



# ST CATHERINE'S COLLEGE Curtin

## Resident Handbook 2023

**Nidja Noongar Boodjar Noonook Nyinyiny**

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

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## WELCOME FROM THE CEO

Welcome to St Catherine's College, a community of more than 800 students across two campuses at two different universities – the only College in Australia that can say this. As a resident of the College, you will have an unparalleled opportunity to develop a network of friends and colleagues from around the world, from every walk of life, studying in every course the universities and other tertiary institutions have to offer. Take this opportunity, it will last you a lifetime!

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

Our comprehensive academic program will support your pursuit of academic excellence while our innovation hub and service learning programs offer you the opportunity to make a positive difference to your world while you study.

At the College you will find inspiration and encouragement to be an agent for positive change in your world.

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

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

Live and learn and laugh and yours will be the ultimate university experience. Our staff are always happy to speak with you and welcome you to drop into their offices whenever they are open. If you miss them just send an email or contact Reception to make an appointment.

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

**Fiona Crowe**

CEO of St Catherine's College Inc

## ABOUT ST CATHERINE'S COLLEGE

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

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

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

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

Angela Merkel

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

J. K. Rowling

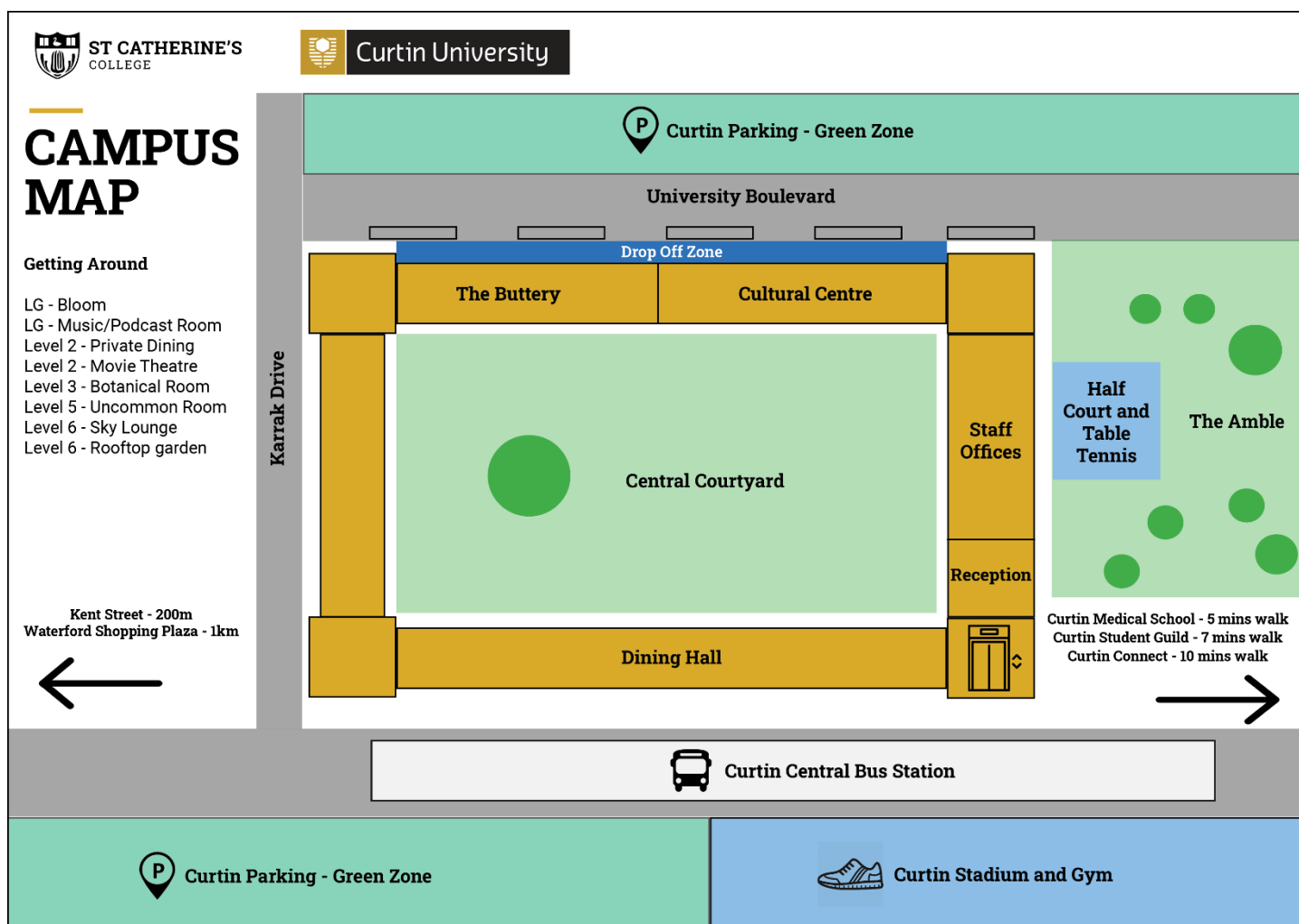
**COURAGE:** *Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen.*

Winston Churchill

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

Barack Obama

## MAP OF ST CATHERINE'S COLLEGE, CURTIN PREMISES



## THE RESIDENT HANDBOOK AT A GLANCE

### RESPECT

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

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

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

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

### SAFETY

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

**IN AN EMERGENCY CALL: 000**

**FOR OTHER ASSISTANCE:**

**8.30am – 5.00pm: 08 6478 7680 (Reception)**

**5.00pm – 8.30am: 0439 505 341 (On-Duty Resident Advisor)**

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

**After-hours access** to the College premises is by your Secure Entry Card only. Do not give anyone else your Secure Entry Card. If you lose your Secure Entry Card report it immediately to Reception. Do not allow people you do not know into the College after hours.

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

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

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

**Guest stays are strictly restricted to guests who are 18 or more years of age. Each resident is permitted guest stays for a maximum of 10 nights per semester and for no more than 3 consecutive nights at a time.** Guests must be logged at Reception prior to staying or a charge of \$150 per night will be added to your account. Guest accommodation is available at the nearby Nesuto Hotel.

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



## HEALTH & WELLBEING

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

## COMMUNITY

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

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

- Join the College Facebook page (St Catherine's Curtin Residents)
- Read the College Bulletin (published once a week on Sunday)
- Keep an eye on College noticeboards
- Open emails (if you get one, it will be important)
  
- Sign up for events! You will get out of College as much as you put in so participate, engage and learn from others.

Some **important College meetings and functions** include Formal Halls, Faculty and Industry events, Wing Meetings, Commencement Dinner and Valedictory Dinner, cultural and community events, focus groups, volunteer activities and sporting events.

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

## ACADEMIC ASSISTANCE

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

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

## DRUGS & ALCOHOL

**Stay safe.** St Catherine's College encourages moderation and a responsible attitude towards the consumption of alcohol. Drink responsibly for your health and safety and the safety of others. Do not take illegal drugs and substances. The law of the land applies in College.

There will be no service of alcohol to underage persons and where alcohol is served at a College function, food and non-alcoholic drinks will also be provided.

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

**The designated bar and games area in the Buttery is the only public space in which alcohol can be consumed outside of official College functions or events. Everywhere else outside your room is alcohol free (including the corridors).**

## TIPS FOR A SMOOTHER LIFE IN COMMUNITY

### **Treat everyone as you would like to be treated.**

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

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

**The on-duty RA is available until 10.00pm each day.** Calls after this time should be for emergencies only. In the case of lock-outs after 10.00pm ask for assistance on the St Catherine's Miscellaneous Facebook Group, or stay with a friend. Remember, RAs are students too and have their own commitments! After hours lockouts or repeated lockouts requiring assistance, may incur a \$30 fine for each instance.

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

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

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

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

**Park only in designated bays** and only with a **valid Parking Permit.** Parking inspectors are active on campus.

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

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

**Be good neighbours.** Think about the noise you make coming and going through the College and put your rubbish in the bin. Our neighbours are fellow students – take time to say hello and be good citizens.

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

**No smoking** Curtin is a smoke free campus and does not permit smoking anywhere on the premises. This includes vaping. Think about quitting an expensive habit that has been proven to increase the risks of serious diseases and other harmful effects on your health – QUIT.

**FINES and SUSPENSION FROM COLLEGE** are a last resort but will be applied for repeat offences that have a negative impact on fellow collegians.

## ABOUT THE COLLEGE HANDBOOK

It is a condition of being a resident of St Catherine's College ("The College", "College") that you will have carefully and thoroughly read the College Handbook, Residency Contract and the Terms and Conditions of Residency, and that you (the "Resident") will meet the expectations and standards articulated in these documents.

### 1. COLLEGE RULES AND GUIDELINES

The College has some formalities and some traditions that may seem a little strange to you, but these have been formed from many years' experience at our Crawley campus and are designed to build a strong community with continuity over time. Try to remember that you will meet residents here from many different countries, cultures, backgrounds and ways of being, striving to achieve their goals and make the most of their opportunities. No one will find College life completely familiar, but everyone should feel they can contribute to making it a positive experience. All our guidelines are designed to assist over 400 people in each of our colleges live together respectfully and harmoniously.

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

#### 1.1 CODE OF CONDUCT

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

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

An integral part of each resident's contract with the College is the agreement to abide by the College Code of Conduct.

**The College is committed to a culture of:**

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

**All residents have the right to enjoy:**

- Personal privacy within the College
- Respect and consideration from other residents, staff and guests
- Freedom from harassment and physical and emotional harm (including online)
- Access to assistance and support from staff
- High standards of cleanliness, hygiene and safety in living spaces and College common areas

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

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

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

### **The Code of Conduct applies to all residents and staff of the College.**

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

- Demonstrate behaviours which support community safety, security and harmony
- Follow instructions and requests from staff
- Refuse to participate in harassment, vilification, intimidation, bullying, discrimination or other anti-social behaviours, in person, via social media or through innuendo or gossip
- Report incidents of harassment, discrimination or unacceptable behaviour
- Comply with all safety and fire procedures as instructed
- Make informed and legal decisions around alcohol use
- Pay the costs associated with any damage to, or loss of College property caused by you and your guests ("non-residents")
- Keep noise levels reasonable and respect quiet hours. Fines will be issued for continuing to disturb fellow residents
- Not use or possess illegal substances
- Report illegal substances on College premises
- Keep bathrooms and common areas clean and tidy

## 1.2 CODE OF ETHICS

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

The College is a complex community comprising a diversity of individuals that have different relationships to one another. It is essential that all members of the College recognise and respect their own rights and responsibilities as well as the rights and responsibilities of other members of the community.

The Code of Ethics is based on the principles of:

### **Equity and Justice**

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

### **Respect for People**

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

### **Personal and Professional Responsibility**

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

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

Disciplinary action may include, but is not limited to:

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

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

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

## **1.3 DISCIPLINARY ACTION**

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

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

Disciplinary matters will be considered on an individual case basis by the Dean or delegated representative and may be escalated to the Head of College depending on the severity. If the outcome is suspension or exclusion from the College, an appeal may be lodged with the CEO.

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

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

- \$100 for smoking on the premises
- \$100 for not vacating your room during fire drills/alarms or when asked by staff/fire personnel
- \$150 for exceeding either the “10-day maximum visit rule,” or “3 consecutive nights rule” without special permission from the Dean of College, or for not notifying Reception of an overnight guest or a pet visiting for the night
- \$200 excess cleaning charge for mess you or your guests create that require staff to be employed to remedy
- \$50 for making excessive noise and disturbing other residents. A per person charge is applicable if a group of people continues to make noise after receiving a warning
- A fine will be issued by campus security for parking without a valid Parking Permit
- \$50 for failing to provide your RA or the Dean of College with a letter of apology for not attending a compulsory formal function of the College such as Formal Hall
- \$25 for taking food/crockery from the Dining Hall

## 2. COLLEGE COMMUNITY

### 2.1 STAFF

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

Any member of staff can be approached if you have a question or concern. The staff member approached will either help you directly or connect you with someone best able to assist you.

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

### 2.2 RESIDENTIAL ADVISORS

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

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

The **On-Duty RA** carries a mobile phone that you can contact by calling **0439 505 341** from your mobile.

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

**Weeknights:** All doors automatically go onto secure entry only mode from 5.00pm. The doors are physically checked by the on-duty RA at 10.00pm. The RAs are not on duty during office hours – please go to Reception with any problems, including lockouts.

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

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

## 2.3 MENTORS

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

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

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

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

## 2.4 STUDENT LEADERSHIP

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

Some of the activities that St Cat's organises include Floor events on and off campus, the annual College Ball, themed dinners, guest speakers, parties, performances, multicultural activities, movie nights, games nights, various clubs and societies, talent shows, trips to local attractions and events, as well as a multitude of sporting events. Many of these are included in your fees, but some like the Annual Ball may be at additional cost. The RAs also promote the many on campus events held throughout the year such as the Housing Cup, giving residents the opportunity to mix with other students living and studying at Curtin University.

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

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

## 2.5 GRADUATE PROGRAM AND THE SENIOR/POST GRADUATE COMMON ROOM

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

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

## 2.6 ALUMNI & FRIENDS OF THE COLLEGE

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

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

### CONTACT DETAILS

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

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

<https://static1.squarespace.com/static/553244ade4b07fb5e0461469/t/5b6400b7f950b77f65ab240e/1533280440643/Social+Media+Guidelines.pdf>

## 3. LIVING IN THE COLLEGE

### 3.1 DINING HALL

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

The Dining Hall offers a selection of hot and cold options at each meal and all meat served (with the exception of pork) is Halal as certified by the Western Australia Halal Authority. Residents are able to view the weekly menu in the Weekly Bulletin sent via email every Sunday.

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

#### 3.1.1 DINING ETIQUETTE

- Alcohol is not permitted in the Dining Hall outside of Formal Hall or other formal events. Residents who take alcohol to Formal Hall are expected to drink responsibly and behave respectfully.
- Always be mindful of others' right to the pleasant enjoyment of the Dining Hall. Loud or exhibitionist behaviour is not acceptable.
- Good table manners should be observed at all times.
- Always wear shoes or other covered footwear in the Dining Hall.
- Dress appropriately for all meals (always wear a shirt, swimming costumes are not appropriate).



- Business attire is required at formal meals (Formal Halls, Faculty and Industry Dinners etc, Sneakers at T-shirts or sports shirts are not appropriate dress for formal meals.
- You may wear modest pyjamas to breakfast but at no other time.
- Always wear an academic gown to Formal Hall.
- At informal meals, always clear your used crockery and cutlery.
- Do not remove College plates, glasses, jugs, etc from the Dining Hall. Fines and/or replacement costs will be incurred for College property found in residents' rooms.
- Leave tables in a clean state after eating – this is to be fair on your fellow residents.
- Eat your meals in the Dining Hall. With the exception of two (2) pieces of fruit per day, taking food from the Dining Hall is not permitted.
- Residents wearing inappropriate dress or those without footwear will be asked to return to their room and change.

### 3.1.2 MEAL TIMES

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

**Breakfast:** 7.00am–9.30am (Weekdays)  
8.00am– 10.00am (Weekends and Public Holidays)

**Lunch:** Midday–2.00pm (Daily)

**Dinner:** 5.30pm–8.00pm (Daily)

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

During exam periods a supper snack is provided at 9.00pm and the Dining Hall remains open for quiet study outside of mealtimes. Dining Hall times may vary on public holidays, and during College-wide events such as Valedictory no alternative meal service is provided if you do not choose to attend the event.

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

### 3.1.3 MISSED MEALS

As sufficient food must be prepared to enable all residents to be fed, no rebate of fees is given when meals are missed regardless of the reason.

Residents on a full meal allowance (21 meals per week) have the right to dine whenever the Dining Hall is open. If residents on a full meal allowance choose to participate in an activity over mealtimes, or are unable to attend Formal Hall, a packed meal will only be provided where permission has been granted and where the packed meal has been pre-ordered within the specified time. Residents in a Studio Room with 7 or 14 meal allowances can eat their meals when they choose throughout the week. Please note that meal allowances that have not been utilised do not carry over into the following week and cannot be used for guests or other residents.

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

### 3.1.4 PACKED MEALS

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

meals may also be available for residents requiring to isolate in their room for health reasons or under Government or College directives.

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

To order a packed meal, you will be required to submit the form at <https://stcatspackedmeal-uwa.paperform.co> at the start of the semester. **A copy of your university timetable is required and will need to be uploaded by midday the previous business day ie Monday to Friday.**

Please be aware that packed meals are likely to be different from the meal served in the Dining Hall. Your packed meal will be deducted from your weekly meal allowance or charged accordingly. If more than two packed meals are not collected your request for packed meals will be cancelled.

### 3.1.5 PAY-AS-YOU-GO AND GUEST MEALS

You may continue to have meals in the Dining Hall and “pay-as -you-go” via EFTPOS even after you have exhausted your weekly meal allowance.

You may bring guests to the Dining Hall for a meal. The cost of their meal is paid on arrival at the Dining Hall via EFTPOS. Guest meals cannot be taken off your weekly meal allowance or charged to your student account.

### 3.1.6 SPECIAL DIETS

The College will try to satisfy all reasonable requests for modified meals for those who have special diets prescribed under medical or a dietician’s supervision, or for religious observance. You must update your dietary details by email to [reception.curtin@stcatherines.uwa.edu.au](mailto:reception.curtin@stcatherines.uwa.edu.au) and discuss your dietary requirements with the Dean and the Catering Manager.

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

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

## 3.2 FORMAL HALL

### What is Formal Hall?

A three-course candlelight meal where we come together as a St Cat's Family and a Community of Scholars. The tradition hails from the foundation of the European universities in the 12th century, and no matter who we are or where we come from, we share in this great tradition. The gowns signify our equality, shared endeavour to push the boundaries of knowledge, and our courageous pursuit of the truth.

### Why the High Table?

The High Table dates back to traditions established at Oxford University and Cambridge University. Traditionally, VIPs and professors sat at the High Table, and students sat below them in the hall. This reinforced a hierarchy between scholars and students in a culture where everyone had their place and class.

At St Cat's, we have a strong focus on equity of access, and we have built upon tradition established at universities like Princeton to move towards a society breaking away from the restrictions of the past. In this tradition, we recognise we are, first and foremost, a community of scholars and are all learning from each other. We eat together as senior and junior colleagues, as equals in our love of learning and desire to make a positive difference

in our world. We respectfully engage with each other, our knowledge and ideas. Sharing a meal to nourish the body and mind and reinforce the values that bind us is genuinely ancient and familiar to all cultures.

### Who sits at the High Table?

Our High Table signifies the heart of our community and our democratic values. The CEO (Master/Warden), Head of College or their senior staff delegate presides as the symbolic head of our community; residents and guests are then selected to represent our whole community. High Table brings together students, staff, faculty and distinguished guests. The idea is not to separate our community but to provide another opportunity to bring us together. Residents are selected to represent different stages of study, other interests, to celebrate outstanding achievements, or because they are connected to the theme of the dinner, or we think they would benefit from sitting with a particular guest at the table. And if you have a burning desire to join us up there, let the team know!

PS, it isn't scary. Just a good chat with staff and other guests over pre-dinner drinks and dinner!

### Why do we say Grace?

We have so much to be grateful for at St Cat's, and whilst we are not a religious foundation and proudly welcome students of all faiths and none, we like to give thanks for the things that make our lives richer. We join hands as a symbol of our unity and the diversity of thought and culture that enriches our world.

### Why do we do an Acknowledgment of Country?

An Acknowledgement of Country is a formal statement or personal reflection that shows awareness of and respect for the Traditional Custodians of the land you live on and their long and continuing relationship with the land. Unlike a Welcome to Country, it can be delivered by anyone – Indigenous or non-Indigenous.

### What else do I need to know?

- The dress code is smart (no sneakers, thongs or shorts).
- The food is amazing. Think three-course meal.
- Each Formal Hall has a different theme, and we invite guest speakers who are relevant to the selected topic.
- Formal Halls are compulsory for residents in their first year of tertiary education, and all other residents are welcome.

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

Attendance is compulsory for all residents who are in their 1<sup>st</sup> year at university, students from Curtin College and Foundation Studies students (including TAFE), exchange students and students in rostered wings. All other residents are welcome to attend if they wish. If for good reason you cannot attend a compulsory Formal Hall you must provide an apology to the Dean of College explaining your absence.

Residents attending Formal Hall must RSVP by 8pm on the Sunday before, through the link provided on the St Catherine's Curtin Residents Facebook Page or in the weekly Bulletin.

If you fail to attend a Formal Hall that was compulsory for you and you did not provide an apology explaining your absence before the cut-off time that week, a \$50 fine will be issued.

Formal Hall meals count towards your weekly meal allowance unless you are on a 21-meal package.

- Doors open at 5.30pm
- Please stand behind your chair for the entry of the official party at 6.00pm and remain standing until the High Table is seated
- Unless otherwise advised, the dress code is smart-causal with your academic gown worn over the top. This is strictly observed
- If you are seated at High Table, you must not leave the table without the permission of the Head of College or presiding member of staff

- Residents must stay for the entirety of Formal Hall and may only leave after the Presidents have concluded proceedings
- Attendees are permitted to bring alcohol to the dinner but are expected to drink responsibly and behave respectfully

### 3.3 ABSENCE FROM COLLEGE

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

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

### 3.4 GUESTS

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

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

Whilst residents are welcome to invite guests into the College, they must accompany these guests at all times, and in particular after 5.00pm. Residents should also accompany their guests to the door and see them off the premises.

You may have an overnight guest, provided they are over 18 years of age, but you must register your guest with Reception prior to their arrival. In the case of an emergency this assists us to determine how many people are staying in the College at any given time.

Please note that only one extra person is able to stay in your room at any one time without the special permission of the Dean of College.

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

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

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

### 3.5 MAIL

Incoming mail is placed in pigeonholes near Reception. The mail is delivered Monday to Friday and is usually in your pigeonhole by lunchtime. You will be advised of registered mail and parcels by email, and they may be

collected from Reception between the hours of 8.30am – 5.00pm, Monday to Friday. Outgoing mail can be placed in the mailboxes at Curtin.

### **The College postal address is:**

St Catherine's College  
433 University Blvd  
Bentley 6012  
Western Australia

When you are preparing to leave the College permanently, you will need to advise your correspondents of your new address. Mail will only be forwarded to an Australian address for 2 weeks. After that time, mail will be returned to sender. Please note that Australia Post will not forward international mail.

Mail for current/returning residents will be held at Reception over vacation periods and given to you when you return – it will not normally be forwarded on.

## **3.6 COLLEGE COMMUNICATIONS**

The College may officially communicate with you, via its delegated representatives, directly in person, or using the phone number, email address or postal address reflected in your resident profile on the database or by any other appropriate means of communication.

It is a requirement that you keep your contact details current. Your contact details can be updated anytime via the email to [reception.curtin@stcats.com.au](mailto:reception.curtin@stcats.com.au). Please note Hotmail addresses may be unreliable due to university security settings and please check your SPAM when you first join College to ensure communication is reaching your Inbox.

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

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

The College recognises that social media is now being used not only for online communities, but also as an alternative for 'traditional' communication. As such, the College officially maintains a number of accounts across various platforms. These accounts allow the College community to participate in social media effectively, whilst maintaining the good reputation of the College online. A list of social media accounts officially maintained by the College for you to join include:

Our Facebook Groups to keep up to date with everything that's happening within the College:

- St Catherine's Curtin Residents 2023
- St Catherine's Curtin Miscellaneous 2023
- Postgraduates 2023 (Postgrads Only)
- Follow us on Instagram: @stcatscollege

It is a condition of your residency that your social media posts on these groups or on other groups are respectful at all times where the post names or reflects on the College or any of its residents or staff.

### 3.7 COLLEGE CALENDAR

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

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

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

### 3.8 CAMPUS RESIDENCES

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

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

### 3.9 NOISE

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

Excessive noise hinders everyone's ability to study and enjoy College in their own way. This includes loud music and loud conversations in study areas, bedrooms, break-out areas and corridors.

A variety of common rooms, lounges and outdoor recreational areas are provided to make sure you have somewhere to go with a small group of friends and enjoy yourself at higher decibels. However, only quiet use of common spaces should occur after 10pm and alcohol is not permitted in any common rooms aside from The Buttery. Regardless of the hour, noise must not be excessive or disturb other residents.

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

- Quiet time in all residential areas: 8pm onwards
- Quiet time in all common areas (indoor and outdoor): 10pm onwards
- Avoid talking loudly walking to and from your room through the residential corridors
- Avoid talking loudly after dark and standing round in groups around the perimeter of the College – you will disturb residents in the rooms above
- Avoid slamming doors
- Fines will be issued if noise warnings are not heeded

### 3.10 NOTICEBOARDS

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

## 3.11 PARKING

### COLLEGE PARKING

Car parking is not included within your accommodation agreement and is provided at the discretion of the College.

A limited number of car parking bays are available in the car park underneath the College. These spaces are allocated at the sole discretion of the College and made available free of charge only for approved Residents who:

- have been allocated a car parking space by the College;
- park in their allocated parking bay or area; and
- display the correct parking permit.

Misuse of parking permits and breaches of the College parking permits may result in loss of parking privileges. Residents who park in the reserved/service bays may incur a University fine. Always lock your car and do not leave valuables inside.

### UNIVERSITY PARKING

Paid parking is available on campus for students who have not been allocated a parking bay at the College. More information can be found on the [Curtin Website](#). Residents can purchase daily or monthly permits for the Curtin University parking zones direct through Curtin University.

Parking is free before 8.00am and after 4.30pm on weekdays, and free all day on weekends. Between 8.00am and 4.30pm, Monday to Friday, parking is pay as you go with the CellOPark app. Failure to use the CellOPark app during these hours may result in a fine.

## 3.12 FUNCTIONS AND EVENTS

Residents are expected to respect the rights of their fellow residents at all times, including their right to a peaceful study and sleeping environment. To safeguard these rights, we ask that you limit the number of guests in your room. Please note that these limits will change in accordance with State government regulations during lockdowns.

If more of your guests appear and you want to relax together, you are asked to move to one of the common rooms.

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

If you wish to hold a function or event on the College premises you must seek the approval of the Dean of College. Regulations exist around function and event bookings which you need to discuss prior to booking.

## 3.13 PETS

Residents are not permitted to have pets of any kind live with them in their rooms for health reasons.

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

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

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

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

### 3.14 SMOKING

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

If you choose to ignore health warnings and choose to compromise your health by smoking, you must do so off campus as Curtin University is an entirely smoke-free campus.

If you smoke on College grounds, including in your room, you will be considered in breach of our Code of Conduct and a breach notice will be served.

Residents caught violating smoking regulations will be fined **\$100** and a breach notice issued.

## 4. FLAGSHIP PROGRAMS

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

### 4.1 INDIGENOUS CULTURAL LEARNING (DANDJOO DARBALUNG)

The College is committed to all students leaving university with a better understanding of the history and culture of Indigenous Australians. The College offers a two-way cultural program called the Cultural Perspectives Program which focuses on learning through shared stories and journeys.

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

To learn more about the program, visit: <https://stcats.com.au/future-residents/dandjoo-darbalung>.

### 4.2 THE CENTRE FOR YOUTH INNOVATION AND BLOOM

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

Bloom assists you to take an idea through the stages of developing a product for market, or a business, or a social movement. Whether your idea flies or flops, you will learn incredible skills that will turbo charge your employability.

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

### 4.3 PRISM ALLIANCE (PRESTIGIOUS INFLUENTIAL SCHOLARSHIPS & MENTORING)

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

Knowing the requirements for eligibility early and building your resume will be key to your success. PRISM will provide you with lots of useful information, contacts and mentors. In the past St Catherine's residents have won Rhodes, Fulbright and Monash Scholarships as well as New Columbo Plan and Westpac Scholarships.

For more information, see [PRISM](#)



## 4.4 GRADUATE PROGRAM

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

## 4.5 ACADEMIC PROGRAM

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

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

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

### 4.5.1 ACADEMIC PRINCIPLES

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

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

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

### 4.5.2 SPECIALIST TUTORIALS

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

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

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

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

### 4.5.3 TRANSITION TO UNI WORKSHOPS

The difference between high school and university can be intimidating. To assist our residents who are in their first year of university to adapt to their new environment, we have developed a set of workshops that will take

place throughout the year to address different aspects of life at university. These workshops offer ongoing support to help ensure success at university.

The Director of Academic Programs and Employability is available to meet individually with students to develop study plans and other academic support.

#### 4.5.4 VISITING SCHOLARS/FACULTY AND INDUSTRY/GRADUATE DINNERS

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

Residents are also given the opportunity to invite their professors and lecturers to attend Faculty or Graduate dinners to discuss their research and expertise in a diverse range of fields. These informal meals also provide residents with a chance to get to know their teachers outside of a large and sometimes impersonal learning environment.

#### 4.6 ARTS & MUSIC

The College encourages our residents to exercise their creativity. Opportunities to showcase your talents are provided through art classes, Open Mic Nights, and Comedy Nights. The College play, Dance Club and Choir are student-led and take whatever form residents are interested in pursuing.

Art and craft classes are provided weekly and provide a creative Destressor with no level of skill required to participate.

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

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

#### 4.7 SPORTS

The College supports your health and wellbeing and offers a range of team sports that residents can participate in, accompanied by strong levels of support and encouragement from the rest of the College. The Housing Cup provides regular opportunities to play sport against other residences where natural ability and experience are not necessarily required and enthusiasm will often carry the day!

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

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

#### 4.8 SERVICE LEARNING

Our residents are given frequent volunteering opportunities, organised by residents for residents, with excellent support from staff and alumni. Service learning is a big part of the College experience, giving you the opportunity to use the skills you are learning at university to make a positive difference in the wider community while you are still studying. Let us know if you have a cause which you would like to support and we can work together to make a positive contribution!

## 4.9 SUSTAINABILITY

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

The bin in your room will be cleared each week but you are responsible for your own recycling. Please use the rubbish chutes and categorise your recycling properly. Containers must be clean and free from food to be able to be recycled. Large items of recycling should be placed in the skip bin on the lower ground floor. Please ensure your recycling is placed inside (not next to) the skip bin. .

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

## 5. WELLBEING

### 5.1 ILLNESS AND FIRST AID

It is important that all residents are willing and able to immerse themselves in College life. We encourage all residents to consider this prior to committing to joining the College.

For health and safety reasons, the College requests advice of any pre-existing medical conditions that may impact on the resident's ability to reside in the College and safely immerse themselves in the events of the College.

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

If you are unable to attend the Dining Hall because of short-term illness, please contact Reception or the RA on duty to arrange for meals to be brought to your room. Please keep someone informed when you are ill and never hesitate to ask for assistance. If you need to see a doctor or other medical services, we can assist you.

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

While we strive to take care of you when you are ill, we are not a medical surgery, nor do we have psychologists on staff. You may require expert services so you must keep us informed of any illness or symptoms you are experiencing. Similarly, if you have mental health issues it is important for your wellbeing these are disclosed as soon as possible so we can assist in referring you to appropriate services or work with your current service providers to provide a joined-up approach to your care.

### 5.2 MEDICAL SERVICES

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

**The University Medical Centre** is located on the 1st Floor of Building 109. Appointments are available 8.30am–5.00pm, Monday to Friday.

**Call: 9266 7345.**

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

## After Hours

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

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

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

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

**To speak to a registered nurse about your health concerns, call HealthDirect on 1800 022 222**

**To check your symptoms online, use the [healthdirect Symptom Checker](#).**

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

Our staff also have a comprehensive list of service providers who we refer our residents to, contact the Dean of College for assistance.

## 5.3 CAMPUS SECURITY

If you feel unsafe walking back to College from university at night, The Safer Communities Team can be contacted to escort you back to College. **Call: 9266 4444**

## 5.4 SUPPORT SERVICES

- Lifeline 24 Hour Crisis Counselling 13 11 14
- Health Direct Australia 1800 022 222
- SHQ - Sexual Health Quarters (Formally Family Planning WA: FPWA Sexual Health Services) 9227 6177
- 24 Hour Crisis Line Office 9340 1828
- Mental Health Emergency Response Line 24 Hour Helpline 1300 555 788
- Sexual Assault Resource Centre (SARC) 9340 1828
- Crisis Care - 24 hour emergency mental health issues 9223 1111, Call 13 11 14 (for 24-hour crisis support), or Text on 0477 13 11 14
- Samaritans Youth Crisis:
  - Youthline 9388 2500
  - Crisis line 93815555
  - Free Call Number 135 247
- Victim Support Service 9425 2850
- Family Helpline 9223 1100 1800 643 000
- Relationships Australia 1300 364 277
- Women's Domestic Violence Helpline 9223 1188 1800 007 339
- Holyoake – Victoria Park (alcohol and substance abuse programs) 9416 4444
- Poisons Information Service 131 126
- Alcohol and Drug Information Service 9442 5000 1800 198 024
- Curtin Psychological and Counselling Services (PACS) 1800 244 043

## 6. RESIDENT ROOMS

### 6.1 ROOM ALLOCATIONS

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

There are a number of terms and conditions relating to admission and eligibility for Studio Rooms.

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

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

Re-enrolment for the following year commences mid-Semester 2 via email and a post in the Bulletin. It is your responsibility to follow the process to ensure you are eligible for your preferred room type. In principle from 2023, all First Years and Scholarship recipients will be in Single Rooms and later year and returning residents will be allocated Studio Rooms subject to availability. This ensures that new, incoming residents have all their meals in the Dining Hall and make friends quickly and that later year residents can experience more independence in self-serviced Studio rooms.

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

### 6.2 CLEANING OF ROOMS

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

Your room is your home away from home. However, reasonable standards of cleanliness and hygiene are required by residents at all times. The same is true for the care of furniture and fittings.

For hygiene reasons your room must be cleaned once a week – ‘no cleaning’ signs will be disregarded by the cleaners. The cleaners will dust furniture where possible, vacuum the floor and empty the rubbish bin. Dusting of books and personal items is your responsibility as is your re-cycling. Cleaners will not move your possessions to clean surfaces or pick up clothes and belongings from the floor.

Your room should be tidy enough for cleaners to access and carry out their cleaning. If it is not, you will receive a warning and may be charged an excess cleaning fee of \$200 if your room is not cleanable two weeks in a row.

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

Please note that in Studio Rooms it is the responsibility of the resident to perform some routine maintenance themselves. This includes cleaning out the shower drain of hair, cleaning the shower walls of soap, washing dishes and keeping surfaces, toilet and wet areas hygienic.

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

Communal areas such as bathrooms, kitchenettes, common rooms and corridors are cleaned every day and must be kept clear of personal items, books, clothes, food, rubbish and cooking utensils. **Accidental spills should be cleaned up immediately and you must leave every area you use clean and tidy for the next resident. Any cleaning issues should be reported through the Maintenance Portal.**

### 6.3 PROPERTY CHECKS & REPORTS

So that standards are maintained, rooms will be inspected quarterly by prior arrangement. A Property Condition Report will be provided to each resident at the commencement of their contract. Where inspections identify that a room is not maintained in a clean and tidy state, all costs associated with the repair of damage and cleaning services required will be charged to the resident assigned to that room. It is your responsibility to ensure you have completed the Property Condition Report as you will be liable for any damage, regardless of whether it has been completed.

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

Reports about the standard of cleaning should be made to Reception who will take the matter up with those responsible for the contractors if there is an issue.

### 6.4 EMERGENCY ACCESS TO ROOMS

College staff reserve the right to enter your room in the case of emergency or to carry out inspections or repairs that are required for health or safety reasons. It is important that access to your room is not impeded in these circumstances.

Balconies are to be kept tidy at all times and washing is not to be hung over the railings. Drying racks must be kept against your sliding door and must not be visible from the courtyards or the street. Washing can be tumble dried or hung on the communal lines in the laundry.

For obvious safety reasons, no one should ever sit on balcony ledges or railings. The throwing of water or any other material or substance from the balconies is totally unacceptable, unsafe and will not be tolerated. Smoking, social gatherings and the consumption of alcohol are prohibited on all balconies. No furniture is to be stored on balconies, washing and towels are not to be placed on balcony rails or balustrades for drying. The balconies are regularly inspected.

### 6.5 BEDDING

**Residents are required to provide their own bedding** (eg sheets, pillows, pillowcases and blankets). Premium single rooms, ensuite rooms and standard studios have King Single beds, Premium Studios and accessible studios have double beds. For those residents coming from warmer areas, Perth winters can be cold, so a good doona/quilt and an extra blanket is recommended.

### 6.6 BICYCLES

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

Bicycles can be locked in the secure bike stores in the basement (LG Floor). Bike being stored over the vacation period must be placed in the bicycle storage area with a Bicycle Permit sticker attached. A Bicycle Permit sticker can be collected from Reception.

Any bicycles without these permits on them will be removed and donated. **Please ensure that you have a good quality lock on your bike to avoid theft. U-bolts are recommended.**

## 6.7 COOKING

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

## 6.8 ELECTRICAL APPLIANCES

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

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

Safety approval should be sought from Maintenance for the use of such appliances in your room; that is, residents must demonstrate to Maintenance that their electrical equipment has been tested and 'tagged' by a certified electrician. Maintenance can be contacted via Reception.

Australian power runs at 240 volts. Plugs have two or three flat prongs. Overseas students will need an adapter to convert the plug to the right number of prongs.

Most computers will not need anything to convert the voltage. Other electrical equipment should be kept to a minimum.

## 6.9 UTILITIES

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

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

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

## 6.10 FLOORS

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

Please look after the floor coverings in your room and around the College by not placing hot objects on them (eg saucepans, straightening tongs, irons, etc.), which can scorch surfaces. Please also take care when using substances such as hair dye and nail polish remover, that may cause permanent damage. Residents will be charged to replace carpet or flooring if damage occurs.

## 6.11 FURNITURE

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

Furniture provided by the College must remain in the rooms and areas for which they were purchased. Residents may not take furniture from common rooms for their private use. Residents cannot substitute College fittings and

furniture with their own personal furniture. Please refrain from moving personal items into common areas without permission.

## 6.12 WALLS

Do not stick pictures to the walls with blue-tac, pins, nails or sticky tape. As much as possible, we try to enable you to make your room like home – however, just like home, there is a maintenance cost to fix damaged walls. If you wish to stick posters on your wall or door, please use non-marking poster strips and pin-boards provided in each room. Residents will be charged for re-painting of walls, doors or fittings if damage occurs.

Never stick posters, pictures, etc., on the walls of the corridors. Please use designated pin boards.

# 7. COLLEGE FACILITIES

## 7.1 COMMON ROOMS

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

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

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

## 7.2 STUDY ROOMS

The East side of the Buttery is set up as an interactive study area where you can study collaboratively. Other areas for study include the Botanical Room and two conference style study rooms. During study breaks and exams, the Dining Hall is open after hours to allow for quiet study. The Rooftop garden is a great place to study in the warmer months. The Sky Lounge is a dedicated postgraduate area, however, all residents are welcome to access the cooking facilities.

The Private Dining Room is off limits for general use and is used for special occasions by invitation only.

## 7.3 INDIGENOUS CULTURAL SPACE

*Dandjoo Darbalung* is the heart of our two-way learning program and offers all our residents the opportunity to learn more about the rich culture of Indigenous Australians. *Dandjoo Darbalung* is currently based at our UWA campus but all of our residents will have the opportunity to participate in program activities at Curtin.

## 7.4 CENTRE FOR YOUTH INNOVATION AND BLOOM

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



## 7.5 LEARNING CENTRE AND TUTORIAL ROOMS

Dedicated study areas include Tutorial Rooms or Common Rooms about the College as well as the study area in The Buttery.

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

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

## 7.6 PRINTING

Printing is available on campus at the Curtin libraries.

### 7.6.1 INTERNET NETWORK

Wi-Fi access is available throughout the College.

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

For WiFi issues please contact the Curtin campus IT help desk or visit:

<https://www.curtin.edu.au/students/essentials/it/internet-computers-printing/wireless/>

## 7.7 MUSIC

When you want the opposite of quiet time, St Cat's is equipped with a dedicated music practice room within the Bloom Innovation Centre on the lower ground floor.

## 7.8 THE BUTTERY

Snooker, foosball, ping pong, and Foxtel with a large screen TV all make a great relaxation space. This is the only space in which alcohol can be consumed outside of official College functions or events.

## 7.9 COURTYARD, THE AMBLE AND ROOFTOP GARDEN

The College is designed around spaces to sit and dream, places to relax and get some fresh air and places to play basketball or outdoor ping pong. Get to know your new home and enjoy all of the areas which make it special.

Please abide by the following:

- Do not break or damage plants or throw bottles and rubbish into the gardens and lawns. Always use the rubbish bins provided
- **Do not throw food scraps or bones into the gardens, this is very dangerous for our furry friends**
- Please consider the safety and enjoyment of others when playing any form of sport in the gardens

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

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

## 7.10 MOVIE-THEATRE

Residents can enjoy watching their favourite feature-length movies or hard-hitting documentaries in a specially designed intimate theatre with comfy seats and a full-sized screen. We even have a popcorn machine for dedicated Movie Nights.

## 7.11 LAUNDRY

The College laundry is equipped with washing machines and dryers, as well as ironing boards and irons. The machines have a swipe card function for payment. The laundries are run and maintained by UniLodge as part of a precinct service, so please direct any issues to them.

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

Please remove clothing from the clothesline as soon as it is dry. It is advisable not to leave clothes on the line in the laundry overnight. Do not hang clothes on your balcony. The laundry is for the use of College residents only.

## 7.12 COMMUNAL KITCHENETTES

There are several communal kitchenettes in College. These kitchenettes have refrigerators, sinks and kettles, with ovens in The Buttery and The Sky Lounge. You are to supply your own cups and cutlery and clean up after yourself.

Please ensure that food that has passed its expiry date is disposed of and food in the refrigerators is properly sealed and free from smell.

# 8. SAFETY AND SECURITY

The College is a safe environment to live in and Curtin University places high priority on the safety of everyone on its campus.

However, if simple safety precautions are ignored, theft and unwanted guests accessing our College may occur.

## 8.1 SECURE ENTRY CARD

All residents are given a Secure Entry Card upon arrival at College. The Secure Entry Card will open your room and all common doors and rooms for which you are eligible. It is also used to verify your meal allocations before you enter the Dining Hall. If your card is lost, damaged or stolen, you will be charged a replacement fee of \$55.

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

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

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

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

## 8.2 LOCK UP

The external doors are locked at 5.00pm. All residents can gain access to the College using their Secure Entry Card. Please ensure external doors are locked behind you when leaving or entering the College after lock up, this is essential to protect residents and property.

## 8.3 ROOM SECURITY

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

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

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

## 8.4 FIRE REGULATIONS

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

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

Residents who interfere with door closers or cover smoke detectors will receive breach notices.

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

Residents who set off main alarms and cause an evacuation will be liable for the full cost of the fire brigade call out. This can range from \$1,337 and are at the discretion of DFES.

### 8.4.1 FIRE HAZARDS

**The burning of candles, oil burners and incense can cause smoke damage and fire and are therefore not permitted in resident rooms or guest accommodation rooms.** Please note that candles will be removed by cleaners. Fires are not to be lit in the grounds without the permission of the Dean of College. Fireworks are not allowed unless arranged by staff. Any form of tampering with fire-fighting equipment/ alarms will lead to instant dismissal from the College and potential fines.

### 8.4.2 ROOM FIRE DETECTORS

Every room is fitted with a smoke and heat detector.

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

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

If you accidentally set off the smoke detectors in your room and there is no fire or dangerous smoke:

- Do not open your door to the corridor unless you need to evacuate
- Open the window
- Turn on cooking extractor fan if you are in a studio

Residents who set off main alarms and cause an evacuation will be liable for the full cost of the fire brigade call out. This can range from \$1337 and are at the discretion of DFES.

Do not cover smoke detectors. Such actions are illegal, dangerous and subject to disciplinary action.

### 8.4.3 FIRE EVACUATION

Evacuation notices are located in your room behind the door. Please ensure you read this notice and make yourself aware of the instructions for evacuation.

#### 8.4.3.1 FIRE EXIT DOORS AND STAIRWAYS

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

Using the fire exit doors and stairways as entry points to or from buildings is not permitted. If the fire alarm sounds, you must exit the building via the safest exit. Muster points are indicated on maps in all common areas and on the back of your room door.

#### 8.4.3.2 FIRE INSTRUCTIONS

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

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

#### 8.4.3.3 IN A MAJOR FIRE

- Shut your window if it is safe to do so
- Leave your room and shut the door
- Assemble at the muster points as per the evacuation notice located in each room

#### 8.4.3.4 IN A MINOR FIRE

- Try to put out the fire with the available equipment only if it is safe to do so.
- Fire extinguishers are located at intervals throughout corridors and in kitchens and kitchenettes.
- Shout for help and alert people in the vicinity of the fire.
- Call emergency services on 000 if assistance is required to extinguish the fire.

#### 8.4.3.5 FIRE PREVENTION

- Please use common sense at all times. Do not leave pots unattended on stoves
- Do not place stovetop pots in microwaves or ovens
- Fat and cooking oils are highly flammable and common causes of fire.
- Microwaves can be unpredictable. Stay in the same room when cooking, always follow the microwave instructions on packets and use microwave safe containers. Do not put cooking utensils in microwaves.
- Fireworks and other highly flammable materials must not be brought into the College under any circumstances.
- Smoking is not permitted inside any building or on College grounds.
- At risk appliances, including portable electric radiators, are not permitted in rooms at any time.

Tampering with fire equipment/fire detectors is illegal, dangerous and places all residents at risk.

Any resident found breaking fire prevention rules will face serious consequences.

#### 8.4.3.6 FIRE DRILLS

A fire drill will be held at least once per semester. It is mandatory for each resident in the College to participate in the drills and evacuate as per instructions without delay.

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

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

### 8.5 OTHER EMERGENCIES

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

## 9. RESIDENCY CONTRACT

Fees at the College cover either a 42-week period (Premium Single Rooms) or 44-week period (Studio Rooms).

This means that you have exclusive use of your room throughout the academic year. If you leave the College during the mid-semester break you can leave your belongings as they are. You can also come back and forth to the College throughout the break as you wish.

The usual meals are provided throughout the mid-semester break, but we ask you to let us know if you are going to be away for more than a few days. All common facilities will be available to you just as they are during the academic semester.

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

You are offered a place at St Catherine's on the understanding that you will live in College for the entire duration as stipulated in your contract. There is no provision for giving notice or moving out at the end of semester one, or any time prior to your contract end date, unless you withdraw from university (see "Breaking Contract", Section 9.4).

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

The Residency Contract is binding, and the College fees must be paid whether or not you actually stay in the College during the semester period including if you leave College before your Residency Contract concludes. As an enrolled student at University, TAFE or College, any arrears in fees or charges owed to the College at the end of a semester may lead to the College requesting your institution to place a sanction on your account, effectively withholding your results until the outstanding fees or charges have been paid in full. Residents should understand this may affect their ability to graduate in some circumstances.

You will need to make sure your fees are paid by the relevant due date. If you miss the due date, sanctions can be placed on your student record, which may prevent:

- Access to your results for current and previous study periods
- Requests for documents, such as your Academic Transcript or Letters of Completion
- Attendance at your graduation ceremony and the issuing of your course award/s
- Enrolment in future study periods

You can view your sanctions by logging in to Curtin University's student OASIS, clicking on My Studies and scrolling down to the Sanctions box.

## 9.1 RULES OF ADMISSION AND RESIDENCE

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

Residents will remain in residence at the discretion of the Dean of College and Head of College.

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

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

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

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

## 9.2 RE-ADMISSION POLICY

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

- Have maintained satisfactory community standing and made an adequate contribution to the life of the College
- Are up to date with their fees/rent
- Have a satisfactory tenancy history within the College, including conduct, participation in the life of the College, satisfactory academic progress and good citizenship
- Have not failed more than one unit in a semester unless given permission from the Head of College or their delegate. Students who are approved to return after having failed more than one unit may be placed on academic probation.

## 9.2 INTERNATIONAL STUDENTS

International Students should refer to their intended University or tertiary institution for additional specific requirements for their admission to that institution and to study in Western Australia. International students are required to be 18 years of age or older before they can be admitted to St Catherine's College.

## 9.3 UNIVERSITY COURSE CHANGES

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

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

## 9.4 BREAKING CONTRACT

Under normal circumstances residents are expected to fulfil all their obligations under their Residency Contract. The contract may only be cancelled by the Dean of College or Head of College or in cases of illness or tragedy leading to total withdrawal from the university course.

A resident who breaks their lease early is liable for the rent of the room until a suitable replacement can be found.

Where residents satisfy the Dean of College that they have withdrawn from their tertiary course due to illness or tragedy, no penalties will apply and a refund of the unused portion of accommodation fees will be approved. No other fees will be refunded.

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

## 9.5 RESIDENCY FEES

Fees are made in fortnightly payments through Paysmart in accordance with your Fee Schedule. Please contact the [reservations.curtin@unilodge.com.au](mailto:reservations.curtin@unilodge.com.au) if you require any assistance.

## 9.6 DEPARTING THE COLLEGE

The right of residents to use their rooms or any common area of the College is confined to the period of the lease. Residents may extend their lease; however, this is subject to availability (see "Vacation Residence", Section 9.7). Residents departing the College must pack up their belongings and vacate their room no later than the end date of their lease. You will receive a reminder about leaving College via the Bulletin and in a specific notification two weeks' prior to your contract concluding. In addition, residents departing the College must complete an Exit Survey and all other relevant paperwork and procedures, and return their academic robe, and Secure Entry Card to Reception.

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

## 9.7 VACATION RESIDENCE

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

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

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

## 10. POLICIES

The College operates under State and Commonwealth laws.

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

The College respects the rights and privacy of its residents. Your room is regarded as your private space, but you must maintain a clean and safe living environment which does not infringe on the rights and privileges of other residents.

Residents are expected to abide by the rules, regulations, and policies of the College, Curtin University as well as State and Federal laws. Resident status does not make an individual immune from Australian criminal codes and immigration laws. The Head of College, Dean of College and RAs are responsible for ensuring residents conduct themselves within College policies and guidelines so that the College operates effectively and safely.

By signing your Residency Contract, you agree to all the terms and conditions set out in the that Residency Contract, the Curtin University Land and Traffic By-Laws and all statutes, rules, orders, policies and procedures of Curtin University as published and/or available on the University's website.

If College policies and guidelines are breached, it may be necessary for parents/guardians of the resident(s) involved and, in extreme cases, for the police to be notified.

The following behaviours will not be tolerated:

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

PLEASE NOTE: OFFENSES APPLY TO SOCIAL MEDIA AS WELL AS ALL OTHER TYPES OF COMMUNICATION AND IN PERSON ACTIONS.

## 10.1 SOCIAL MEDIA POLICY

This policy has been developed to protect residents and employees from damage and risks associated with the inappropriate use of social media. Social media is web-based and mobile technology used for communication, collaboration, networking and entertainment. These guidelines must be strictly adhered to and apply to all residents of the College. The Social Media Policy pertains to personal and professional use of social media sites. The same laws, professional expectations and principles of ethical conduct exist online as in the real world. With the easy availability of social media and the sense of anonymity which accompanies that, residents who use social media are obligated to apply the same behavioural standards to their online interactions as they do to face-to-face communications.

Residents must follow the guidelines below:

- Confidential, private and proprietary information about the College must not be posted on social media sites
- Postings, sharing or liking posts referring to the College, or members of the College community which are malicious, potentially libellous or which attempt to damage their reputation or standing within the community are not permitted
- If an opinion related to the College or its operations is expressed, a disclaimer must be included. The disclaimer must tell readers that the views are personal and that they do not represent the institution in any official capacity
- Postings must not include the College logo unless permission has been given by the Head of College or CEO
- Internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws
- The College reserves the right to remove inappropriate comments and postings from social media sites



Residents are reminded that their signed lease states that they have read and accepted the policies and procedures of the College.

Failure to respect these guidelines will be subject to disciplinary action. In severe cases, this could lead to a resident's dismissal from the College. The College recognises that social media technology is now being used not only for online communities, but also as an alternative for 'traditional' communication. As such, the College officially maintains a number of accounts across various platforms. These accounts allow the College community to participate in social media effectively, whilst maintaining the good reputation of the College online. A list of social media accounts officially maintained by the College is available here:

<https://stcatherines.uwa.edu.au/new/contact/social-media>

## 10.2 HARASSMENT POLICIES

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

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

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

Harassment includes verbal or written threats, insults, taunts or abuse of a person with regard to their gender, race, age, religion, political beliefs, sexual preference, psychological state, physical impairment or other.

Bullying and harassment may occur in person, on the phone, via text message, email and voicemail and on social networking websites.

Harassing behaviours invade another person's space and privacy and interfere with their right to enjoy the College environment. Any resident involved in bullying, harassing or discriminating behaviour against another resident, a group of residents or a staff member will be treated seriously. Harassment and stalking via social media are grounds for expulsion from the College.

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

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

### 10.2.1 SEXUAL HARASSMENT

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

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

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

All residents must be aware of the potential for their behaviour to be considered offensive, even threatening, to other residents and to be aware of the possible consequences of their actions and words.

If you experience any form of harassment while at the College, you must report it to a staff member as soon as possible.

### 10.2.2 RESOLVING COMPLAINTS

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

Confidentiality will be preserved throughout all stages of the inquiry and follow up. Advice can be sought informally by anyone concerned with harassment through the Head of College or Dean of the Residential College.

## 10.3 SEXUAL MISCONDUCT POLICY

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

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

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

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

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

### 10.3.1 Definitions

St Catherine's College adopts the definitions of the University for the purposes of the Sexual Misconduct Policy: <https://static1.squarespace.com/static/553244ade4b07fb5e0461469/t/6142f963cb40ad110ab546c9/1631779172262/Sexual+Misconduct+Policy+%26+Procedure.pdf>

### Community

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

## Sexual Misconduct

The College understands Sexual misconduct to be instances of:

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

## Sexual Harassment

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

Sexual Harassment includes, but is not limited to:

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

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

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

## 'Reasonable Persons Test'

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

The fact that not everybody would be offended by the behaviour does not mean that it will not amount to sexual harassment, and it may be sexual harassment even if that sort of behaviour has previously been accepted within a particular work or learning environment. Behaviour that might be acceptable to the reasonable person in one set of circumstances may not be acceptable in another.

## Sexual Violence

Sexual Violence includes:

- Sexual Assault
- Sexual Threat

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

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

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

### **Sexual Assault**

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

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

### **Sexual Threat**

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

### **Informed Consent**

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

Informed consent can only be given by those who have the capacity to give consent and are:

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

This includes:

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

### **10.3.2 Confidentiality**

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

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

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

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

### 10.3.3 Whom to Contact in College

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

Fiona Crowe (CEO) [fiona.crowe@stcats.com.au](mailto:fiona.crowe@stcats.com.au)

Ashleigh Benadretti (Head of College) [ashleigh.benadretti@stcats.com.au](mailto:ashleigh.benadretti@stcats.com.au)

Bec Wood (Dean of the Residential College, Curtin) [rebecca.wood@stcats.com.au](mailto:rebecca.wood@stcats.com.au)

Paul Hollick (Dean of Residential College, UWA) [paul.hollick@stcats.com.au](mailto:paul.hollick@stcats.com.au)

Maxine Brahim (Director of Indigenous Programs) [maxine.brahim@stcats.com.au](mailto:maxine.brahim@stcats.com.au)

Peter Roberts (Chief Financial Officer) [peter.roberts@stcats.com.au](mailto:peter.roberts@stcats.com.au)

Karen Taylor (Executive Director) [karen.taylor@stcats.com.au](mailto:karen.taylor@stcats.com.au)

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

### Complainant

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

### Respondent

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

### 10.3.4 Potential Outcomes from an Investigation

- A finding that the complaint was not substantiated
- A finding that the complaint was substantiated or substantiated in part
- Steps to restore the Reporting Party to the position that they were in prior to the incident(s) that led to the complaint
- Training in this Policy and related matters
- Referral to other support services or strategies
- Counselling
- Mediation
- Restorative Justice Program

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

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

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

### 10.3.5 Where to go for Support and Information

#### Open Door Policy

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

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

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

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

#### WA Police:

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

#### Sexual Assault Resource Centre (SARC)

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

## 10.3.6 Make a Report

### 10.3.6.1 Make a Formal Report to College

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

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

- CEO, Fiona Crowe: [fiona.crowe@stcats.com.au](mailto:fiona.crowe@stcats.com.au)
- Head of College, Ashleigh Benadretti: [ashleigh.benadretti@stcats.com.au](mailto:ashleigh.benadretti@stcats.com.au)
- Senior Staff of the College listed at 10.3.3

### 10.3.6.2 Make an Informal Report to College

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

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

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

### 10.3.6.3 Make a Report to your University

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

[University of Western Australia](#)

[Curtin University](#)

[Notre Dame University](#)

[Murdoch University](#)

[Edith Cowan University](#)

### 10.3.6.4 Make an anonymous Report

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

## 10.3.7 Seek Advice or Support from College

### Open Door Policy

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

- Senior Staff
- Resident Advisors (RAs)
- Mentors

## Seek Support from Others

- Friends
- Family
- **Sexual Assault Resource Centre** provides a confidential counselling service to those over 13 years old who have been sexually assaulted or abused either recently or in the past: (+61 8) 9340 1828 or 1800 199 888 (free call from landlines). Crisis Line For recent sexual assaults (in the last 2 weeks), 24 hours, 7 days a week and crisis counselling 8.30am to 11pm, 7 days a week (08) 6458 1828 or 1800 199 888 (freecall from landlines)
- **National Sexual Assault, Domestic and Family Violence Counselling Service:** 1800 RESPECT or 1800 737 732
- **Lifeline:** 13 11 14 for 24/7 Crisis Support
  - **Crisis Care:** (+61 8) 9223 1111 Crisis Care: Free call 1800 199 008 Call 13 11 14 (for 24-hour crisis support) Chat to a crisis supporter or Text on 0477 13 11 14
- **Mental Health Emergency Services:** 1300 555 788 Availability 24 hours, 7 days a week
- **Salvo Care:** 13SALVOS or 13 72 58
- **Yogrum** offers culturally informed counselling for Indigenous victims of sexual assault. Freecall 1800 469 371 or (08) 9218 9477 9:00 AM – 5:00 PM Monday – Friday
- **QLife (LGBTQI+):** 1800 184 527
- Multicultural Services Centre of WA (MSCWA) Phone: (08) 9328 2699

## Take no Further Action

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

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

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

## Change Your Mind

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

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

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

## 10.4 ALCOHOL, DRUGS AND ILLEGAL SUBSTANCES POLICY

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



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

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

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

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

- All alcohol, drugs and illegal substances are potentially dangerous, if abused. Residents should be aware that the College will support them if they request help with alcohol, drugs or illegal substances but persistent abusers would be required to seek treatment or be asked to leave College unless genuine change occurs. The basis for such action reflects the concern for the well-being of the individual.
- Legal alcohol, legal drugs and legal substances are more difficult to deal with in College because the general community condones their use. The College accepts legal alcohol, legal drugs and legal substances use in moderation and provides information to residents on the levels of alcohol considered reasonable for personal and functional use. All residents are required to complete mandatory training on this during Orientation Week with reminders throughout the year.
- Use of illegal alcohol, drugs and substances may offend other members of the College community. Those offended are entitled to make their complaints heard and such complaints will bring action from the College which may include involving the Police or other authorities, and will require changes of behaviour by the offender if they wish to remain in the College.
- Legal alcohol, legal drugs and legal substances in one form or another – including over the counter headache remedies, herbal medicines, prescription drugs, cigarettes, and other substances – are used widely in our community. The society in which we live defines legality and illegality and until the rules are changed this College must abide by the current laws.
- Residents have to identify their own priorities and recognise that its use can result in permanent harm to one's reputation and career prospects. Any activity that detracts from the academic achievements of residents is contrary to the aims of the College.

#### 10.4.1 RESIDENT RESPONSIBILITY

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

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

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

- Under-age drinking
- Supplying alcohol to underage residents
- Drinking games and competitions
- Pressuring other residents into drinking alcohol, particularly those under 18 years of age
- Using or possessing any apparatus designed to consume alcohol, drugs and substances (legal and illegal) in excessive quantities or to speed up its intake. Any such apparatus can be reported to, and confiscated by staff and RAs
- Vomiting
- Loud levels of noise anywhere in the College after 10.00pm
- Inappropriate actions or comments
- Aggression and verbal or physical intimidation.

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

If a resident is discovered drunk and/or unconscious on College premises, that resident will be admitted to hospital, treated, and their parents/ guardians will be notified. This may result in ambulance or hospital charges payable by the resident. This is the College's legal responsibility under duty of care guidelines.

Residents who become intoxicated and vomit or cause damage and do not clean up after themselves, will be required to pay \$200 for cleaning.

#### 10.4.2 ALCOHOL USE IN COLLEGE

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

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

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

The College sponsors some events which serve alcohol and some which do not. At all events where alcohol is served, non-alcoholic beverages are also available. It is the obligation of the organiser of any function or event to be held on the College property to uphold this policy. All socialising in the College premises must conform to Guests, Noise, and Alcohol, Drugs and Illegal Substances policies. Impromptu events involving alcohol may not be held in College common areas without permission from the Conferences and Guest Relations Coordinator. Staff and RAs can ask residents to vacate a common space or room at any time.

During a function or event held in the College premises, appropriately trained bar attendants must be employed to ensure that alcohol must not be provided to anyone under the age of 18 years. Additionally, alcohol must not

be provided to anyone who is, or appears to be intoxicated. If a person becomes aggressive or abusive, College disciplinary procedures should apply.

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

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

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

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

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

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

## 11. COMPLAINTS

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

### 11.1 STAGES OF THE COMPLAINTS PROCEDURES

#### **Stage 1: Lodging a complaint**

Complaints can be lodged via the online form or verbally by contacting the Head of College, Dean of the Residential College or another senior member of staff. Less serious complaints may be easily resolved by a senior member of staff without proceeding further with the complaint.

#### **Stage 2: Response and Advice**

The aim of Stage 2 – Response and Advice is to first respond to the complainant within 2 business days (earlier where possible) acknowledging receipt of the complaint and provide contact details of the appropriate senior member of staff who will be dealing with the complaint. The senior member of staff will attempt to clarify the problem as perceived by the complainant, to advise the complainant of the options available to them (including options for directing the complaint to an external agency for serious accusations) and to ensure the complainant is provided with support and advice to decide whether they wish to proceed with the complaint and how to do so.

Where the complaint relates to another party within the College, the respondent has a right of response and the right to a fair and impartial investigation in a timely manner. All parties will be treated with respect by all parties and offered support. All parties will be expected to treat information regarding the complaint as confidential at all times.

#### **Stage 3: Investigation and Determination**

If the complaint is not satisfactorily resolved by Stage 2, and the complainant wishes to proceed, the senior member of staff will forward the complaint to the CEO, Head of College, or nominee, for investigation and determination. If a matter requires an investigation that will take more than seven days, the complainant will be advised and offered support if appropriate. The CEO, Head of College or Nominee will advise the Curtin Director, Accommodation, Office of Corporate Services and other appropriate stakeholders depending on confidentiality of the complaint.

#### **Stage 4: Conciliation**

Where possible, conciliation is the preferred option in dealing with complaints that involved two or more parties. However, the complaint process can only proceed to Stage 4 – Conciliation if the complainant is willing to be identified to the respondent and to detail the complaint in writing. For conciliation to proceed, the respondent must be provided with the written complaint, the complaints procedures, and be provided with the opportunity to respond in writing. Resolution may be achieved after meetings with the respondent and the complainant individually or together. Potential mechanisms offered for resolution may include mediation or restorative justice if appropriate.

#### **Stage 5: Determination and Resolution**

Where the complaint is not able to be resolved at Stage 4 – Conciliation, the CEO, Head of College or Nominee may make a determination and advise the complainant in writing. A copy of the determination will be provided to the Curtin Director, Accommodation, Office of Corporate Services and other stakeholders where appropriate.

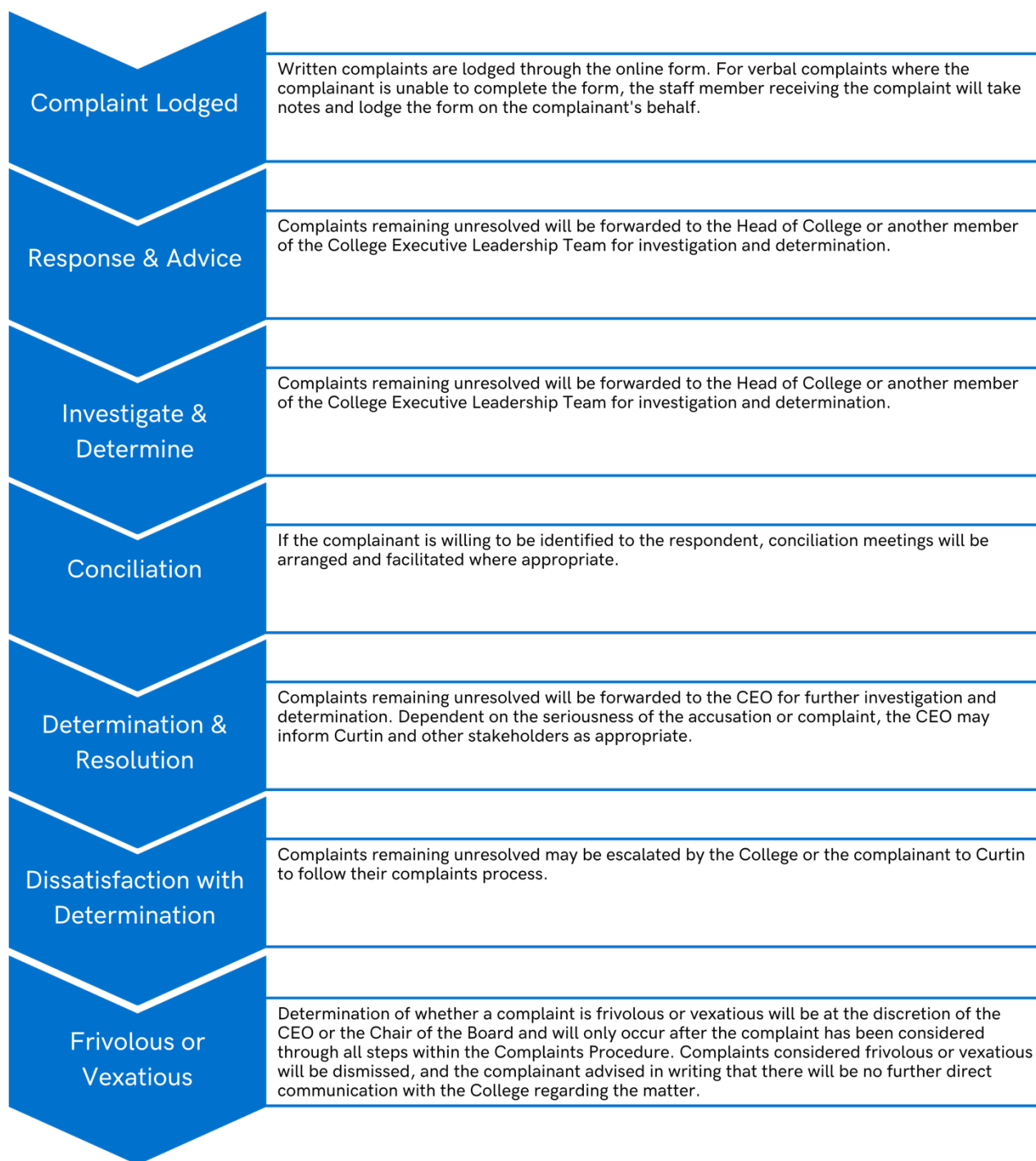
#### **Stage 6: Dissatisfaction with Determination**

Complainants who remain dissatisfied with a determination have further rights including seeking support from lodging a formal complaint with the CEO or Curtin Director, Accommodation, Office of Corporate Services or other appropriate authority.

#### **Frivolous or Vexatious Complaints**

While all complaints will be treated on their individual merits, frivolous or vexatious complaints can unnecessarily drain the College and management resources and have the potential to bring the College into unjustified disrepute. This may be regarded as an abuse of process and will be dealt with as such. Determination of whether a complaint is frivolous or vexatious will be at the sole discretion of the CEO or the Chair of the Board and will only occur after the complaint has been considered through all steps within the Complaints Procedure. Complaints considered frivolous or vexatious will be dismissed and the complainant advised in writing that there will be no further direct communication with the College regarding the matter.

## GENERAL COMPLAINTS



## 12. EQUAL OPPORTUNITY GUIDELINES

### 12.1 GENERAL GUIDELINES

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

- Ensure that there is no discrimination against any group of residents or staff in access to College facilities.
- Establish and maintain mechanisms within the College to deal with complaints concerning discrimination and sexual harassment.
- Educate the College community on the general goals and philosophy of equal opportunity together with the rationale for policies and practices which are adopted.

- Provide the College community with information about the College's condemnation of sexual harassment and discrimination, to provide advice and support for those who have been discriminated against or harassed, and training for Anti-Discrimination and Sexual Harassment Advisers.
- Ensure that all College policies, procedures and official documentation and publications accord with equal opportunity principles and are amended as necessary to accord with these principles.
- Eliminate sexist and other discriminatory language from all College publications and discourage the use of such language in published and unpublished material and in the speech of its staff and residents.

## 12.2 DISCRIMINATION COMPLAINT

The Discrimination Complaints procedures are based on the following principles:

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

## 12.3 COMPLAINT

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

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

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

## 12.4 COMPLAINANT, RESPONDENT

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

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

## 12.5 PERSONS TO HANDLE DISCRIMINATION COMPLAINTS

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

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

Where the complainant is a resident: For Stage 2, and possibly Stage 3, an anti-discrimination adviser and, where the adviser deems appropriate, the Head of College (or their nominee) normally conduct the complaints procedures. Where the complainant is a staff member: For Stage 2, and possibly Stage 3, an anti-discrimination adviser and, where the adviser deems appropriate, the staff member's immediately superior to the complainant, or another person who is responsible for the employment of the staff member, will normally conduct the complaints procedures.

If there is uncertainty about who will handle Stages 2 and 3 of the complaints procedures the Equal Opportunity Coordinator should be consulted.

## 12.6 GUIDELINES FOR THOSE WITH A DISCRIMINATION OR DISCRIMINATORY HARASSMENT COMPLAINT

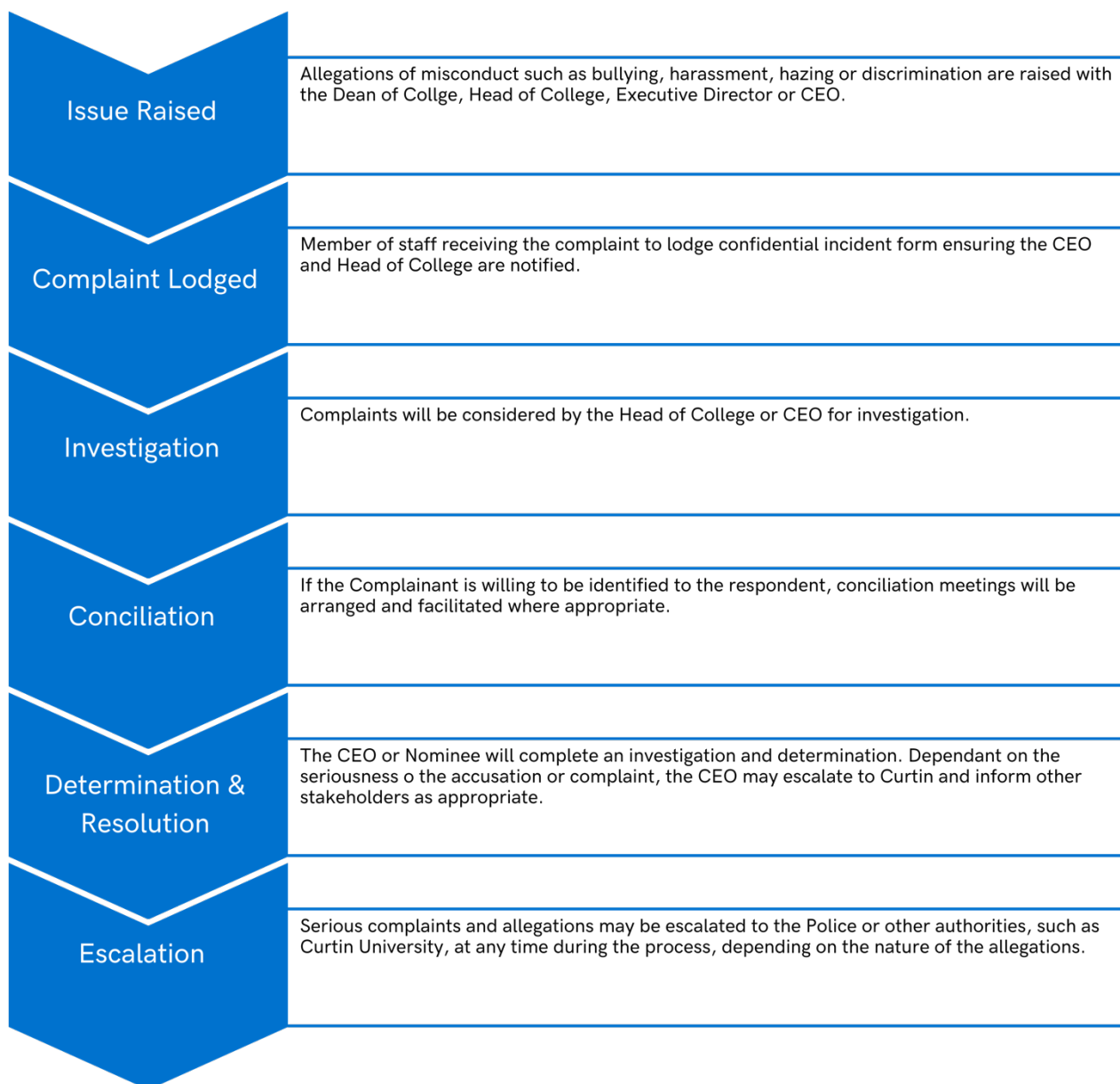
Staff or residents with a complaint of discrimination or discriminatory harassment must make an appointment for informal advice with an anti-discrimination adviser.

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

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

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

### MISCONDUCT COMPLAINTS









# ST CATHERINE'S COLLEGE

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

Have a great year!