



# Trinity Code of Conduct



friendship**learning**growth

# RESIDENT CODE OF CONDUCT

## 1 Purpose

Trinity is an educational community. The purpose of the College is to provide residents with an enjoyable living and learning experience within a safe, caring and respectful environment.

Every community has its implicit and explicit rules for acceptable social behaviour; without these shared expectations communities would not function viably. A residential college community is no exception. Respecting the values of the College and the rights and property of others, and of the College, should be a priority for all who have the privilege to live on campus.

The general expectation is that residents will exercise a high degree of self-regulation and accept responsibility for managing their own behaviour. Every resident is expected to be respectful and considerate of others at all times and to promote a sense of community within the College. The responsibility for maintaining such an environment rests with each one of us.

The purpose of this **Code of Conduct** is to ensure that everyone is aware of what is expected of residents and their guests, and to provide general guidelines within which residents should manage their life in College.

## 2 Resident Conduct

### 2.1 General Expectations

The general expectation is that residents will exercise a high degree of self-regulation. Every resident is expected to be respectful and considerate of others at all times and to promote a sense of community within the College. The responsibility for maintaining such an environment rests with each one of us.

As a residential college of the Uniting Church in Australia, our way of operating and the quality of our relationships with each other should reflect a high ethical and moral standard. As a community, we are also required to operate under State and Federal laws and under the by-laws of The University of Western Australia. The following overarching principle should guide our behaviour:

***We should show care and concern for each other and for the common good at all times. We should behave in such a way that no offence, inconvenience or disturbance is caused to other residents or to any person employed directly or indirectly by Trinity.***

All residents have rights and privileges and with them come responsibilities and obligations. Every resident has an obligation to demonstrate respectful, considerate behaviour when interacting with other residents, with staff members and with guests.

Conduct that is in breach of this code will be the subject of processes, consequences and sanctions that are consistent with the seriousness of the behaviour. The processes to be applied in determining if a breach of the Code has occurred, and what the consequences of any established breach will be, are matters reserved for the discretion of the College.

## 2.2 Resident Commitment

The College assumes that every resident will have carefully and thoroughly read the **Resident Handbook** and the current **Terms and Conditions of Residency**, and that they will meet the expectations and standards articulated in these documents. The College expects the commitment of every resident to:

- Conduct themselves responsibly at all times. They are expected to know and to adhere to this Code and to all College policies, guidelines and expectations.
- Show respect and consideration for others, regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute, so that all may live, study and work in harmony. All members of the Trinity community should expect to be treated courteously and fairly, and to be free from acts of violence, harassment, intimidation, or discrimination.
- Acknowledge that differences between people contribute to the richness of life.
- Respect the rights of all other members of College, while also acting in accordance with the laws of the wider Australian community.
- Comply with all the systems and procedures established by the College.

## 2.3 Desired Behaviours

The following guidelines provide an overview of the College's expectations for every resident. The Resident Handbook and the Terms and Conditions of Residency provide more detail on each of these.

**As a resident of Trinity you will:**

- Participate in the life of the College.
- Strive for excellence academically and access what the College offers in terms of support.
- Treat other residents, their property and personal space with consideration at all times.
- Not use, possess or distribute illicit drugs or misuse legal drugs.
- Not consume alcohol if under 18 years of age.
- Not consume alcohol to excess or be significantly affected by alcohol while on campus.
- Smoke only in the designated smoking area.
- Generally keep noise levels low and be especially quiet at night.
- Not compromise the safety or security of other residents or their property.
- Comply with Computer and Software Use Regulations of The University of Western Australia.
- Maintain a high standard of hygiene in your room and in the general environment by disposing of waste appropriately.
- Care for all residential property and observe safety and fire rules and regulations.
- Take responsibility for any damage you cause and take steps to correct it.
- Not allow any unauthorised person to make use of your accommodation or the catering services of the College.
- Accept that limited parking is available and only park on College grounds if a Permit has been allocated.
- Be responsible for your guests and visitors, including personally accepting responsibility should they breach this Code of Conduct.
- Respond appropriately to any reasonable requests and instructions from all members of staff, including Resident Advisors.
- Seek assistance if your rights are impacted upon and report problems that you feel unable to deal with.

# CODE OF CONDUCT: ISSUE RESOLUTION

## 1 General College Process

- If disturbed by the conduct of others, each resident has the right firstly to ask those concerned to stop the offending behaviour. If there is some hesitation about approaching them or a reasonable approach has been ignored, the resident should immediately contact their Resident Advisor, the Duty Officer, Security Officer or the Deputy Head.
- When an action or activity in breach of the guidelines is observed, a member of staff will communicate informally with the resident about the breach and will request that the resident cease such activity.
- If a staff member considers that the breach is not serious and the resident responds readily and positively, no further action is required.
- If a staff member considers the breach is significant or is a repeated breach, then they will refer the matter to the Deputy Head or, if after hours, it will be recorded in the 'Duty Officer Report'.
- If a staff member considers the breach is of sufficient severity then the Deputy Head may be contacted regardless of the hour.
- Where disciplinary action is considered necessary, the resident will be given an opportunity to discuss the matter in a meeting with the Deputy Head.
- The Deputy Head is authorised by the College to take appropriate disciplinary action. However, disciplinary action that may involve suspension or expulsion will be referred to the Head of College.
- When disciplinary action is taken against a resident, the resident's name will be treated in confidence and only those people directly involved in the disciplinary process will be informed.

Note that the above procedures in this document do not derogate from the normal disciplinary powers and responsibilities of relevant staff members, which may still be exercised as appropriate.

## 2 Resident Initiated Process

The following steps can be used when a person wishes to complain about a possible breach of the Code but will also be available to the College when it becomes aware of a possible breach of the Code and decides to investigate the matter itself.

### Conciliation

- Determine whether the behaviour is likely to be a breach of the Code. An individual may always seek advice from a member of the College staff, or an external advisor, to determine if the behaviour is likely to be a breach of the Code.
- Decide whether you wish to make a complaint. If you wish to make a complaint, you will be asked to put your complaint in writing. The complaint must identify the resident/s you allege have breached the Code and what you allege has been done. It should be as specific as possible. The complaint should be forwarded to the Deputy Head of College.
- All complaints will go through a conciliation process, unless the College decides otherwise. A conciliator will be appointed to meet with each party individually to discuss and try to reach agreement regarding the complaint, possible redress and future behaviour. If agreement cannot be reached, any party to the conciliation may ask for the allegations to be investigated. In this situation, the allegations will be referred to a Mediation Committee, unless the College decides otherwise.
- Alternatively, even if the complainant does not ask for the matters to be investigated, the College may itself decide to investigate the allegations.
- Conciliation is not a disciplinary process, and disciplinary outcomes will not necessarily result from this process. Breaches of an agreement reached via conciliation may result in additional action.
- Prior to a conciliation agreement being finalised, the College will inform the parties involved if there is likely to be an investigation of the allegations of a breach of the Code by the College, irrespective of the outcome of the conciliation, so that the parties may take that fact into account in their negotiations.

## **Mediation**

The Mediation Committee will consist of the Deputy Head of College, Club President, and two resident representatives (one nominated by the Trinity Residents' Club and one by the Deputy Head).

- Referral to the Mediation Committee will be made through the Deputy Head of College.
- When an issue is referred to the Mediation Committee, the Head will be informed.
- Those involved will present in unemotional language the essential facts to the Mediation Committee.
- The Mediation Committee may seek the advice or the presence of appropriately trained people. Those involved will be informed when such action is being considered by the Mediation Committee.
- The Committee will make a written recommendation to the Head of College.

## **3 Sanctions**

A resident may:

- Be subject to censure or reprimand and be given warning that harsher disciplinary action may or will be taken;
- Be required to make restitution or reparation;
- Be required to undertake community reparation work within Trinity of such a nature and for such a period as the Deputy Head or Head shall determine. Such community reparation must be completed within one week unless another timeframe has been agreed to in discussions with the Deputy Head or Head;
- Have imposed a fine or penalty commensurate with the nature of the offence. When a fine is imposed or more severe action is warranted, consideration will be given to previous fines, censures or warnings in determining the amount of the fine or the extent of the action. All fines will be contributed to Trinity's Bursary Fund. Offenders will pay fines or undertake community reparation in lieu within one week of being notified;
- Be suspended from Trinity for a stated period. If a resident has been suspended from College due to inappropriate behaviour, that resident will not be entitled to a refund of residential fees (accommodation or meals) while absent from College;
- Not be permitted to reside at Trinity after completion of the current semester;
- Be asked to leave Trinity, from a specified date, and possibly be denied further access to the College. If a resident is suspended or asked to leave Trinity, they may be required to vacate their room within 24 hours of the penalty being imposed.

Fines will not be imposed in addition to the suspension or removal of a resident from Trinity except when, in the case of damage to Trinity property or to the personal effects of other residents, compensation may be required.

## **4 Appeals**

- A resident may appeal to the person who has taken the action to retract or reconsider the action. The basis for the appeal may be on procedural or substantive grounds.
- If an initial appeal fails, an appeal may be made to the next most senior member of staff or to the Deputy Head.
- If an initial appeal is made to the Deputy Head and the resident is not appeased, a second appeal may be made to the Head in writing.
- The Trinity Residents' Club President may make an appeal on behalf of or in accord with a resident, provided that is the wish of the resident.
- Any appeal or record of appeal will be treated with the same confidentiality as records of disciplinary breaches or actions.

# COLLEGE POLICY: ALCOHOL AND OTHER DRUGS

Trinity does not approve of or condone the use of illegal drugs or the misuse of legal drugs. The College actively discourages drug dependency and drug abuse, and encourages residents and staff to have a responsible attitude towards the use of alcohol and drugs of any kind. Trinity, like The University of Western Australia, is committed to upholding the law of the State of Western Australia and Commonwealth of Australia relating to the use of both legal and illegal substances.

The College operates on the basic principle that residents are young adults. As young adults, residents are responsible for what they consume or use. Residents will decide if, what and how much alcohol and/or drugs they will consume. In making those decisions residents need to identify their own priorities and recognise that the use of alcohol and other drugs may affect a person's judgement and can be potentially harmful: resulting in permanent damage to health, to relationships and to reputation and career prospects.

The College has a strong pastoral interest in its residents and will be as supportive as circumstances allow, in what are often difficult and complex situations. The College will provide information on the safe use of legal drugs and on reducing personal harm to residents who choose to abuse legal drugs; it will not support this abuse.

## 1 ILLEGAL DRUGS

- The College does not condone illegal drug use, nor will it protect users from the law. Drug abuse is a personal decision. Treatment for abuse and the control of drug use are outside of the College's resources and competence.
- Use of illegal drugs may offend others in the College community. Those offended are entitled to make their complaints heard and such complaints will bring action from the College.
- Residents who use, possess or distribute illegal drugs can expect to have their residency terminated and to have the matter referred to the police for action. The penalties for possession, use and distribution can be severe.
- Trafficking or participating in trafficking in illegal drugs will result in the resident/s being required to leave College immediately. Expulsion will be based on reasonable evidence and the standard used will be less than that required for a criminal conviction.
- Where use of illegal drugs is observed or trafficking is suspected, the College may rely on police or other appropriate resources to resolve the various problems identified.
- Resident activities at Trinity are covered by relevant Commonwealth and State laws, the policies of The University and the College's own policies and procedures.

## 2 ALCOHOL

### 2.1 Introduction

- In Australia responsible alcohol consumption by adults is legally and culturally acceptable. Residents who are at College and over the age of 18 are legally entitled to purchase and consume alcohol. We understand that some residents expect to consume alcohol while they are in residence. It is the responsibility of residents to ensure that everything is done to minimise the harmful effects of alcohol and that this Policy is adhered to. The aim of this Policy is to encourage residents to make informed choices about the consumption of alcohol.
- Consumption of alcohol at Trinity must be seen in the wider context of a community recognition and concern about the harmful physical, behavioural and social effects of excessive alcohol consumption. The College holds the view that the excessive consumption of alcohol is not an acceptable rite of passage and that such behaviour can lead to the point of harming self and/or others and can be life threatening.
- The excessive use of alcohol does not diminish a resident's personal responsibility for observing community rules and expectations. Where there is alcohol misuse, staff will deal with it sensitively and raise resident awareness of support services. When a resident's alcohol consumption is consistently excessive or a resident demonstrates unacceptable behaviour resulting from the over-consumption of alcohol, the College reserves the right to apply appropriate sanctions.

- The College is a living and learning environment where every resident must be respectful and considerate of others.
- Resident activities at Trinity are covered by relevant Commonwealth and State laws, the policies of The University and the College's own policies and procedures.

This policy should be read in conjunction with the College's ***Resident Code of Conduct***.

## **2.2 General Principles**

Responsible consumption of alcohol is permitted in Trinity. 'Responsible consumption' means drinking in moderation within the limits prescribed in **2.3 Limits**. Subject to this requirement:

- Individual residents over the age of 18 are permitted to have and consume alcohol in their rooms.
- Individual and casual group drinking is permitted in some common areas. See **2.4 Venues and the Consumption of Alcohol**.

Residents who prefer not to drink will be supported in this decision.

Drinking must not interfere with the interests and welfare of others. Behaviour that causes harm to individuals, property or the reputation of the College or the University is unacceptable. This includes behaviour that interferes with the reasonable expectation of an environment conducive to study and to sleep, or that disregards the appropriate responsibilities and strategies for conducting events and functions.

## **2.3 Limits**

- Residents under the age of 18 must not consume alcohol. Residents must not provide alcohol to anyone under the age of 18.
- Residents will not drink with the aim of becoming intoxicated. Residents will not consume alcohol to excess or be significantly affected by alcohol while on campus.
- Residents must not provide alcohol to anyone who is intoxicated.
- Residents must not be subjected to any pressure to drink.
- Drinking games/competitions are not to occur at Trinity or at events associated with the College. Any materials or apparatus thought to be part of drinking games may be confiscated without notice and not returned. Any staff member may implement this action or make a report.
- In all areas (including residents' rooms) and at all times, unreasonable or anti-social behaviour (including excessive noise) that disturbs or interferes with others is inconsiderate and unacceptable and will not be tolerated.
- Large groups, the presence of significant numbers of non-residents and/or excessive quantities of alcohol are not permitted.

## **2.4 Venues and the Consumption of Alcohol**

- Residents over the age of 18 may drink in moderation in their rooms, in the wing common rooms and in the outdoor areas (after 7.00pm outdoors only in the Western Outdoor Dining area). Residents are expected to use their own judgement in recognising what would be a reasonable group size; a sensible guideline would be the number that can be comfortably accommodated in the room, or by the seating available in an outdoor area.
- Alcohol may be consumed in moderation in the Robinson Room, without permission from Resident Services. Alcohol may not be consumed in any of the other College common rooms or in the Trinity Room without prior permission.
- Residents are expected to leave areas clean and tidy, and to ensure that bottles and cans are taken to a recycling bin; this is not to be left to College staff.
- Apart from the rooms and areas noted above, alcohol is not to be consumed in any other College facility unless prior arrangements have been made with the Deputy Head of College.
- Residents wishing to organise a function or event using College facilities must get the permission of the Deputy Head of College (see 'Social Events' in the Resident Handbook).

## **2.5 Visitors to the College**

- Visitors, including ex-residents, to Trinity are subject to this Policy.
- Residents are responsible for ensuring that their visitors and guests comply with this Policy.

## COLLEGE POLICY: NOISE

One of the major challenges of living together in harmony is that of being able to live in College without being affected by undue loud noise. The College is a social place and clearly there will be a level of noise. It is the responsibility of all residents to balance these aspects and in doing so ensure that an environment conducive to study, sleep and sensible social interaction is maintained.

The general expectation is that residents will exercise a high degree of self-regulation and accept responsibility for managing their own behaviour in accordance with the College's ***Resident Code of Conduct***.

### **EXPECTATIONS**

All residents need to be aware of the noise they and their guests are making regardless of the hour of the day and ensure that they are not unreasonably disturbing their fellow residents.

Residents should be particularly mindful of the noise generated from normal activity in a room such as listening to music, watching TV, holding small gatherings, sport or other activities in quads or common areas, and particularly returning late at night to the College.

Residents are expected to use their judgement with regard to the acceptable number of people in a social gathering; although a sensible guideline would be 6 -8 people in a resident's room. Outdoors, the amount of seating available should give a reasonable guide to the size of the gathering.

If you are unsure what constitutes unreasonable noise you are encouraged to discuss this with your Wing Resident Advisor. At all times, what constitutes an acceptable level of noise at any time is at the discretion of the staff of the College, including the Resident Advisors and the Security Officer.

### **SPECIFIC NOISE RESTRICTIONS**

Residents can generally expect the College to be reasonably quiet environment at all times. Excessive noise at any hour of the day or night is unacceptable. The minimum quiet hours are **10.30pm to 9.00am** from Sunday night to Friday morning and **10.30pm to 10.00am** from Friday evening until Sunday morning. This does not imply that excessive noise is acceptable at other times. All other times are courtesy hours and require moderation of noise levels.

Variation to quiet hours for examination periods and study breaks will be advertised.

Residents who have completed examinations are able to remain in College but only on the proviso that they do not create any issues for other residents.

### **RESPONSIBILITY FOR ADDRESSING NOISE**

If you are being disturbed by noise you should speak with the person/s making the noise, discuss the effect it is having on you and request that they lower the level of noise.

If you are uncomfortable approaching the person/s generating the noise or they are unresponsive to your request, you should contact your Wing Resident Advisor, the Duty Officer or the Security Officer. Residents are expected to comply with any request relating to loud noise. If a request to lower noise is not appropriately acted upon then those making the noise may be subject to sanctions.



## COLLEGE POLICY: VISITORS AND GUESTS

All members of College have the right to feel that they are living in a secure environment with facilities maintained for their use. No resident should be intimidated by the presence of non-residents, nor should they be inconvenienced by having to share facilities with non-residents.

Visitors and guests must not eat in the Dining Room unless a Meal Voucher has been purchased from Reception prior to the meal. Please note that kitchen staff will not accept cash nor record meals to be placed on account.

Providing on-going accommodation or unpaid meals to visitors is a serious breach of a Resident's Contract and will be treated accordingly.

### VISITORS

Whilst residents are welcome to invite friends into the College, it is for the benefit of all residents that visitors are accompanied by the resident at all times. **Residents are expected to take responsibility for their visitors at all times while they are on College grounds.** Residents must not give their keys to visitors under any circumstances.

If you have arranged to meet friends, then please do so at the Stirling Highway entrance, the Hampden Road entrance or some other public area. If someone is unknown to you, even if they claim to be a friend of a resident, then you should not provide them access to a building.

**Inviting large numbers of non-residents to Trinity 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.**

Residents will always be responsible for the actions of their guests. A staff member may require that non-residents leave the College Grounds if they are not accompanied by a College resident.

### OVERNIGHT GUESTS

When you take up residency at Trinity, your contract is for a **single room for you**. You are not at liberty to 'share' your accommodation. Having a guest stay overnight should be the exception rather than the rule. Residents are permitted to have guests accommodated in their rooms for a **maximum of 2 consecutive nights**. The College does not charge for guests. In special circumstances, the Head of College may give permission to the resident for a guest to stay extra nights.

**Residents must not give their keys to their guests under any circumstances.** Guests are not permitted to enter a resident's room unless the resident is present.

There is a maximum of one guest per room.

Your Wing Resident Advisor must be informed for security, fire and emergency purposes. Please see your Resident Advisor during the day to register your guest and obtain a mattress. Where it is a last-minute decision for a guest to stay over, please advise the Duty officer and also complete a guest slip and place it under the Resident Advisor's door. This becomes important in any emergency situation as it alerts us to the fact that other people are present in the building.

**Residents should not have guests during study and examination periods.**

**Parents and other older adults should not stay overnight in a resident's room.** It is not appropriate for these adults to be sharing facilities with residents. Parents can book the College's Wesley rooms if they wish to stay on campus.

Clearly a resident's guest should have minimal impact on other residents. Residents with concerns about overnight guests should speak with their Resident Advisor in the first instance. **While there is no charge for overnight guests, residents who choose not to comply with the College's reasonable expectations will incur a charge equivalent to the current standard casual guest rate.**

Any meals that your guest has in our Dining Room must be paid for at Reception prior to the meal – a voucher will be issued. Meal charges will not be placed on residents' accounts.



# TRINITY

## CAMPUS MAP

- EMERGENCY ASSEMBLY POINT
- BUS STOP
- RESIDENT ACCOMMODATION
- ADMIN & RESIDENT SERVICES
- CONFERENCE FACILITIES
- GUEST ACCOMMODATION
- DESIGNATED SMOKING AREA
- AFTER-HOURS PHONE



STIRLING HIGHWAY



TRANSPERTH PUBLIC BUS STOP



TRANSPERTH PUBLIC BUS STOP

**TRINITY**

230 HAMPDEN ROAD CRAWLEY WA 6009

**T:** (08) 9423 9423

**F:** (08) 9423 9422

**E:** [admin@trinity.uwa.edu.au](mailto:admin@trinity.uwa.edu.au)

**W:** [www.trinity.uwa.edu.au](http://www.trinity.uwa.edu.au)

We're on Facebook ... Come join us!  
[www.facebook.com/TrinityUWA](http://www.facebook.com/TrinityUWA)

