Trinity Handbook
This Handbook is designed to be your reference guide to the life of the College. It contains valuable information about the facilities and services available to residents, guidance for living together in harmony and reminders about your responsibilities while living at Trinity.

It is expected that each resident will have read the Handbook and fully understand the information contained therein. Failure to be conversant with the contents of this Handbook will not be an excuse for behaviour or actions that do not meet our community expectations.
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MISSION STATEMENT
Trinity is a university residential community that aims to enable residents to advance their learning, enhance their personal growth and develop their potential within a Christian context and in a spirit of friendship.

MOTTO
Friendship • Learning • Growth
CORE VALUES

Community: Living and working in an atmosphere of mutual respect, support and care.

Diversity: Promoting diversity as a source of strength and encouraging an environment where all are treated equally and fairly.

Service: Contributing to the well-being of others through active involvement and leadership both within and beyond the College.

Excellence: Aspiring to be the best we can be in all we do.

WELCOME

When you enter Trinity you are not simply coming to a place to eat and sleep. Trinity prides itself on being a vibrant and engaging community, a community in which residents enthusiastically embrace the many activities and events that typify college life. Our College is a large and diverse community; characterised by a wide range of views, perspectives, beliefs and interests. Living in a collegiate environment has many significant benefits but one of the constraints on life together is that you must be mindful of others, and act in the best the interests of the community. It is expected that, as a young adult, you will manage your own life with common sense and with a consideration for others. Building and maintaining a sense of community is a challenge, and the degree to which we are successful depends greatly on the respect, care and concern we show for each other.

The years spent at university are very special ones, and the opportunities provided by Trinity can only enrich your university experience. The focus of all Trinity staff is to create an environment that is friendly, supportive and harmonious, and that will contribute to the all-round development of each resident. But, with the best will and effort in the world, there is a limit to what we can do to create a positive and lively College community; so much more depends on the involvement of residents. I believe that you are fortunate to be able to enjoy the lifestyle Trinity provides and I urge you to be an active contributor to the College. The challenge for you is to embrace our College motto - Friendship Learning Growth - and to make the most of the opportunities that university and college offer. The way you handle this challenge will not only shape the College over the next few years, but will shape the identity you carry forward into your life and work as a university graduate.

I wish you an enjoyable, fulfilling and successful 2014.

Mike Shearer
Head of College

THE A TO Z OF LIVING AT TRINITY

ABSENCES FROM TRINITY
You do not require permission to be away from Trinity overnight or on weekends but residents should complete a sign out slip and place it under their Resident Advisor’s door. These slips are referred to in case of emergency. The College does need to know if residents are away in case of an emergency on-campus, so that rooms are not being searched for residents that are not at College. For this reason, correct use of the sign-out slips is extremely important.

Rebates for Authorised Absences
For teaching practice, field trips, hospital placements or other authorised activities, there is a full rebate on the catering component of College fees. To receive the rebate the Resident Services Office must be advised in writing of the date of departure, the return date and the reason, at least 1 week prior to the date of departure. A letter from the appropriate Department Head or Lecturer must accompany your ‘Food Rebate Form’. Rebates are not available at the end of the semester/year.

**ACACIA RESIDENCE**

Acacia is the residence of the Deputy Head of College.

**ACADEMIC**

**Academic Progress/Course Changes**

As part of your ‘Trinity Residency Contract’, you have authorised your tertiary institution to make available to authorised Trinity staff all information relating to your academic progress and status, including examination results.

You must keep the Deputy Head of College informed of any problems or changes in enrolment, and you must maintain satisfactory academic progress if you wish to continue in residence. If you are contemplating a course change, you must consult the Deputy Head of College at an early stage. Changes may affect the retention of scholarships, financial assistance and residency status, and must be discussed.

**The Academic Program**

Trinity has developed an Academic Program for the benefit of its residents. The program is covered by College fees and residents, particularly those in their first year of university, are expected to take advantage of the support offered. The Deputy Head of College and the Senior Resident Advisor work together to coordinate the Academic Program. In most cases the SRA is the first point of contact for all residents requesting academic assistance. Further information regarding the Academic Program will be provided during Orientation.

The program consists of the following aspects:

- **Transition**– to assist those new to the university environment.
- **Generic Skills** – focus on particular skills which are applicable regardless of the particular course being studied.
- **Study groups** – encouraging residents studying the same courses to form informal support groups.
- **Unit Specific** - organised tutorials in particular units.
- **Master Classes** - pre-examination sessions specifically designed to enhance performance in the final assessments of the semester.

Please contact the SRA or the Deputy Head of College for details relating to the Academic Program.

**Scholarships and Awards**

A number of Scholarships and Awards are available for new and returning residents. Further information and application forms are available from Resident Services.
University Academic Support Services
The StudySmarter team at the University of Western Australia offer a range of expert services, seminars and workshops throughout the year for all residents. These services will help you to improve your study and assignment skills. Information about these seminars and workshops will be promoted in College when possible and you can visit their website on http://www.studentservices.uwa.edu.au/information_for/students/learning for more detail.

ACCOUNTS
Please refer all matters relating to accounts to the Finance Officer in Main Administration.

AFTER HOURS ASSISTANCE
During the academic year, Resident Advisors and the College’s Security Officer provide after-hours administrative support for the College. Each weekday night and all weekend, a Duty Officer is rostered on for after-hours emergencies and lockouts. They carry the duty phone (9423 9427 or 427) and master keys. The Senior Resident Advisor, Dean of Students, Security Officer, Deputy Head and Head of College live on campus and can be contacted in the case of an emergency. Their extension numbers, and any other relevant numbers, are on the Telephone Contact Sheet provided to all residents and also available on the Current Resident’s section of the College website.

ALCOHOL See College Policy: Alcohol and Other Drugs

BALCONIES
Residents should not use balconies for large gatherings and should be conscious of noise travelling readily from these areas. There should be no gatherings on balconies after 10.30pm. Smoking and throwing of water or any other material from balconies is unacceptable. Please ensure your balcony is always left in a tidy state. Only outdoor furniture provided by the College may be used on the balconies. Do not use your balcony door as an entry point into your room. Please keep your balcony door and windows locked when absent from your room.

BANKSIA RESIDENCE
Banksia is the residence of the Head of College.

BATHROOMS
Shared bathrooms should not be treated as private domains. Please be respectful of others with whom you will share the facilities and also of the cleaners who will need to have easy access every day. As a general rule, towels and toiletries should be stored in your room.

BICYCLES
You may keep your bicycle at Trinity; however it must be kept in one of the bike rack facilities or in the bike shed located between South Wing and Cook Wing. Due to Health and Safety regulations, especially in the event of a fire, bikes must not be kept in stairwells, corridors or in rooms. Staff will remove bikes if they appear in such areas.

Bikes must not be ridden around College. To avoid accidents, please walk your bike through College. Bikes are not covered by College insurance. Responsibility for loss or damage rests with the owner. Please consult a local bike shop or the police for information about the most secure bike lock to purchase. Usually D-locks are the best. If a bicycle is stolen, please inform Resident Services, University Security and the local police.

BUSES
See www.transperth.wa.gov.au for bus, ferry and train schedules. It also has an online journey planner. The following is a rough guide of bus numbers and routes adjacent to the College.

Nos 102 - 107 – Wellington Street Bus Station, Esplanade Bus port, Stirling Highway, UWA, Cottesloe and return.

No 103 – Queen’s Gardens, St George’s Terrace, King’s Park Road, Thomas Street, Hospital Avenue, Hampden Road, UWA, Fremantle and return.
**No 97 BUS SHUTTLE** - Subiaco Train Station to the Campus - Return

Route: Bus stand, Subiaco Train Station - Rokeby Road, Nicholson Road, Derby Road, Hospital Avenue, Monash Avenue, Hampden Road, Broadway, Clark Street, Fairway, Hampden Road and returns via the same route to Subiaco Train Station. If you want to avoid the City, catch the train to Subiaco and take the Shuttle to campus.

**Nos 98 & 99** – The circle route circles the city and goes to all the universities. 98 runs from Fremantle to Curtin to Edith Cowan to UWA and 99 runs the other way.

**CAMBRIDGE ROOM**

The Cambridge Room is adjacent to the O’Connell Room in Resident Services. This room is a multi-purpose room used for meetings, seminars and presentations. It can be booked by residents through Resident Services.

**CANTEEN (STUMPS)**

A canteen called “Stumps” is operated in the Jean Randall Common Room as part of the Residents’ Club. ‘Stumps’ is run by residents for residents. Your suggestions on what should be stocked are welcome. A portion of the profits from the canteen are donated to UNACAS each year. In general the canteen sells cheap food, snacks and drinks. Opening times will be advertised.

**CAR AND MOTOR CYCLE PARKING**

Parking is limited. Residents must park only in the marked bays. The allocation of parking spaces is at the discretion of the Head and Deputy Head of College. Preference is given to returning residents and to those who have a genuine reason for needing a car. Please do not apply for parking if your car use is only occasional. Those who are not allocated a Trinity permit will have to make alternative arrangements for parking.

If you are allocated a parking space, you will be issued with a non-transferable numbered sticker that must be fixed to the windscreens of your own car in the bottom left-hand corner. It is not permissible to obtain a sticker for someone else’s car. If you leave College before the end of the year, you must return your parking permit to Resident Services.

The Hampden Road car park is for guests, staff and conference delegates only. The Stirling Highway car park is for residents’ visitors and kitchen staff. A temporary Parking Voucher must be obtained from Reception. Fines will be imposed if no voucher is displayed.

The majority of parking bays located in the Resident Car Park are for residents only. A number of bays are reserved for maintenance and grounds staff and delivery/contractor vehicles. All vehicles must enter from Park Road using the car park entrance and following the directional signs. Drive slowly and carefully through the car park. Do not drive or park on the lawns or gardens, except in medical emergencies. Fines are levied for breaches of these guidelines and residents risk losing their parking privileges. If you are unclear about any of these rules, please see Resident Services.

There is a limited number of motorbike parking bays; if you own a motorbike or scooter then these vehicles must be parked in these allocated bays.

**CHRISTIAN FELLOWSHIP**

External to Trinity, the Uniting Church Youth Council offers a variety of activities and camps for young people. Further information can be obtained from Resident Services. The Nedlands Uniting Church Parish is also a source of Christian fellowship for our community. The Reverend Steve Francis can be contacted on 9386 1770. Reverend Ian Robinson is the Uniting Church Chaplain at UWA and is happy for Trinity residents to make time to chat with him over any pastoral concerns (6488 4762).

**CLEANING**

Your room will be cleaned regularly. Your room must be left in a state that enables cleaning staff and maintenance staff to gain access for routine cleaning and maintenance. Please clean up any obvious mess and all spillages, immediately. After hours, contact the Duty Officer for cleaning materials.

Staff will notify Resident Services of residents who are not complying with basic cleaning/hygiene standards or who have damaged items and furniture in their rooms. Sanctions will be imposed for residents who fail to maintain a clean room during the year. Please notify Resident Services of any cleaning or maintenance problems in your room.
CODE OF CONDUCT

The Resident Code of Conduct gives a broad overview of the manner in which residents are expected to conduct themselves as members of our community. Some major areas are expanded upon in specific policy documents and it is the responsibility of each resident to be familiar with the Code of Conduct and the associated documents.

COLLEGE DINNERS

College Dinners provide an excellent opportunity for residents of Trinity to socialise as a whole community. All residents are expected to attend. Pre-dinner drinks are usually served in the Jean Randall Common Room at 6.00pm with the meal commencing at 6.30pm. Unless otherwise indicated, residents may not bring guests or their own alcohol to College Dinners. Please note that late meals will not be available on these evenings and the dinners will finish at approximately 8.30pm. At the end of dinner, residents are asked to move off campus quickly if they intend going out so as to minimise disturbance to other residents and to our close neighbours.

College Dinners –Etiquette

While attending a College dinner, we ask residents to adhere to these expectations:

- Please be quiet while people are speaking or presenting.
- It is preferable that you don’t consume alcohol prior to arriving at the dinner venue.
- Do not bring your own alcohol into the pre-dinner or dinner venues.
- Drink in moderation.
- People who are intoxicated will be asked to leave the dinner and further sanctions will apply.
- Never remove leftover drinks from other tables.
- Please dress appropriately. Some dinners are themed (e.g. fancy dress) and we urge residents to dress-up but please be respectful of other residents; their faith, culture and beliefs. In general semi-formal to formal attire is expected.
- Wait until your table is invited to the buffet by the staff before moving.
- Do not remove food or drink from the Dining Room.

COLLEGE PROPERTY

Buildings, equipment and impressive grounds result from many years of planning, financial input, bequests and hard work. Please report damage or loss promptly by completing the Maintenance Register (located in Resident Services). Reported damage is treated as accidental unless there is evidence to the contrary, in which case those responsible will be required to contribute to the cost of repairs.

COMMON AREAS

Common rooms, TV rooms and the various outdoor areas are provided for the use of all residents and no resident should feel intimidated when going into these areas. These areas are not to be used for large gatherings, unless previously organised through the Deputy Head (see ‘Social Events’) and all the required procedures have been followed. Socialising within these areas is generally acceptable, providing it is not a large group and there is no excessive noise or anti-social behaviour. Non-resident visitors should be accompanied by a resident at all times while they are on College grounds or in these areas.

COMMON ROOMS

General Common Rooms

The major Common Rooms at Trinity are the Rogerson Centre, the Jean Randall Common Room and the O’Connell Room.

The Rogerson Centre is a recreational and relaxation area for residents and their guests. There are snack/drink machines, two table tennis tables, air hockey, foosball, badminton, Foxtel, and two pool tables. The Rogerson Kitchen is accessible via this common room. Residents have 24-hour access to the Rogerson Centre via their fob.

The Jean Randall Common Room (JRCR) is located next to the Dining Room. The mezzanine floor has a large TV and Foxtel. It also has a full-size billiard table. Please take care with food and drink near the billiard table. Footballs, basketballs, etc are not to be brought into the Common Room. Newspapers are provided daily. Stumps, the College canteen, is often open at 9.00pm. Residents have 24-hour access to the JRCR via their fob.
The O'Connell Room is located in Resident Services. Newspapers are provided daily. Tea and coffee are available also. Residents’ mail is also available in the O'Connell Room. This room is open from 8.30am to 7.00pm during week-days.

These Common Rooms are alcohol-free areas.

Television Rooms

The Robinson Room is located above the Dining Room Foyer. You will find comfortable seating, a big screen TV, Foxtel and DVD located here. The room will be closed at 11.00pm each evening. After-hours access can be booked prior to use at Resident Services. No access will be provided without a prior booking.

The Robinson Room is an area in which Residents may drink in moderation. Large quantities of alcohol should not be taken into this room. No casks, cartons, eskees etc. The Robinson Room is for use by residents only.

The Trinity Room is located above the Dining Room Foyer. You will find comfortable seating, a big screen TV, Foxtel and DVD located here. The room will be closed at 11.00pm each evening. After-hours access can be booked prior to use at Resident Services. No access will be provided without a prior booking.

Small quantities of alcohol may be taken in by a resident for consumption during the game/program they are watching. The Trinity Room is for residents only.

COMMUNICATION

Communication within the College is achieved through a number of different modes. A newsletter from the Head of College and Deputy Head of College, called the "Coracle", is published at times when important information needs to be conveyed in a more formal format. In the Dining Room there is a data projector which is used for day-to-day messages. Wing Resident Advisors regularly publish a newsletter that gives you information about College activities and Wing events, as well as social and sporting events. The Residents Club Committee also produces a newsletter which is generally published weekly.

COMMUNITY AND SERVICE

There is substantial interest in community building, community service and environmental issues among the staff and residents of Trinity. As an agency of the Uniting Church, we are conscious of our responsibility to contribute in a positive manner to the welfare of others and to the health of the environment. Activities that have occurred in the past include: tree planting, Pancake Day for UnitingCare, World's Greatest Shave, Clean Up Australia Day, Easter Egg Drive, Earth Hour, Ronald McDonald House, Loud Shirt Day, Australia's Biggest Morning Tea, Trinity Sunday Service, 40 Hour Famine, Daffodil Day, City to Surf, Give a Damn Give a Can, Ramadan Supper, Walk/Run Against Poverty and Telethon. These activities vary from year to year but this list gives an indication of the depth of involvement in this important area of College life.

Two key community outreaches for Trinity are

- **Take Time**: a UnitingCare West organisation that provides respite for the carers of clients with congenital or acquired brain injuries.
- **Unaccompanied Childrens’ Association (UNACAS)**: an orphanage about 1 hour’s drive out of Phnom Penh in Cambodia. In 2012, Trinity assisted a young girl from the orphanage to come to Australia for eye surgery that transformed her life. Trinity is committed to ongoing support of the orphanage and the children it nurtures.

CONFERENCE CENTRE

Trinity has a number of conference rooms which are used regularly for seminars and training. These conference rooms are located on the first floor of the Administration Building. The main rooms are the Harvard Room, the Fellows Room and the Epworth Room together with a number of smaller breakout rooms.

CONTINGENCY FEE

The Contingency Fee is a bond held by the College that is payable upon entry to Trinity as a resident. The Contingency Fee is refundable at the conclusion of residency conditional upon the resident’s conduct, account status, state of cleanliness of the room upon departure, and the condition of the College property within the room.
**COOKING**

Trinity is a fully catered college and accepts no liability for food prepared by residents for their own consumption. **There is no provision for residents to cook in their rooms. Such cooking would constitute a safety and health risk.** If residents do not follow these guidelines and set off the fire detection system, they may be billed for the cost of the fire brigade attending.

All residents have access to the Rogerson Kitchen.

Each wing has at least one small kitchenette available for resident use. These are not equipped to cook a full meal, but contain electrical appliances (e.g. microwave and kettle) to reheat late meals; make a cup of coffee etc.

**CORACLE**

*The Coracle* is a newsletter produced on occasions to provide information from the Head or Deputy Head of College with respect to major events or significant developments.

**COUNSELLING**

Resident Services staff are not trained counsellors; however they can provide assistance and advice for most problems. Please do not hesitate to come and see them. For after-hours assistance, please see the Senior Resident Advisor, Deputy Head or Head of College – contact details are listed on each resident’s Telephone List.

**COURTS - SPORT**

The **basketball half-court**, located between the Dining Room and Hull Wing, may be used from **9.00am to 7.00pm**. Some simple rules of use: do not hold/hang from the basketball ring; non-residents/guests must be accompanied by Trinity residents; non-marking shoes only; Inter-wing and inter-college sport activities take precedence over all other casual usage; please keep noise to a minimum.

The **multipurpose sports court** is located to the west of the main car park – next to the Rogerson Centre. Some simple rules of use: only a one-hour booking per person/group per day unless the court is free; no consecutive time slot bookings by a person/group unless the court is free; no soccer unless an indoor soccer ball is used; non marking shoes only; non-residents/guests must be accompanied by Trinity residents; please place the tennis net or volleyball net in the tin trunk when you are finished playing; basketball players should use the half court if that is all they need; Inter-wing and inter-college sport activities take precedence over all bookings. For night time use, please do not turn off the lights if there is a booking following your time slot; normal hours of operation are **9.00am to 10.30pm**.

**During each semester’s study and examination weeks the courts are to be used between midday and 7.00pm only.**

**CREST (Logo)**

Permission must be obtained from the Head of College to use the College Crest.

**DINING ROOM**

The Dining Room usually opens in mid-February and closes late November.

**Official meal times**

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<tr>
<td>Breakfast</td>
<td>6.00am - 9.00am</td>
<td>6.30am - 9.30am</td>
<td>Brunch</td>
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<td>Lunch</td>
<td>12.15pm - 1.30pm</td>
<td>12.30pm - 1.30pm</td>
<td>6.30am - 2.00pm</td>
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<tr>
<td>Dinner</td>
<td>5.00pm - 7.00pm</td>
<td>5.30pm - 7.00pm</td>
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Dining Room Guidelines (Etiquette)

Residents should have their keys and lanyards as identification when in the Dining Room.

We ask residents to adhere to the following Trinity and Health Department guidelines while eating in the designated dining areas.

- No alcohol is to be consumed in the designated Dining Areas. (Unless the Head or Deputy Head has given approval: such as for College dinners)
- At no stage should anyone attend a meal in an intoxicated state.
- Footwear must be worn at all times. However, football boots and the like are not to be worn in the Dining Room.
- No pyjamas and for males: no singlets, tank tops or sleeveless shirts for health reasons.
- Hats (baseball caps, beanies, etc) and bandanas must be removed while inside the Dining Room. Headbands and religious attire are acceptable.
- Meals, glasses, crockery and cutlery are not to be removed from the Dining Room precinct (a $30 fine applies).
- Return all items (glasses, jugs, plates, bowls, cutlery, mugs, etc) to the bench near the servery.
- As the Dining Room is a social gathering point, iPods etc should not be used.
- If you receive a call on your mobile phone, please step outside to have the conversation.
- Access to the Dining Room is during the official meal times only.
- The Dining Room must be vacated within 15 minutes after the end of meal times.
- Unless you have the approval of the Catering Manager, the main kitchen is out of bounds.
- During holiday periods, meal times and mode of service may be varied (this will be well-publicised).

Kitchen Staff and Resident Support Staff have been directed to ensure that these guidelines are met. Please respond to their reasonable requests. If you would like to discuss anything mentioned above, please do not hesitate to contact Resident Services.

Designated Dining Areas include the Dining Room and the outdoor seating areas adjacent to the Dining Room.

Meals - Late / Early / Cut lunches / Missed meals

Arrangements must be made through the kitchen. Late or early dinners must be ordered no later than breakfast on the day that they are required. The College bases its catering costs and plans on residents having three meals per day. There is no provision for residents to receive any monetary or in kind re-imbursement should they miss meals.

Meals – Special Dietary

Residents requiring assistance with meals, either for medical or religious reasons, should in the first instance speak to the Dean of Students, who will then liaise with Trinity’s Catering Manager.

DRUGS See College Policy: Alcohol & Other Drugs

DUTY OFFICE

This is located at the northern end of the Wesley Building. It acts as the after-hours reception point for guests and is the office for the College’s Security Officer.

DUTY OFFICER

Each night, each weekend and on public holidays when the office is closed, a Duty Officer is rostered on duty and is your first point of contact. The Duty Officer has a master key and a mobile telephone. If you are unable to reach the Duty Officer (*9003 or 427), please try contacting another Resident Advisor or the Senior Resident Advisor: See back page for After-Hours Numbers.

EMERGENCY CONTACTS

Please refer to the telephone numbers at the back of this Handbook. Also you should check with your carrier to see if there are special numbers to be used to contact emergency services on your mobile phone.
EXAMINATION PERIODS

Examination timetables can vary considerably from resident to resident. Although there is no requirement currently for a resident to depart the College immediately after her/his exams, there is a very clear expectation that celebrations occur off campus and that every consideration is extended to other residents who may still have examinations to complete.

Clearly every resident has the right to conditions that will maximise their academic performance. The College will not hesitate to ask residents to leave immediately if they are unable to meet these expectations. Further, they will be placing the return of their Contingency Fee at risk if they show a lack of consideration for other residents. Please also refer to the College Noise Policy.

FAX

You may send or receive a fax from Reception (9423 9422).

FIRE DETECTION SYSTEM AND FIRE EQUIPMENT

The College’s Fire Detection System is linked directly to the Fire Brigade. Smoke detectors are fitted in all rooms and are very sensitive to smoke, burning incense, steam, dust, aerosol spray, and the like. Fire Services personnel must attend to investigate even if the activated alarm does not indicate a ‘real emergency’. Should Trinity be billed for such a call-out, those responsible will be required to meet the cost. Only the designated smoking area is to be used.

Interfering with the Fire Detection System or any firefighting equipment is viewed as an extremely serious offence. Residents who tamper with the system risk suspension or termination of their contract.

FIRST AID

First Aid kits are located in the Duty Office, the Resident Advisor Office, and Main Administration and in the main kitchen. The Club has portable units that can be taken to sporting events. Members of staff have some First Aid training. In an emergency contact the Duty Officer, SRA, Security Officer, Deputy Head or Head of College.

In the event of a serious accident or if in doubt, call an ambulance without delay, on the emergency number (internal phone 0-000) and indicate where the ambulance will be met - usually the Stirling Highway (front) car park or the Hampden Road front entry, depending where the patient happens to be. Please check with your carrier to see if there are special numbers to be used to contact emergency services on your mobile phone.

FLATS, THE LODGE and MACDONALD COURT

Residents residing in these areas must abide by the same regulations and expectations as all other College residents. Parties or large gatherings are not permitted.

GYMNASIUM (Columba Room)

Facilities in the gym are primarily for aerobic and light weight training. The room is air-conditioned and includes a flat screen TV and sound system. The gym is unsupervised. Residents use the facilities at their own risk. Facilities are for the use of Trinity Residents only. Hours of operation: 6am to 11.00pm daily.

HARASSMENT

Harassment refers to any offensive, belittling or threatening behaviour directed at an individual or group which takes place in circumstances in which any reasonable person, having regard to the circumstances, would have been offended, humiliated or intimidated. As a residential college of the Uniting Church in Australia affiliated with The University of WA, Trinity is committed to the ideals enshrined in the UWA Policies related to Equity and Diversity.

Harassment is behaviour that is unwelcome, unsolicited, usually unreciprocated and often (but not always) repeated. Sexual harassment is included in this definition and is one particularly serious form of harassment. In addition to sexual harassment people may experience harassment because of their belief systems, including political or religious beliefs or activities, cultural, racial, or socio-economic background, gender, sexual orientation, parental status, physical features or disability, among other things.
If you experience harassment of any kind:

1. Do not ignore it. You may go through quite normal reactions such as feeling guilty or frightened but doing nothing leaves the problem unsolved.
2. Firmly tell the person whose behaviour is offending you to stop.
3. Talk about it with a friend. If you feel able to communicate with the offending person, do so.
4. Seek help from the Dean of Students or Deputy Head who may be able to help you both with the problem itself and in deciding whether or not you should initiate further action.

ILLNESS OR DISABILITY

If you fall ill or require hospitalisation then make sure your Resident Advisors and Resident Services are notified. This information will be treated in the strictest confidence. Even if you just feel unwell, it is advisable to let us know in case you need medical attention at a later stage. If your illness affects your attendance at an examination or lectures, or your completion of an assignment, you may be able to ask for special consideration or for a deferred examination. You need to fill in a form and, if possible, have a medical certificate that can be obtained during your visit to the doctor or hospital. In cases of illness, Trinity reserves the right to obtain medical assistance or to send residents home or to a hospital at the resident’s own expense.

INSURANCE

Personal Belongings

Trinity has insurance for residents’ personal belongings in their rooms for up to $5,000 (a $200 excess applies), so long as residents lock their rooms (doors and windows) and ‘secure’ their belongings. Residents who claim that they have experienced a break-in must first meet with the Deputy Head to compile a full report including police verification. This matter is serious and claims will not be processed without significant proof of a break-in. Cash and credit cards are covered up to $50 maximum claim. In the case of loss or damage by burglary or theft, the police must be notified immediately. The Western Australian Police Assistance Line is: 131 444. Consult the Manager of Finance and Administration or the Accountant for details.

Health

Please notify the Deputy Head or the Head of College promptly of any cases of illness or hospitalisation. Full-time residents under the age of 25 may be covered by their parents’ health insurance, depending on the level of the resident’s income, though it is usually necessary to complete an annual declaration stating the circumstances of the insured. Otherwise, each resident will be covered for some (but not all) medical and hospital bills through Medicare. Overseas residents should check their own cover, usually required for the duration of the student visa to an initial maximum of twelve months.

Some health fund tables provide ambulance cover and some families take out their own cover with the St John Ambulance Benefit Fund. Full-time residents up to the age of 25, and not in receipt of any part-time income or Austudy, are usually included under their family cover. In this case, it is necessary to forward a copy of your enrolment details together with your parents’ membership number. If family cover does not cover you, you are advised to take out a separate (relatively inexpensive) policy – ambulances are very expensive!

Motor Vehicle

Third Party personal insurance is compulsory and paid for as part of your annual licence fee. However this does not cover damage to someone else’s property. Even if your vehicle is not worth much, it is advisable to take out insurance, available through any motor vehicle insurer, for Third Party Property damage.

General note

Theft or damage to motor vehicles, bicycles or items left outside of your room will not be covered by the College’s insurance. Please ensure that you take out your own insurance on these items.
**INTER-COLLEGE SPORT**

Good sportsmanship should mark our participation in any Inter-College sporting competition. The dot points below apply to both participants and supporters:

- Always play fairly, according to both the spirit and the letter of the rules.
- Residents must not attend sporting events intoxicated or take alcohol to these events.
- Do not bad-mouth other Colleges or their sporting teams.
- Accept the decision of umpires or referees with good grace.
- Show appreciation for the skills and successes of others.

For the past few years, Trinity has done extremely well in both the Nicholson Cup (Male) and WICSA Cup (Female) Sporting competitions. Sign-up for participation in different sporting events will be arranged by the Sports Directors. Help Trinity to remain the strongest sporting college at UWA!

**KEYS and PROXIMITY Fobs**

Keys and proximity fobs play an important part in the College’s security. It is very important that you keep your key(s) and fob together and secure. **You must have your keys with you at all times.** Keys must not be lent to any other person, particularly non-residents.

If you leave College for any other extended period, you must hand in your key(s) and fob to Resident Services during office hours. After hours, keys/fobs may be deposited in the ‘key return box’ in the Resource Centre.

If you do not hand in your key(s) and fob on time at the end of semester, it will be assumed that you are staying in College and you will be charged the normal occupancy rate. Please note very carefully that this requirement is not negotiable.

Proximity fobs provide residents with access to shared College areas/facilities. Keep your room and, if applicable, your corridor door and the balcony door, locked at all times when you are not there. When you close your door to go out, make sure you take your key and proximity fob with you. Be very careful with your room key. If it is lost, the College must have locks altered and replacement keys cut. **This substantial cost will be passed on to the resident.**

If you mislay or have any problem with your key, contact Main Administration during business hours or the Duty Officer/Security Officer after hours to let you into your room. Residents deliberately leaving their keys at College and then frequently calling the Duty Officer or Security Officer to let them in will be fined. You are not permitted to have keys cut by local locksmiths.

**KITCHEN**

The central kitchen areas are out of bounds for residents. **Alliance** manages the main kitchen and permission must be sought from them before entering.

**LAUNDRY FACILITIES**

Washing machines and dryers are located in the main laundry facility next to the Rogerson Centre and Sports Court as well as on the top floors of the Derry, Durrow and Iona wings, and on the ground floor of Argyll.

Open-air drying areas are located between South and Cook Wings and at the back of Argyll Wing. Irons and ironing boards are located in each wing and the main laundry facility.

Do not hang washing over balconies. Low drying or airing racks may be placed on balconies provided that they are not visible from outside. **Please do not risk theft by leaving clothes in washers, dryers or on clothes lines overnight.** Facilities are for the use of Trinity Residents and Guests Only.

Hours of operation: 6am to 11.00pm daily.

**LEADERSHIP DEVELOPMENT COURSE**

Trinity is a place where leadership is encouraged at all levels from personal leadership/responsibility through to taking on the roles of Senior Resident Advisor or Residents’ Club President. Whether your leadership is primarily involved with nurturing your loved ones through adversity or the management of a multi-national corporation, we believe that good leadership flows from a strong foundation of authenticity and empathy. Getting to know who you are and your areas of strength and areas for development are key issues in your development as a leader.
The College offers the **Trinity Leadership Development Course** to all interested residents. This course consists of three modules each of three to four hours duration. Each resident on completion of the course is given a certificate to include in their portfolio for CV purposes. The course is mandatory for anyone who wishes to apply for a position as a Resident Advisor. It is also highly recommended for the residents who are likely to nominate themselves for election onto the Residents’ Club Committee. Many of our residents have undertaken the course simply because they saw it as contributing to their personal growth.

**LEADING BY LEARNING**

Leading by Learning is the generic term for the range of seminars, presentations and informal talks organised by the College for residents. Presented by residents, alumni or invited guests the focus is broad; ranging from the spiritual and cultural backgrounds of our residents, to community, environmental, economic, political and social topics of general interest.

**LITTERING**

We are proud of the grounds and facilities at Trinity. Please keep the grounds beautiful by putting litter in the rubbish bins that are conveniently located, and by encouraging others to do so. Cigarette smokers, please use the ashtrays provided to dispose of cigarette butts in the smoking area.

**MACDONALD COURT**

MacDonald Court consists of four 2-bedroom flats for senior residents of the College. Residents applying to return the following year can nominate MacDonald Court as a preference. The car park adjoining MacDonald Court is for MacDonald Court residents only. Other College residents or non-residents using this parking area will be fined.

**MAIL**

Incoming mail is placed in the mailboxes or pigeon-holes in the O'Connell Room. Access is available from 8.30am to 7pm on weekdays. Parcels are kept at Reception and residents are emailed. The mail, including an internal mail delivery from The University, is received daily prior to midday.

Outgoing letters (not parcels) may be brought Reception for mailing. Australia Post collects mail at approximately 9.00am each day when the incoming mail is delivered. Otherwise it may be posted in the evening if there is any Office mail to be posted. If your mail is urgent and you have missed the 9.00am pick-up, we suggest that you post it yourself at one of the two public mailboxes located on Hampden Road and on Broadway. Internal mail to UWA may be handed to Reception and does not require a stamp.

Post offices: Australia Post offices are located at Broadway Shopping Centre (ground floor) and on the corner of Dalkeith St and Stirling Highway – near the Captain Stirling Hotel.

Postage stamps may be purchased from Reception.

**MAINTENANCE REGISTER**

If anything is broken, missing or not working, please report it in the **Maintenance Register**, located at Resident Services. The Maintenance Supervisor checks the register each weekday, excluding public holidays. Please report problems as soon as possible so items can be investigated or actioned that day. There is no guarantee that an item, an issue or problem can be rectified immediately or on the same day, however the Maintenance Supervisor and Resident Services will keep you informed of progress. If a resident has reported a maintenance problem and feels that it has not been dealt with, then they should speak to the Deputy Head.

**MEDIATION** See Code of Conduct: Issue Resolution

**MUSIC ROOMS AND PRACTICE**

One Music Room is located below the gymnasium (near the Dining Room) and a second is off the Dining Room Foyer next to the RA Office. Access is permitted until 9.00pm during semester time (**7.00pm during study and examination periods**). Bookings can be made on the notice board located on the door. Please remember the needs of other residents for quiet when you use these facilities. There are pianos in each of the common Rooms that may be used for practise.

**NOISE** See College Noise Policy
NON-RESIDENTS  See College Visitors and Guests Policy

Residents are encouraged to have their friends visit. However, it must be remembered that more than 375 other residents also live at Trinity. **Residents are expected to take responsibility for their guests at all times while they are on College grounds.** 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. 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. **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.** A staff member may require that non-residents leave the College Grounds if they are not accompanied by a College resident.

NOTICES

To advertise an event/item, seek permission from the Deputy Head to use the notice boards. Notices placed without authorisation will be removed. Please remove notices after completion of the event/activity being advertised. **Please note that NO signs or notices can be placed on windows or doors around the College** - staff have been notified to remove any notices that appear on windows or doors. Notices can be placed on the notice boards next to the Wing entrances. No notices are to be placed on Dining Room tables without the approval of the Deputy Head.

OCCUPATIONAL SAFETY and HEALTH

Trinity is committed to ensuring, to the extent that it is possible, the safety of all at the College. Where a resident or staff member feels that there is an issue that needs addressing, this should be raised with the Deputy Head of College.

OTHER COLLEGES

Please respect the privacy of other colleges and **visit them only by arrangement or by invitation.** Unauthorised visitors are regarded as trespassers. Functions are not open to residents of other colleges except by invitation. General invitations may be issued only with the prior approval of the Deputy Head or Head of College. Raids on other colleges are forbidden, as is the practice of groups during or after a function going uninvited to other colleges. Residents entering the premises of other colleges without authorisation could face legal ramifications from the College involved and/or be asked to leave Trinity. In the case of international students, it could lead to removal from their course of study.

OVERNIGHT GUESTS  See College Visitor and Guest Policy

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. The College’s Policy allows for a maximum of 2 consecutive nights.

PARTIES

While Trinity encourages its residents to enjoy a healthy social life, the College itself is not the right venue for parties. **Large social gatherings are to occur off campus unless they are organised by the College or the Residents’ Club.**

PASTORAL CARE

All staff and residents have a responsibility to work together so that every member of the community experiences a sense of belonging and well-being. Resident Advisors play a very significant role in pastoral care and they should be consulted in the first instance if you have personal concerns or concerns about other residents. Resident Advisors work closely with the Dean of Students and Deputy Head to provide the best possible assistance to Trinity residents. If you feel that it is more appropriate or you feel more comfortable, please come directly to Resident Services to see the Dean of Students or Deputy Head.

PETS

With the exception of fish (in a small aquarium), residents are **not** allowed pets on campus.
Federal and State legislation relating to anti-discrimination and affirmative action imposes certain obligations on the College and its members. It is the policy of the College to observe the obligations of this legislation. As a residential college of the Uniting Church in Australia affiliated with The University of WA, Trinity is committed to the ideals enshrined in the legislation. No publication can use the name of Trinity or the College logo without the permission of the Head of College. Any material which is defamatory must not be published. Breaches of this requirement may result in legal action being taken by either the College or by individuals.

Publications in College will avoid language, photographs, caricatures and other artwork or captions that discriminate with respect to: race, colour, ethnic origin, nationality, religion, sexuality, gender, marital status, occupation, intellectual or physical impairment and disability, and other criteria as may be specified upon amendment of current legislation.

Any publication must be submitted to the Head of College or the Deputy Head of College prior to publication. Any material which is offensive, defamatory or holds members of our community up for public ridicule must not be published.

RE-APPLYING TO TRINITY

During second semester, residents wishing to return to Trinity the following year are required to re-apply. Consideration of a new residency contract is based on a variety of factors including academic performance, payment of College fees, conduct and consideration displayed during the year, course status and enrolment at The University of Western Australia. Where there are concerns, a resident may be interviewed by the Head of College.

RESIDENT ADVISORS & SENIOR RESIDENT ADVISOR

Resident Advisors are senior residents who are studying at UWA and have been appointed as staff members by Trinity. They are assigned to specific wings, developing trust and personal networks that engender a feeling of security and confidence within the community.

The Senior Resident Advisor assists the Deputy Head of College in managing the Resident Advisor team. This is the most senior resident position in the College community. In the absence of the Head and Deputy Head of College, the SRA may be required to manage the College after-hours. The SRA will meet regularly with the Head and Deputy Head to discuss student issues and matters.

RESIDENT ADVISOR OFFICE

This office is located off the Dining Room Foyer.

RESIDENTS’ CLUB

The Trinity Residents' Club is an important and integral part of residents' lives at College. It provides residents with support and advice as well as Council and community representation. The Club is responsible for organising and managing many social and cultural functions throughout the university year, as well as the Nicholson (NICH) Cup for men and the WICSA Cup for women, the two major sports competitions involving all residential colleges.
RESIDENT SERVICES

Trinity’s Resident Services staff look after residents’ interests and welfare, and not only help first year residents in the often difficult task of settling into their new environment, but also assist all residents in their life at Trinity. Importantly, Resident Services provides an essential link between residents, their parents and/or guardians and the support people and structures within the University and the broader community. Resident Services consists of the Deputy Head of College, the Dean of Students and an Administrative Assistant.

RESOURCE CENTRE (ADA PURNELL)

The Ada Purnell Resource Centre can be used at any time. Facilities in the centre include: a computing room, printers, group study areas, and tutorial rooms. The tutorial rooms are used as a part of the Academic Program which has priority use. The facilities are provided for use by Trinity Residents only.

ROGERSON KITCHEN

Access to the Rogerson Kitchen is from the Rogerson Centre. The Kitchen is open from 9.00am to 10.30pm each day. Residents may book the Kitchen and dining area if they would like to host a small (up to 8 people) dinner. Bookings can be made at Resident Services.

ROOMS

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 and your Wing Resident Advisors must be consulted. Your room is your own area but you must make sure that your use of it does not interfere with the rights of other residents and complies with Trinity guidelines.

Furniture and equipment

On first taking up occupancy, please complete the Inventory Form and report any missing items to Resident Services immediately.

Rooms in College are furnished. All residents will be provided with linen, two pillows, a mattress protector and a doona. Doona covers are the responsibility of individual residents. All items provided must be left in the midyear break and at the end of year vacation. All items remain the property of College.

You will be provided with a chair at your desk for study but you may wish to bring a more comfortable study chair from home. You do not need permission to have a TV, video/DVD player, bean bag, radio/stereo, computer technology, reading light or posters in your room.

Electrical Appliances are restricted to 1000 watts. Do not bring fridges, heaters, toasters or non-standard electrical items to College. Please note that overloading the power supply to your room may result in the power circuit shutting off. For safety reasons and in compliance with Australian Safety Standards, some items will be required to be electrically tested and tagged. The items included in this list will be published by Resident Services.

Each room is equipped with a heater, a fan, desk lamp and a small fridge. Residents may not have a second fridge and must not remove any of the College’s equipment. If you leave Trinity for a vacation period, please remember to empty your fridge and clean it. Do not turn the fridge off. Residents in Argyll, MacDonald Court, The Lodge and the Flats have a large fridge provided and should not have a fridge in their room.

You are not permitted to remove any furniture or furnishings from the room without approval from the Deputy Head. You are not permitted to bring your own furniture (indoor or outdoor), mattress, or sofa unless authorised by the Deputy Head of College (this will only be approved in exceptional circumstances). Items from roadside collections are NEVER to be brought into College as they may harbour insect infestations. It is not possible to list all of the items that should not be brought to College so please contact Resident Services if you are unsure.

Items missing or damaged when you leave the College will be either billed to your account or charged against your Contingency Fee.

You have to launder your own bed linen and you may personalise your room with floor rugs, hangings, posters, or quilt covers. You will be charged for the cost of any damage to furniture, walls and floors. If you wish to place posters on your walls, please use ‘blu tac’ (not Sellotape or adhesive tape) so that you do not damage the paintwork.
Your room will be cleaned regularly. It is your own responsibility to keep it tidy. Our housekeeping staff need to be able to clean without obstruction. **If your room is not in a fit state to be cleaned, it will not be cleaned.** If this becomes a continuing problem, the Deputy Head of College is likely to intervene as this will become a health issue for the resident concerned and others in the wing. The College reserves the right to charge you a fee for any damage or cleaning costs caused by neglect.

Visitors are welcome in your room but please keep noise to a minimum. If a staff member asks you to break up a gathering, please do so without delay or complaint. If you are being disturbed, please approach the people concerned directly. If this approach is unsuccessful, then please contact your Wing Resident Advisor, the Duty Officer or the Security Officer.

**RUBBISH and RECYCLING**

Rubbish bins are cleared and cleaned regularly. Flies, rats, ants and cockroaches love smelly bins! Please wrap food scraps and keep lids on bins. If you have a large quantity of rubbish, take it to the industrial bin at the rear of the car park. Please keep your environment as tidy as possible, both by disposing of rubbish properly yourself and by encouraging others to do so. Please don’t throw partially eaten fruit into the gardens – it attracts rats.

The College has **recycling bins** for paper, cardboard cartons, bottles and aluminium cans. The effectiveness of any recycling program depends on your cooperation. In disposing of any of these listed items, please consider using the recycling bins. There are recycling bins located in all wings.

**SECURITY**

The College takes the security and safety of residents very seriously. Maintaining the security of the College is also the responsibility of every resident. The security of your corridor or wing is the business of everyone in that corridor or wing. Do not compromise security by wedging doors open. Make sure that your room is properly secured – that windows are bolted shut and doors are locked (even when you leave your room for a few minutes!).

The Main Administration Office and Resident Services building, the common rooms, the Robinson and Trinity Rooms and the laundries are locked at 11.00pm every night and re-opened by staff the next morning. A Security Officer is on duty most nights of the week. Breaches of security, including theft or unauthorised visitors, must be reported immediately to the Duty Officer, Resident Advisors, Security Officer, Deputy Head or the Head of College. See the phone numbers in the back of this Handbook. In the case of theft, the owner must report the incident to the Police (phone 131 444).

**SECURITY OFFICER**

The College employs a Security Officer to enhance the sense of safety and security for all Trinity residents. The Security Officer also works with the Resident Advisor team to ensure that College guidelines and expectations are followed. He also acts as a contact point for after-hours arrivals.

You can contact the Security Officer by dialling *9004 on your room phone. The direct mobile number is 0449 902 110. After hours emergency phones are located next to the Main Administration Office entrance and outside the eastern entry to the Dining Room Foyer.

**SMOKING**

The University of Western Australia is a totally non-smoking campus. At Trinity smoking is only permitted in the dedicated smoking area to the east of Derry/Durrow. Any resident who insists on smoking in any other location on campus or who litter areas with cigarette butts will be fined. If residents or their visitors persist in smoking in other than the allocated area, they will be required to leave College.

Hookah pipes and tobacco as well as other implements and substances for smoking that create any ambiguity with respect to Australian law, are not permitted at College.
SOCIAL EVENTS

College Facilities and Social Gatherings

In all areas, the expectations are no large groups, excessive noise or anti-social behaviour. In particular, the presence of a large number of non-residents or large quantities of alcohol is not acceptable in any area of the College.

Resident’s rooms, balconies and wing corridors are not to be used for large numbers of residents or their friends to gather. Shared areas, such as the wing common rooms, the main common rooms, TV rooms and the various outdoor areas are provided for the use of all residents. Socialising within these areas is generally acceptable, providing it is not a large group and there is no excessive noise or anti-social behaviour. In general, socialising in large groups, particularly those that include numbers of non-residents, must be done off-campus.

Residents are expected to use their judgement with regard to the acceptable number of people in a social gathering. A sensible guideline would be the number of people that can be seated comfortably in the room. In outdoor areas, the amount of seating available should give a reasonable guide to the appropriate number.

Any resident wishing to organise a function or event using College facilities must complete a ‘Function Request Form’ and get the permission of the Deputy Head of College.

Consumption of Alcohol

With respect to consuming alcohol on campus, residents over the age of 18 may drink in moderation in their rooms and in the wing common rooms. Alcohol may also be consumed in the outdoor areas (excluding O-Week) up until 7.00pm; after 7.00pm only in the Western outdoor dining area.

Additionally, alcohol may be consumed in moderation in the Robinson Room and in the Trinity Room, without the need for permission from Resident Services, while residents are watching television or a movie. The Robinson Room is also available for residents to gather prior to going out between 7.00pm and 10.00pm on Wednesday through Saturday evenings; as always, numbers and noise must be reasonable. At all times, 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.

SUPPER

During study and examination periods supper is held each night of the week. Hot food and drinks are provided in the Dining Room. Please ensure that you bring along your own mug for the evening break. Special suppers are often organised by the Resident Advisors to coincide with particular evening events.

TELEPHONES

The College provides a telephone in each resident’s room, free of connection or rental charges. Please note that the College’s telephone system allows you to make internal and local calls at no charge. You will need to use a phone card for interstate and international calls. A reminder to international students that calls to mobile phones in Australia are often significantly more expensive than overseas.

To set up your Voicemail box:

1. Access your mailbox from your telephone by dialling extension number ‘499’
2. You will be asked to enter your PIN number. The Default PIN is ‘000’
3. Answer the system questions. Enter 1 for Yes, 2 for No. If you are not sure, enter 2.
4. You can always change your options at a later date.
5. When the system asks you if you are satisfied with your settings, enter 1 to confirm.

To change your security code by telephone after mailbox setup:

(Your mailbox has a default Security Code to change that code follow the procedure listed below)

1. Access your mailbox from your telephone by dialling extension number ‘499’.
2. Your default Security Code is ‘000’
3. From the dial pad enter ‘7 7 4’ to change your security code.
4. Follow the system instructions. Enter 1 for Yes, 2 for No.
To retrieve a Voicemail Message:

New messages are messages that you have not yet heard. The system notifies you when you have new messages by turning on your Message Light indicator, if your phone does not have a message light indicator, when you lift the telephone handset if there is a voicemail message for you, you will hear stuttered dial tone.

1. Access your mailbox by dialling ‘499’ when your message light is activated or you receive stuttered dial tone.
2. Press 4 to check new messages. Follow the system instructions. Enter 1 for Yes, 2 for No.

To access your mailbox from an external location:

(E.g.: Your mobile phone or another land line)

1. Call the Voice Messaging system.
2. Enter your personal ID:
3. Enter your security code: (Default Security Code = 000)

Now that you have set up your Mailbox, it will not be activated until you have your diversions in place:

Diverting your phone to Voicemail on “No Answer”:

(Diverts your phone after 4 – 6 rings, this allows you to answer the phone if you are available but if not, it will divert your calls after the 4 – 6 rings)

1. LIFT TELEPHONE HANDSET
2. ENTER * 2 FROM THE DIAL PAD
3. ENTER THE VOICEMAIL PILOT NUMBER = ‘499’
4. WAIT FOR THE CONFIRMATION TONE (Solid dial tone)
5. REPLACE HANDSET

If you wish to remove the diversion to Voicemail from your handset:

1. LIFT THE TELEPHONE HANDSET AND DIAL # 2
2. REPLACE THE HANDSET.

You have removed the diversion; your phone will now ring out if you do not answer whilst ringing.

During message playback shortcut options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reply</td>
<td>34</td>
</tr>
<tr>
<td>Check the next message</td>
<td>35</td>
</tr>
<tr>
<td>Delete</td>
<td>36</td>
</tr>
<tr>
<td>Archive</td>
<td>37</td>
</tr>
<tr>
<td>Hear when the message was sent</td>
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<td>Redirect</td>
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<td>Save as new (new messages only)</td>
<td>30</td>
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<td>Repeat the message</td>
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Nuisance Calls:

It is illegal to harass a person via the telecommunication system. Any person who uses the internal telephone system to harass another person will be asked to leave. If you receive such a call, do not listen to the caller. Hang up immediately. If the caller persists, you can call Telstra on 3-00 during business hours or 00 at any other times. The persistent nuisance call can be traced and the offender dealt with promptly. If you have any concerns about your phone, then please check with Resident Services.

TUTORIAL ROOMS

Tutorial rooms are located on the top floor of the Ada Purnell Resource Centre. They may be used by individual residents or during the evenings for tutorials. Other rooms, providing they are not booked for other purposes, are available for residents’ use. If you need a room, please consult the Resident Services Office or the Duty Officer.
**UNACAS (Unaccompanied Children’s Association)**

Trinity is involved in a very exciting international outreach program. Greg Duke (our horticulturist) and Joyce (Greg’s wife) have been doing fantastic work at an orphanage in Cambodia run by UNACAS. It has become Trinity's privilege to assist with this work. Many of the College’s fund raising activities support UNACAS.

**UWAHP (University of Western Australia Health Promotion)**

The University provides the services of its Health Promotion Staff to the Colleges. They enjoy coming to Trinity because our residents are involved and enquiring. They conduct a number of evening information sessions during meal times in the Dining Room. These sessions are focussed on staying healthy psychologically and physically. At the start of the year they also conduct two separate seminars for men and women that focus on sexual health. These seminars go well beyond that which might have been discussed in high school and have particular relevance for those at university and living in a College environment.

**VACATING ROOMS: END OF SEMESTER**

At the end of each semester, details outlining the procedures for storing property, emptying rooms and the required dates/times that residents must depart are published and distributed. These procedures need to be closely adhered to as there are often time constraints on the College for cleaning and maintenance and these may be compounded by guest bookings during the vacation periods.

Fines will apply if rooms are left in a less than satisfactory state.

**WESLEY WING**

Wesley Wing is located between the Administration Building and Cook Wing. The Wesley Rooms, which have private bathrooms and air-conditioning, are available for short-stay accommodation throughout the year.

**WINGS**

There are seven wings for residents at Trinity: Argyll, Cook, Derry, Durrow, Hull, Iona, and South Wings. All wings have various facilities including laundries, utility rooms and bicycle racks. Residents may not remove crockery, cutlery and food from the Dining Room for use in your unit. Fines apply.

**WING NEWSLETTERS**

The wing Resident Advisors will regularly publish a newsletter which will give you information about College activities and Wing events, as well as social and sporting events.
1 AN OFFER IS CONDITIONAL ON THE STUDENT:

- Gaining admission/readmission to The University of Western Australia.
- Abiding by the Terms and Conditions of Residency 2014, the Resident Code of Conduct and all College policies, guidelines and expectations.
- Paying the prescribed fee(s) by the due date(s).

At the end of the year, all residents have the opportunity to re-apply for a place in College in 2015. The decision to offer a current resident a new contract will be based on their suitability to residential life, their general support of the College’s mission and values, and take into account matters such as their conduct, and their academic and financial records.

2 PERIODS OF THE RESIDENCY CONTRACT

- The Residency Contract is offered for a defined period. The defined period is specified in the relevant Contract.
- New residents commence their residency for Semester 1 from 10am on Sunday 16 February 2014 and for Semester 2 from 10am on Saturday 19 July 2014. Accommodation may be available before these dates, but this must be arranged with the Resident Services Office prior to arrival and additional charges will apply.
- Returning residents may only commence their residency for Semester 1 from 10am on Saturday 22 February 2014 and for Semester 2 from 10am on Saturday 26 July.
- Accommodation outside of these specified dates is subject to availability and must be authorised by the Head or Deputy Head of College. Should a resident have permission to arrive prior to the specified commencement date, or remain in residence beyond the specified conclusion date, he/she will be billed at the daily rate applicable for the additional days of residence.

3 OTHER RESIDENCY PERIODS

- The 5 week mid-year university break is not a contracted period; each resident must pack up and vacate their room for this period. A resident may apply to remain in residence for some or all of this period.
- Additional fees are charged on a daily basis when a resident is given approval to enter or to remain in College outside of the relevant Contract period.
- Trinity reserves the right to relocate the Resident within the College for maintenance purposes, conference trade purposes or any other purpose deemed reasonable and/or necessary by the Head or Deputy Head of College. Due notice will be given to the Resident.

4 BREACH OF RESIDENCY CONTRACT

- Residents are accepted into Trinity either for the academic year or for one semester on a contractual basis.
- If a student fails to honour his/her contract by not taking up residency then he/she will continue to be responsible for all accommodation charges until a new resident takes up his/her place in the College. All payments are automatically forfeited.
- If a resident decides to withdraw from Trinity during the specified contract period, a written letter indicating the intended date of departure and reason for leaving College must be submitted to the Resident Services Office. An appointment must also be arranged with the Deputy Head of College. The resident remains responsible for all accommodation charges for the specified residency period unless otherwise determined by the Head of College. All payments are automatically forfeited if a resident leaves during the residency period.
5 FINANCIAL OBLIGATIONS

- The Resident, or the person responsible for fees, agrees to pay College fees as set out in the 2014 Schedule of Fees. The Resident, or the person responsible for fees, understands that the Schedule may be varied only in extenuating circumstances and only with the approval of the Head of College.
- If fees are not paid then action will be taken to recover the outstanding debt. This may include having the agreement terminated and the Resident being asked to vacate the residence, or being referred to a credit agency for debt collection. In addition to the fees owed, the Resident will be liable for any costs associated with such action including any interest charge.

6 MATTERS OF CONDUCT

Residents are expected to conduct themselves in a mature and considerate manner while living at Trinity. The College assumes that every resident has carefully and thoroughly read the College’s Resident Code of Conduct, Resident Handbook and these Terms and Conditions of Residency, and that they will meet the expectations and standards articulated in these documents. Trinity may require a Resident to leave the College and terminate the agreement if the Resident or a Resident’s guest, visitor or family member disregards by act or omission any of the College’s policies, guidelines and expectations.

There is no entitlement to remission of fees for any resident required to leave the College.

7 RESIDENT’S OBLIGATIONS

7.1 THE RESIDENT’S ROOM

- The Resident shall not allow his/her accommodation or any part thereof to be occupied by anyone else without the written permission of the Head or Deputy Head of Trinity.
- The Resident agrees to vacate his/her accommodation at the date of departure, leaving his/her accommodation in good order and clear of any personal belongings, including clothing, cooking utensils and furniture not belonging to the College. No items can be stored in the room without the written permission of the Head or Deputy Head of Trinity.
- The Resident understands that any property left in the room after the Resident has vacated will be removed and disposed of.
- The Resident agrees to allow Trinity staff and authorised representatives access to the room and common areas for the purpose of cleaning, the issuing of notices, room inspections or maintenance, and will not impede Trinity’s possession and control of the room and common areas.
- The room and common areas can only be used for private residential purposes.

7.2 The Resident agrees to take care of the room and any common areas and to keep them in a clean condition, and in particular:

- To clean the room and common areas regularly.
- To put nothing down any sink/toilet/drain likely to cause damage or obstruction.
- To wrap and place garbage in an appropriate container.
- To take care not to damage items provided with the room and common areas, including furniture and fixtures.
- To make no alterations or additions to the room or common areas without the written permission of the Head or Deputy Head of Trinity.
- To do no decorating that involves painting, marking or defacing any part of the room or common areas without the written permission of the Head or Deputy Head of Trinity.
- To keep no animals in the room or common areas without the written permission of the Head or Deputy Head of Trinity.
- To immediately notify the Resident Services Office of any loss, damage or defect to the room or common areas.
- To immediately notify the Resident Services Office of any infectious diseases or pests.
- The Resident agrees to and will be responsible for the behaviour of their friends, family, guests or visitors and agrees to pay for any damage to or loss of College property caused by his/herself, friends, family, guests or visitors.
7.3 **The Resident shall not**

- Cover, remove, disconnect or tamper with any smoke detector.
- Store in the room or common areas any flammable materials.
- Move or remove any furniture from common areas within or outside the buildings.
- Install any furniture in the room or common areas without the written permission of the Head or Deputy Head of Trinity.
- Obstruct any hallways, stairwells, common areas, balconies, entries or exits of the residence.
- Hang clothing on the rails or balconies of their room or use common areas for the purpose of hanging washing unless those common areas are designated areas and contain clothes lines.
- Store bikes in rooms, corridors, common areas or balconies.
- Smoke on the College Campus except in the designated outdoor smoking area.

7.4 **Responsibility to other Residents**

- To avoid any disturbance, nuisance or annoyance to other residents by act or omission.

7.5 **Responsibility to Trinity**

To compensate for or meet any claims in respect of:

- Loss or damage to Trinity property caused by the negligence or wilful act or omission of the Resident, or a guest or visitor of the Resident.
- Loss or damage to another person’s personal property (where loss or damage is caused by the Resident or a guest or visitor of the Resident).
- Any injury to a person caused by an act or omission of the Resident, or a guest or visitor of the Resident.

8 **ACADEMIC PROGRESS**

The Resident undertakes to keep the Deputy Head of College fully informed about his/her enrolment status and academic progress. The Resident agrees not to change his/her Faculty or units, or to withdraw from a course of study without prior consultation with the Deputy Head.

The Resident authorizes the administration of the institution at which the Resident is studying, to make available to the Deputy Head any information that they may require about the Resident’s academic progress or status.

The Resident acknowledges that satisfactory academic progress will be a determining factor in remaining in residence at Trinity.

9 **EXCLUSION OF LIABILITY**

Notwithstanding and not in derogation of any rights or obligations under any insurance policies taken out by Trinity; Trinity, the Trinity Council, the Head, the staff and resident staff of Trinity, are in no way responsible or liable (individually or collectively) for any personal injury which the Resident may suffer, or for any loss or damage to the Resident’s personal goods however that injury or damage be caused.

Trinity, Trinity Council, the Head, the staff and the Resident staff of Trinity are not responsible or liable (either collectively or individually) for any third party property damage or loss, or personal injury suffered by third parties, which results from the Resident’s actions, whether these actions are in contravention of the policies and guidelines of Trinity, the by-laws of The University of Western Australia, the laws of Western Australia or otherwise.

10 **FURTHER DETAILS**

Please do not hesitate to contact the Resident Services Office on (08) 9423 9423 (phone) or email admin@trinity.uwa.edu.au if you have any questions regarding the Terms and Conditions of Residency. The Head of College may vary these Terms and Conditions in specific circumstances.
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.
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.
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.


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<th>COLLEGE POLICY: VISITORS AND GUESTS</th>
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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.