staff will not service the room.

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

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

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 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.

Residents are expected to:

- wipe up spillages in their room and common spaces
- keep fridge/freezers tidy and throw away unwanted food
- keep the oven, the grill pan and microwave free of cooking debris
- keep surfaces clear (e.g. worktops and window sills)
- wash up and put away crockery and cutlery
- avoid leaving personal belongings in kitchens, corridors or bathrooms

- not hang wet/damp towels on furniture or vanity/kitchen doors because they will warp
- properly dispose of rubbish and recycling materials in common kitchens, corridors or bathrooms
- wipe down their wash basin or ensuite on a regular basis (e.g. especially removal of hair from the drain)
- keep their room in a clean and tidy condition
- not store perishable or dry foods in bedrooms or on windowsills
- not throw food out of kitchen and/or bedroom windows
- ensure clear access to the balcony for maintenance and housekeeping staff.

An inventory will be conducted in rooms and common spaces 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.

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.

University Club Membership

Residents living in One Bedroom Apartments in L House, automatically receive a complimentary University Club membership (UniClub) during their tenancy period. A UniClub membership card will be issued to these residents by The University Club of Western Australia after arriving and checking in to UniHall.

COMMON AND RECREATIONAL SPACES

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

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

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

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

Residents are expected to leave the spaces clean and tidy. Visitors and guests must be accompanied by a UniHall resident at all times.

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

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 unihall.uwa.edu.au/portal.

To keep humidity levels down in the room (e.g. reduce moisture), keep the room as dry, warm and ventilated as possible. See below for tips on how to do so:

- keep bathroom door shut and fan running while showering
- keep bathroom door shut and fan running for 30 minutes after showering, where possible
- dry shower, including floor, with a cloth after use
- use the extractor fan when cooking (above hotplates)
- keep extractor running for 10 minutes after you have finished cooking
- put lids on saucepans while cooking
- don't allow kettle to boil for longer than required
- open the window if you see mist or fog on it
- sleep with window ajar or the heater on
- if drying clothes indoors, open the window and place them close to the window.

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 the Hall. New items purchased within Australia will be certified for use at the Hall and will not require testing.

Cooking Safely

Operate appliances as per instructions provided:

- 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.

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 the Hall. Any heating appliance not approved by the Hall will be removed, invalidate any insurance claim against loss through fire and a resident breach will occur. If you require a fan, please submit a maintenance request via the Portal.

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 any of their visitors and/or guests.

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

DANGEROUS GOODS

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

DEALING WITH SITUATIONS PROACTIVELY

A resident may occasionally offend others. This can be deliberate or unintentional and can range from excessive noise to more extreme cases of anti-social behaviour.

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

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

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

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

DECORATION AND ALTERATION

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

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

(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 is a place where all residents, visitors and staff should feel 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).

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. Upgrade meal options can be purchased. Failure to follow correct entry procedures to the Dining Hall is a serious breach of the Resident Code of Conduct.

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

Meal Times

The Dining Hall is open for meals during the following hours although these times may vary during study breaks:

Breakfast

Monday to Friday: 7am to 10am

Lunch

Monday to Friday: 11.30am to 2pm

Saturday and Sunday (extended brunch): 10am – 1.30pm

Dinner

Monday to Sunday: 5pm to 8pm

Dining Hall 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 should scan their UWA campus card upon entry during meal times. Note: 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.
- 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; however all other crockery, cutlery and buffet food may not 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.

Meal Plan Upgrade Options

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

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 be certified for use at the Hall and will not require testing.

Residents who require additional power points in their room must purchase a power board with a surge protector from the UniHall Office. Residents using their own 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 that are the cause of problems with electrical circuits may be confiscated. Please note, electrical circuits in A,B,C and D houses have limited capacity. In bedrooms of those houses electric blankets, hair straightening irons, hair dryers, rice cookers, toasters, kettles and non-UniHall heaters are not permitted as they will trip the power supply.

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

END OF YEAR DEPARTURE

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

A late departure fine of up to \$50 per hour may be applied to those residents who do not cooperate with this requirement. An end of year departure information sheet and checkout checklist will be provided to residents prior to vacating.

EQUIPMENT LOANS

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

FINANCIAL OBLIGATIONS

Regardless of who is actually paying your rent, it is your responsibility as our client to ensure it is paid in accordance with the Payment Schedule or as arranged with the Finance Officer.

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.

Payment Methods

Two options are available for rent payment; up front in full or weekly by direct debit.

To make an upfront payment, please log in to the UniHall Portal to pay by debit/credit card.

If you would prefer to arrange a direct debit from your bank account, complete the Direct Debit Request form that was sent to you with your Offer of Residency. Alternatively you can request a form by sending an email to accounts@unihall.uwa.edu.au. A \$2.50 Dishonour Fee (bounce back fee) will be added to your account if your payment is dishonoured. Settlement of this fee plus payment of the outstanding rent will need to be made within seven (7) days of this Dishonour notice through the UniHall Portal. If you fail to make payment you will be reissued with another dishonour fee.

Alternative Payment Schedule

If you are having financial difficulties please make an appointment to see your RLC to discuss your situation and to assess the possibility of setting up an Alternative Payment Schedule. We will do our best to assist you and work around your financial circumstances but the earlier you contact us the better.

Outstanding Fees

You should be aware that a debt to UniHall is a debt to UWA. For non-payment of rent, residents will be issued with a breach or a termination notice under the Residential Tenancy Act. If your rent remains unpaid for more than three weeks, an "Encumbrance" may be imposed. This would normally preclude a student from accessing results, re-enrolling at UWA, being awarded their degree or obtaining an official Academic Transcript. More information can be found at: ipoint.uwa.edu.au/app/answers/detail/a_id/27/related/1

FIRE SAFETY 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 pots and appliances unattended during use
- highly inflammable materials must not be brought into the Hall
- smoking is not permitted outside of the designated smoking area at the Hall
- fire exit doors are for emergency use only and must remain closed at all times
- DO NOT tamper with fire equipment and door closers fixed to all emergency doors
- fire doors must not be propped open.

If a fire alarm causes a building evacuation and Department of Fire and Emergency Services (DFES) attendance, the DFES officers at the scene will determine the cause of the alarm. If this is shown to have been caused by resident negligence, a \$750 fee will be charged. This fee is passed 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.

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 unihall.uwa.edu.au/portal.

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

Fire Alarm Delay Button (J, K and L Houses only)

If the alarm sounds in a room, residents should immediately press the fire alarm delay button (for six seconds) located next to the front door. In case of an accidental alarm, pushing the button will delay the warning sent to the panel by 90 seconds. This provides an opportunity for residents to clear smoke in the room by opening the window and fanning the smoke. Do not open the door to the corridor as the full building alarm may be triggered.

GLASS

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

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

INFECTIOUS WASTE DISPOSAL

Independent living means residents are responsible for cleaning up after themselves. 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.

INSURANCE AND PERSONAL BELONGINGS

UniHall provides maintenance and security of UWA and Hall 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 a number of high value items.

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 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: unihall.uwa.edu.au/new-unihallers/facilities

HARASSMENT

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

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

Harassment may occur through the words or actions of an individual or a group and may involve a single incident or repeated incidents. Harassment includes verbal or written threats, insults, taunts or abuse of a person with regard to their gender, race, age, religion, political beliefs, sexual preference, psychological state, physical impairment or other. Bullying and harassment may occur in person, on the phone, via text message, email, voicemail and on social networking sites.

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.

Comprehensive information about what constitutes harassment or bullying can be found at: www.hr.uwa.edu.au/equity/inclusive-campus-culture/harassment

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).

What we can do to prevent harassment

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 notice the discomfort
- stop doing what you're doing or what you're saying at the time; or
- talk it over with your RA or your RLC

If you feel that you are the subject of 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 RA or RLC or
- contact the UWA Complaints Resolution Unit (www.web.uwa.edu.au/university/complaints)

Disciplinary Action

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

Sexual Harassment and 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 WA, 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 hr.uwa.edu.au/equity/inclusive-campus-culture/harassment and at hr.uwa.edu.au/equity

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 forms of sexual misconduct and legal consent.

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.

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.

What we can do to prevent sexual harassment

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're doing or what you're 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 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 Residential Life Coordinator or
- contact the UWA Complaints Resolution Unit web.uwa.edu.au/university/complaints

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.

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/services/sarc/

Reporting or seeking assistance for victims of sexual assault

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 or
- contact the UWA Complaints Resolution Unit www.web.uwa.edu.au/university/complaints
- contact the Sexual Assault Resource Centre
* 24-hour emergency line: 1800 199 888 or www.kemh.health.wa.gov.au/services/sarc/
- contact the Police
* Phone: 000 (emergency) or 131 444 (non-emergency police assistance).

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.

ILLEGAL SUBSTANCES

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

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

Trafficking or participating in the trafficking of illegal drugs, will result in expulsion from the Hall and the police will be notified.

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

Any student in possession of devices used to smoke or use illegal drugs will face disciplinary action which may include dismissal and/or the police being notified. Synthetic cannabis or similar substances will not be tolerated at the Hall.

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

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

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, stairways, exits and fire exits clear of obstruction and combustible materials at all times.

HEALTH AND WELLBEING

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

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

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

LAUNDRIES

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

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

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.

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.

LOCKOUTS

If you lock yourself out of your room there will be someone who can assist you. From 8am to 5pm weekdays you should go to the UniHall office and request assistance. If you are loaned a spare room card, you must return it to the office within the next week or it will be considered lost and a charge of \$50 applied to your account.

If you are locked out before 8am or after 5pm please call the Duty RA for assistance. 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 Student Central and bringing it to the office for coding.

MAIL

Residents may collect their mail and parcels from the UniHall Office, 8am to 7pm 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
Your Building and Room Number
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.

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

MAINTENANCE

Routine maintenance

Residents should report any maintenance issues in their room when they are first noticed so that we can attend to them as soon as possible. You are not permitted to make repairs or replace any UniHall property nor are you permitted to contract external tradespersons or vendors to undertake such repairs on your behalf.

To log a maintenance request you should:

- go to unihall.uwa.edu.au/portal
- login using your email and password (contact the UniHall Office if you can't remember it)
- 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" could be any number of hand basins or shower taps, 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're 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 endeavour to but cannot guarantee work will be undertaken at a time requested by you as they may be required to attend to more urgent matters (see table below).

Using the information provided in your request, our maintenance staff will determine how urgent the issue is and will assign it a priority. This ranking system 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.

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

*NB: working hours for Maintenance staff are 7.30am-3.30pm, Monday to Friday.

Every effort will be made to rectify 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 or to the Duty RA. 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.

MEAL PLAN UPGRADES

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.

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 the Hall, the resident is responsible for their guest's behaviour. Guests should be accompanied at all times and leave the Hall premises by 11pm

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 Principal or their designated representative.

NOISE

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 discontent between residents.

It is important that you recognise your need 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, Medical students have a range of exams in the middle of term (when most other students would not) but do not have exams at the end of semester when the majority do. Education 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 10pm Sunday to Thursday and from 11pm Friday and Saturday, until 8am 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 3pm and says they're 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/area should not be at a loud enough volume 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're 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.

NOTICEBOARDS

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

PARKING AND TRAFFIC AWARENESS

Parking is not a guaranteed right of a resident's tenancy agreement. Residents who own a vehicle and do not have a UniHall parking permit need to make their own alternative arrangements. Due to the extremely limited parking on site, it is strongly encouraged that students do not bring vehicles with them to the Hall. To be considered for a position on the parking waitlist, please contact the UniHall Office. 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.

UniHall takes no responsibility for damage, loss or theft of vehicles parked in the Hall parking area. Residents are strongly advised to take out appropriate vehicle insurance cover as a precaution against theft and damage. UWA Security must be notified of any damage or theft of motor vehicles via the incident form (see important contacts on the final pages of the Handbook).

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).

Parking over the summer may be available for existing carpark users upon application and payment of a summer parking fee. Users 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.

UniHall visitors may park in the specified visitor car bays from Monday to Friday, 9am – 5pm. To avoid a possible parking fine, please visit the UniHall Office for a two hour parking permit.

Between 5pm and 8am 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 at any time, as this will obstruct delivery and collection trucks.

PASSIVE PARTICIPATION

- You are expected to comply with the provisions of all relevant laws, regulations and University rules, policies and procedures during your residency.
- You are also obliged to remove yourself from any situation where a breach of these laws, regulations, rules, policies or procedures is occurring.
- You should report immediately any behaviour which compromises the safety or security of people or property. For example, if you are sitting with a group of friends and someone takes out an illegal drug from their pocket, 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 the UniHall Office or an RA.

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 the precinct 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 the conditions above and are found to have a pest control issue will be charged for any extermination costs.

PETS

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

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.

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.

PROGRAMS AND PORTFOLIOS

UniHall offers a range of exceptional programs and activities.

Academic Advancement Program

Provides students with presentation skills, peer support and access to resources to assist them in achieving their academic potential.

Community Connections Program

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

Professional Development Program

Assists residents in developing their career goals and aspirations by forging strong relationships with academics, alumni and industry. It includes the long-running Leadership Program which provides participants with the opportunity to improve their personal leadership skills through specific training and initiatives.

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.

PUBLIC TRANSPORT

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

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 the Hall. Together they create an exciting social calendar filled with activities for residents to make new friends, have fun and feel at home.

SAFETY AND SECURITY

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

UniHall residents should adhere to the following security guidelines:

- do not write your room number on your room card/ campus card
- do not 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 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 11pm.

SMOKING

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 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 Hall guidelines around noise and quiet hours. Smoking apparatus such as hookahs, water pipes, e-cigarettes, herbal and synthetic substitutes and similar are not allowed at UniHall.

Failure to respect any of the above conditions will result in the closure of the smoking area until it is clean.

It can be challenging to stop smoking. If you would like help to quit 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 7848.

SOCIAL EVENTS AND SOCIALISING

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

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

Socialising inside buildings and in external common spaces must be in line with 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 residents, staff member or residential advisor, you are expected to cooperate.

Event Etiquette

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

- residents may not invite non-resident guests
- non-alcoholic beverages are provided at all functions
- residents under the age of 18 must not consume alcohol
- residents may not bring their own alcohol to the event or take any alcohol away from the venue
- event promotion will usually indicate the dress code and time of event. Residents are expected to dress appropriately and arrive on time
- in the case of 'themed' dinners, residents are asked to be mindful of other cultures, faiths and beliefs when planning their attire or costume
- during speeches and performances, residents are expected to refrain from using their mobile phones, continuing their conversations loudly or engaging in any kind of activity which is disrespectful to those presenting 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.

Room Bookings (internal)

Permission to hold private gatherings, such as birthdays, dinner parties or other social events in common spaces can be requested via an Internal Booking Form. Booking forms clearly outline terms and conditions 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.

SOCIAL MEDIA

The UniHall Social Media Guidelines pertain to both personal and professional use of social media sites. Residents who use social media must apply the same professional expectations and principles of ethical conduct to their online interactions as they do to face-to-face communications. Residents are further advised to protect their own privacy online by adjusting privacy settings to the audiences with whom they wish to share their status.

Residents must follow the guidelines below:

- confidential, private and proprietary information about UniHall must not be posted on social media sites
- postings referring to members of the Hall community which are malicious, potentially libellous or which attempt to damage another resident, alumnus and/or staff member's reputation or standing within the community are not permitted
- if an opinion related to the Hall or its operations is expressed, a disclaimer must be included
- the disclaimer must tell readers that the views 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.

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 severe cases, this could lead to a resident's dismissal from the Hall.

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

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.

STORAGE

Unfortunately we are unable to store your items for you during the summer vacation period. 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.

TELEPHONES

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

Room within UniHall	Dial four digit extension number
Other UWA extensions	Dial access code '45' and then the four digit number
External numbers	Cannot be made from room phones
Serious emergencies	Dial access code '0' then 000

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

THEFT

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

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

UWA CAMPUS CARD

A resident's UWA campus card must be kept secure at all times. This card is used for entry to a resident's room, common spaces, access to meal plans and for identification. Any UWA staff member has the right to ask you to show your campus card for the purposes of identification.

Residents can use a temporary access card during their first week at the Hall. However the temporary card must be returned as soon as their UWA card is operational. All temporary cards must be returned by the end of Week One of semester.

Lost or Stolen Campus Card

- Report lost card immediately online at 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 charge will be incurred.

VISITORS AND GUESTS

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

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 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.

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 where their resident host lives.

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

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, 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 as well as 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 recycleright.wa.gov.au or by downloading the Recycle Right App.

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 Non-Emergency	000 (Dial 0 first from internal phone) 9334 1222
Equity and Diversity Services	hr.uwa.edu.au/equity
Financial Assistance	studentfinance.uwa.edu.au/income#study
Global Learning Office (including exchange and study abroad)	studyat.uwa.edu.au/contact/global-learning-office
Hollywood After-Hours Clinic Monash Avenue, Nedlands Mon-Fri: 6pm onwards Weekends: 9am – 9pm	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 Non-emergency	000 (Dial 0 first from internal phone) 13 14 44
Relationships Australia	1300 364 277
Residential Advisors on duty (from 5pm) Zone 1 (A, B, K, L and M Houses)	Ext 9502 0419 965 982
Residential Advisors on duty (from 5pm) Zone 2 (C, D, E and J Houses)	Ext 9510 0410 427 845
Residential Life	unihall@uwa.edu.au
Samaritans Youth Crisis	13 52 47
Security and Safety on Campus	security.uwa.edu.au 6488 2222
Sexual Assault Resource Centre (SARC)	9340 1828
Student Complaints	student.uwa.edu.au/experience/complaints
Students Rights and Responsibilities	governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP07%2F132
Study Smarter (Learning Centre)	student.uwa.edu.au/learning/studysmarter
Uni Access (Disability Support Services)	student.uwa.edu.au/life/health/uniaccess

CONTACT

TELEPHONE/WEBSITE

University Hall Office
8am to 7pm, Monday to Friday

9273 3333
unihall@uwa.edu.au

Portal Link to log maintenance jobs

unihall.uwa.edu.au/portal

University Policies

governance.uwa.edu.au/procedures

UWA Code of Ethics and Code of Conduct

hr.uwa.edu.au/policies/policies/conduct/code/ethics

UWA Drug and Alcohol Policies

security.uwa.edu.au/alcohol

UWA Medical Centre
8.30am to 5pm, Monday to Friday

6488 2118

UWA Security (24 hour emergency)
Incident Form

6488 2222
security.uwa.edu.au/report

UWA Student Counselling Services

6488 2423
student.uwa.edu.au/experience/health/counselling

UWA Student Guild services

uwastudentguild.com



UNIVERSITY HALL
THE UNIVERSITY OF WESTERN AUSTRALIA

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