



UNIVERSITY HALL
THE UNIVERSITY OF WESTERN AUSTRALIA



Obligations and Terms of Residence UniHall 2025

INTRODUCTION

Everyone who lives, studies, or works at University Hall has the right to do so in a safe, respectful, and inclusive environment and has a role to play in creating and maintaining such an environment. Compliance with University Hall's Obligations and Terms of Residence (OTOR) is an important part of maintaining that environment.

The Student Accommodation Agreement, The University Hall Fee Structure and this OTOR are all interlinked and necessary reading prior to making application and confirming acceptance to live at University Hall.

You are therefore expected to read, be familiar with, comply with, and actively uphold the principles and expectations of the OTOR and related guidelines and procedures that exist at University Hall.

By signing your Student Accommodation Agreement, you agree to both the conditions set out in that agreement and the terms of this OTOR.

GLOSSARY

Accommodation Agreement

The Student Accommodation Agreement which must be signed prior to you moving into UniHall. Any defined terms used in this OTOR that are not listed in this Glossary are defined in the Accommodation Agreement.

Encumbrance

This is an encumbrance placed on your UWA account for various reasons including ongoing debt or breach of your Accommodation Agreement or obligations under this OTOR. If you have an Encumbrance placed on your UWA account, you will not be able to:

- obtain any documentation from UWA Student Administration
- access your exam results
- re-enrol at UWA next semester
- apply to reside at UniHall next semester or
- graduate from UWA.

An Encumbrance will be removed once you have paid the outstanding debt or met any specified conditions. Please note that removal may take up to two UWA working days.

OTOR

This handbook is called University Hall's Obligations and Terms of Residence. It is a comprehensive collection of information relating to accommodation terms and conditions, student conduct and behavioral expectations, rules of residential living and resources to assist you whilst living at UniHall.

RA

Residential Advisors are staff who are UniHall students and employed to increase community engagement, assist in event and activity portfolios, undertake duty rounds, and provide student support. You will have an RA assigned to the floor where you live, and they will be a valuable point of contact for you.

RLS

Residential Life Staff who are employed at UniHall and oversee the wellbeing of students. You will have a RLS assigned to the House area you live, and they will be a support for you.

Student/You

A University Hall resident who has signed an Accommodation Agreement.

UniHall

Your residential College, University Hall.

UWA

The University of Western Australia. UniHall is part of The University of Western Australia.

CONTENTS

WELCOME FROM THE PRINCIPAL	1
MISSION AND CHARTER	2
<i>Obligations and Terms of Living at UniHall</i>	<i>3</i>
1. Admission	3
2. Financial Obligations	5
<i>Student Behaviour</i>	<i>8</i>
3. Student Conduct	8
4. Bullying, Harassment and Discrimination	13
5. Sexual Misconduct	14
6. Alcohol	19
7. Drugs and Illegal Substances	21
8. Smoking and Vaping	21
<i>Student Property</i>	<i>22</i>
9. Your Room	22
10. Pets	26
11. Departing Unihall	27
<i>Life at UniHall</i>	<i>29</i>
12. Your Health and WellBeing	29
13. Residential Life	30
14. Safety and Security	36
15. Emergencies, Fire Safety and Evacuation	40
16. Facilities and Services	43
17. The Sir George Currie Dining Hall	49
18. Social Events & Socialising	51
19. Social Media and Communication Channels	53
<i>Resources</i>	<i>55</i>
20. Important Contacts and Helpful Links	55

WELCOME FROM THE PRINCIPAL

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

UniHall began in 1942 when The University of Western Australia (UWA) loaned land to the US Navy for use as a wartime officers' base. After the war, UWA saw an opportunity to use the land and existing buildings for student accommodation and in 1946 the University Hostel opened with a diverse student population. In 1961 the Hostel became Currie Hall, operating more closely with UWA in its management and operations. In 2013, Currie Hall was renamed University Hall when it opened J, K and L Houses, which wrap around the historical 'heart' of Currie Hall. The UniHall population grew from 250 to 760 students and continues to establish our new chapters in UniHall's story.

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

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

UniHall has a strong safety net of support available to you through the staff member team. As Principal I lead the team and provide the vision for the College. Our Deputy Principal maintains connections with students right from the start of their journey until they become alumni. There are three Residential Life Staff (RLS) to provide pastoral care and they coordinate the innovative UniHall programs engaging all students. You will have a Residential Advisor (RA) assigned to your house floor. The Housekeeping and Facilities team help you keep your room clean, fix any maintenance issues and keep UniHall looking fresh and vibrant. Upon arrival you will meet the Admissions staff who process applications and the Student Engagement Team who capture and share the community's unforgettable UniHall experience. The UniHall Office has a team of front office staff who offer a friendly face for you to talk to and assist with all your needs – almost any question can be answered! The office is open from 8.00am to 6.00pm Monday to Friday during the semester.

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

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

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

All the best for an enjoyable and fulfilling 2025!

Mark Sampson
Principal

MISSION AND CHARTER

University Hall Mission

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

University Hall Charter

At the very core of our organisation:

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

Obligations and Terms of Living at UniHall

1. ADMISSION

You must be an enrolled student at UWA at all times while living at UniHall.

You are admitted to UniHall in accordance with the terms of condition stipulated in your Letter of Offer, your signed Student Accommodation Agreement, and this OTOR.

1.1 Accommodation Agreement

You must sign your Accommodation Agreement prior to being accepted and allocated a room at UniHall.

The Commencement Date and End Date set out in your Accommodation Agreement are firm. It is your responsibility to understand when your Accommodation Agreement starts and ends. No early arrivals are permitted and if you wish to arrive in Perth prior to the Commencement Date, then you are responsible for finding your own accommodation outside of UniHall. Unless otherwise agreed, you must vacate your room by 10:00am on your End Date and follow the departure process outlined at Part 11 of this OTOR.

Once allocated a room, it remains fixed for the period of your Accommodation Agreement. Unless otherwise stated in the Accommodation Agreement, you are the only person permitted to occupy the room, and as such you must not:

- sublet your room
- allow unauthorised guests into your room or
- lend your UWA campus card or temporary card to anyone any time.

1.2 Academic Standing

You are expected to achieve and maintain satisfactory academic progress. UniHall will access your UWA academic transcript to determine whether you have made satisfactory progress.

You have met satisfactory progress by:

- Achieving a pass in units totaling more than half the enrolled credit points.
- Not failing the same unit more than once.
- Meeting any additional course-specific requirements.

If you do meet these progression requirements, you may be asked to meet with your relevant RLS and may not be eligible to return to UniHall in the following year.

1.3 Course Enrolment

If you are considering changing your course load or enrolment, you must communicate with your RLS. Such changes may impact on scholarships, financial assistance and residency status and must be discussed before you take any action.

If you do not communicate on these matters your continued residency at UniHall may be compromised and you may not be eligible to return to UniHall in the following year.

1.4 Breaking Lease

All Students

If your Accommodation Agreement is terminated prior to the End Date, you may be required to continue to pay rent and any associated costs until a replacement student is found.

If you wish to break your Accommodation Agreement for any reason, you must give UniHall 30 days written notice. You are not authorised to advertise or arrange for a new student to fill your room.

You should discuss all break lease requests with your RLS in the first instance. The RLS will consider why you are requesting to break lease and assist you to complete a Lease Termination Request Form.

Mid-Year Degree Completion and Outgoing Exchange Students

If you will complete your degree mid-year in 2025 (at the end of Semester 1, 2025) or you are an outgoing exchange student, you will be released from your Accommodation Agreement on Sunday 6 July 2025. This is on the condition that you provide written confirmation of your degree completion or outgoing Exchange/Study Abroad agreement to UniHall no later than Friday 6 June 2025.

1.5 Room change requests

The room you are assigned when you move into a Studio Room or One Bedroom Apartment will be your room for the duration of your stay at UniHall.

If there are to be any room change requests, they will be subject to the following conditions:

1. Students entering an Accommodation Agreement in the next year, where the renewed Agreement has a gap of less than 9 weeks, will incur a room change fee equal to an additional two week's rent of the room type requested. Any room change will be subject to availability and UniHall has the overall right to approve or decline such a request.
2. Students entering an Accommodation Agreement in the next year, where the renewed Agreement has a gap of at 9 weeks or more, may be accommodated without a room change fee, however, this will be subject to availability and UniHall has the overall right to approve or decline such a request.

1.6 Returning to UniHall in 2026

Eligibility to Return

Your eligibility to return to UniHall in subsequent years will be determined by whether you have:

- maintained satisfactory community standing
- maintained good financial standing (meaning no outstanding debts owed to UniHall or UWA)
- maintained a UWA academic status of 'Good Standing' before your 2026 accommodation Commencement Date (as defined in the UWA Academic Progress Policy)
- not failed two or more units in a semester and are eligible for course progression and
- not received more than three Breach Notices during your previous period of residency at UniHall, and provided that all Breach Notices have been satisfactorily remedied prior to the 2026 accommodation Commencement Date.

Accepting Offer

As a returning student, you must abide by the UniHall admissions timeline to accept your offer, which includes:

- accepting the offer by the specified due date
- paying the non-refundable first payment fee (confirmation fee and advanced rent fee), and
- returning all required documents.

Your offer may be rescinded if you fail to meet the above requirements.

2. FINANCIAL OBLIGATIONS

Regardless of who is actually paying rent (i.e. even if your parents or family pay your rent), it is solely your responsibility to ensure you remain debt-free at all times during your residence at UniHall. You are expected to:

- remain in good financial standing (see 2.1 below) at all times and
- ensure rent is paid in advance and you do not fall into arrears at any time.

2.1 What is Good Financial Standing and why does it matter?

Good financial standing is when your account with UniHall is not overdue. You will lose good financial standing and be in debt if:

- you have any overdue or outstanding fees or charges, whether that be rent or other payment
- your direct debit bounces back regardless of that bounce back occurring before a due date or
- you receive a communication from UniHall setting out any debt owed.

Students, former students, and graduates are in good financial standing when their account with UniHall is not overdue. You must be in good financial standing to:

- view your UWA results
- re-enrol at UWA
- graduate from UWA
- apply to return to UniHall and
- obtain documents, recognition or recommendation from UWA or UniHall.

2.2 Checking Your Account

It is recommended that you check your account frequently. If you become aware of any outstanding debt (e.g. lockout charge or direct debit bounce back), you may make payment through the Online Portal by following these steps:

1. Go to the [UniHall portal](#)
2. Login using your username and password.
3. Go to Accounts where you will see your outstanding account and amount owed.
4. Follow the on-screen instructions to make a payment via credit or debit card.

If you have any concerns, require support or wish to seek further details, please email Residential Life Staff (RLS) to make an appointment.

2.3 Ongoing Rent Payment Options

You have three options for rent payment:

- weekly: direct debit, processed weekly in advance (i.e. rent for the week coming)
- one upfront lump sum of the full accommodation period payment prior to the Commencement Date, either by bank transfer, or credit/debit card via the portal or
- twice yearly: two one-semester advance payments, either by bank transfer, or credit/debit card via the portal (i.e. one full upfront lump sum payment prior to the Commencement Date, followed by another full upfront lump sum payment prior to Semester Two Welcome Day.

If you choose to pay rent by direct debit from your bank account, you must ensure that the Direct Debit Request Form sent with your Offer Pack is submitted via the online portal no later than the second Wednesday after your Commencement Date.

You can also request a Direct Debit Request Form by visiting the UniHall front office or sending an email to admissions@unihall.uwa.edu.au.

If you choose not to utilise the direct debit system for payment of rent, you must pay your rent in full for one semester or in full for the entire accommodation period within 14 days from the Commencement Date. Failure to do is considered a debt.

You must seek the prior agreement of UniHall management before changing your payment arrangements.

2.4 Financial Difficulties

If you are experiencing financial difficulties, you are encouraged to make an appointment to see your RLS to discuss the situation. UniHall will do our best to assist you, but the earlier contact is made, the better.

UWA has an excellent student referral system that assists staff to refer all students to a range of customised supports when they need it most. This includes areas of academic, financial, sexual harm, wellbeing and family and domestic violence support. An RA or staff member only requires a student's name, student ID number and reason for the referral. This connects the student to the UWA Student Life team who will assess the referral and connect the student with the most appropriate support service.

2.5 Consequences of Outstanding Debt

A debt to UniHall is a debt to UWA.

If you incur any debt while living at UniHall (including a direct debit bounce back), you will be subject to the following steps and consequences:

STEP 1

You will receive an automated email requesting payment of the debt by the upcoming Sunday. That is, within one week of the debt occurring.

STEP 2

You may be sent a follow up reminder email within that week requesting payment be made by the upcoming Sunday.

STEP 3

If you do not pay by the Sunday specified in Step 2, you will receive an email requiring you to meet with a RLS member and giving you a further 14 days to pay the debt.

STEP 4

If you do not pay by the date specified in Step 3, you will be referred back to the RLS member, who with the support of the Deputy Principal, will give you a Breach Notice, and an Encumbrance will be placed on your UWA account. You will be given a further 7 days to make payment and must remain debt-free (i.e. not incur any additional debts during this time).

STEP 5

If you do not pay by the date specified in Step 4, you will be referred back to the RLS member, who with the support of the Principal, will give you another Breach Notice. You will be given a further 14 days to make payment and must remain debt-free.

The Encumbrance will remain on your UWA account until payment of your debt in full. However, following a second Breach Note in relation to the debt:

- your failure to pay will be noted on your UWA account and
- you will not be eligible for re-admission into UniHall the following year.

STEP 6

If the second Breach Notice is not paid within the 14 days, the Principal may terminate your Accommodation Agreement.

Recurring Debt

We define 'recurring debt' as a debt that occurs frequently and is repeatedly slow to be paid. Recurring debts cost UniHall and UWA Finance significant time to administer. As a result, you will receive a Breach Notice for recurring debt if you have a debt that occurs four (4) or more times throughout the year.

You will be required to attend a meeting with your RLS and the Principal, where you will be informed that any further debt incurred will result in you being ineligible for re-admission into UniHall the following year.

2.6 Additional Fees

You may have other fees and charges applied to your account from time to time. These may include:

- Confirmation Fee (comprising the Residents Club Fee and if new to UniHall, the Orientation Week Fee)
- fire alarm charge
- charges relating to property damage and other check-out charges
- lockout charge
- some ResLife charges such as Pathways to Leadership programs, etc. and
- charges related to guests staying with you.

You may also be required to pay other amounts upfront by eftpos or credit card at UniHall Reception. These may include:

- car parking fees
- purchase of merchandise
- upgrading your meal plan
- lost Temporary Card and
- purchasing of laundry tokens.

You must pay for all additional fees you incur. If payments are not made, you may receive an Encumbrance and a Breach Notice.

2.7 Confirmation Fee

The confirmation fee is the first payment you must make to secure your place at UniHall. This is a compulsory fee that all students (both new and returning) must pay. It is non-refundable. Within the Confirmation Fee is payment of ResClub membership for the year and for new students, a Welcome Week fee.

3. STUDENT CONDUCT

3.1 Overview

You must commit to a standard of conduct to build a safe, caring, respectful and successful living and learning experience for all. UniHall recognises and ensures that all students have a range of rights, including the right to:

- personal privacy and safety within the UniHall environment
- be treated with respect, courtesy and fair consideration
- be free from acts of violence, harassment, intimidation, discrimination, and physical and emotional harm
- access assistance and support from UniHall staff
- high standards of hygiene in all UniHall spaces and
- live, work, study and sleep without disturbance, excessive noise or anti-social behaviour.

UniHall expects that you will always act in the best interests of your fellow students, keeping in mind respect for others, their rights and freedoms as well as their health and personal safety.

It is important to know that UniHall is UWA. All UWA staff and students are governed by the UWA Code of Ethics and Code of Conduct and the UWA By-Laws. It is a condition of your enrolment at UWA that you agree to adhere to all applicable UWA policies, including the Code and By-Laws. It is also important to know that incidents of student misconduct or breach of this OTOR or your Accommodation Agreement may also be considered by UWA where that conduct or breach also breaches UWA policies and Codes.

3.2 Expectations of Students

You are expected to:

- comply with all UniHall guidelines, the UWA By-Laws, UWA Code of Ethics and Code of Conduct and all applicable UWA policies and procedures
- comply with all applicable State and Federal Legislation
- represent UniHall in ways that reflect positively on the reputation of UniHall and UWA
- strive for academic excellence and seek support as soon as any difficulties arise
- behave ethically and honestly
- cause no harm to yourself or others
- accept the consequences and outcomes of your actions
- treat staff, students and guests with respect and empathy
- maintain and leave rooms and common spaces to a high standard of cleanliness and hygiene
- abide by the expectations of behaviour outlined in this OTOR
- deal with conflict in a calm and sensible manner
- demonstrate behaviours which support community safety, security and harmony
- follow instructions and requests from the UniHall team
- report incidents of harassment, discrimination or unacceptable behaviour
- actively engage in community events and activities and
- inform a RLS member if you are the subject of, protected by, or in the process of applying for an agreed undertaking, VRO or MRO. This information may help UniHall better manage your safety and the safety of other students.

Behaviour contrary to this OTOR and your Accommodation Agreement may include, but is not limited to:

- failure to comply with UWA rules, policies, codes, regulations or other lawful directions of UWA, or failure to obey any reasonable direction of an authorised person in relation to your conduct
- any conduct which impairs the reasonable freedom of other persons to pursue their studies, research, duties or lawful activities at UWA or to participate fully in UWA life
- littering, damaging, defacing or wrongfully dealing with any UniHall or UWA property or any other property on where you are present in your capacity as a UWA student

- unreasonable conduct, including criminal activity, which may disrupt the normal activities of UWA or which may be prejudicial to the reputation, good order and governance of UWA
- acts or threats of sexual misconduct, violence, harassment, intimidation, discrimination, coercion, deceit or other conduct (by physical, verbal, written or electronic means) that threaten or endanger the health, freedom, safety of any person (including yourself) or obstructs a UWA member in the performance of their duties
- any act of hazing
- providing information known to be false or the forgery, alteration or misuse of any document, record or instrument of identification
- providing yours or any UWA student's UWA Campus Card to another person, or using another person's UWA Campus Card for any purpose
- providing false information before or during an investigation by a person authorised by the Principal to conduct such an investigation
- breaches of any obligations placed on you by the OTOR or Accommodation Agreement or
- any unreasonable failure to comply with a sanction arising from an adverse determination.

3.3 Passive Participation

You are obliged to:

- remove yourself from any situation where a breach of laws, the By-Laws or any UWA regulations, rules, policies or procedures is occurring and
- immediately report any behaviour which compromises the safety or security of people or property.

For example, if someone takes out an illegal drug in your presence, you are obliged to remove yourself immediately from that situation rather than passively participating in an activity which is a breach of your Accommodation Agreement, this OTOR and the law. Ideally, you should draw the activity to the attention of an RA, a RLS member or the Deputy Principal/Principal.

3.4 Responsibilities of UniHall towards Students

UniHall is committed to providing a safe, secure and supportive environment. All members of the residential community have a responsibility to recognise and protect the rights of others, to practise and promote tolerance and care for others and to exercise the values of compassion, courtesy and cooperation.

UniHall will support and encourage you in the exercise of your rights.

If a situation arises where there is grave concern for your health and wellbeing:

- the Principal or delegated representative reserves the right to contact your emergency contact person and/or emergency services without notifying you or seeking consent
- and you are unconscious, experience breathing difficulties, chest pains, significant bleeding or any other critical medical incident, staff must arrange emergency ambulance transport for you
- and you receive treatment from Emergency Services, in order to support you and your return to UniHall, we will seek your consent for Emergency Services to release information to us
- and there are issues relating to sexual harassment, sexual assault or criminal activities involving you as victim or alleged perpetrator, UniHall will communicate and work with UWA and other services as it deems necessary to support you. This may include relocating you or others and
- UniHall acknowledges that we do not have the resources, expertise and skills to support serious issues of mental health. UniHall will assist your family and other organisations to help you. However, there may be occasions when we need to exclude you from living at UniHall until such time that it is considered safe for your health and well-being, and that of other community members, for you to return.

If you are aged under 18 and are an International Student, UniHall will perform nightly curfew checks to ensure you are in your room between the hours of 10.00pm and 6.00am the following day.

Poor financial standing, poor academic standing and unacceptable maintenance and condition of your room are considered to be a breach of this OTOR and the Accommodation Agreement and may result in your exclusion from UniHall.

3.5 Authority

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

3.6 Consequences of a Breach

What is a Breach?

As a student of UWA and resident of UniHall you are required to comply with UWA policies and guidelines including but not limited to the UWA Code of Ethics and Code of Conduct, UWA By-Laws, International Student Under 18 policy (if relevant to you), this OTOR and your Accommodation Agreement.

When you do something that breaks an obligation or otherwise fail to observe the above documents, a breach occurs. While all efforts are made to keep academic and residential status separate, there are times when behaviour or incidents are required to be reported by UniHall to UWA.

RLS including the Deputy Principal and Principal will observe the principles of natural justice when managing a breach. Formal rules of evidence do not apply and in any investigation the standard of evidence is the balance of probabilities. Some elements of the process of managing breaches may have similarities with the legal system, however our approach is predominantly educative and administrative in nature.

UniHall Procedure for Addressing Breaches

UniHall endeavours to manage breaches at the lowest level appropriate to the issue being addressed. If RLS is notified of a possible breach they may ask a RA to discuss the incident with you in order to provide guidance and/or advice about UniHall's expectations of future behaviour.

For more serious matters this procedure may be managed by the RLS and the Deputy Principal or the matter may be referred by the RLS directly to the Deputy Principal who then may consult with the Principal and/or refer directly to UWA.

You may be issued with a Breach Notice for any breach of the Accommodation Agreement, including but not limited to:

- failing to comply with the UWA By-Laws and any relevant UWA policy or procedure
- failure to maintain good financial standing
- failure to comply or follow instructions listed in the OTOR
- engaging in any unlawful behaviour at UniHall or UWA and
- failure to follow all lawful and reasonable directions of UWA and UniHall staff.

If you are issued with a Breach Notice, you must meet with either the Principal, Deputy Principal or a RLS member in person (determined with reference to the seriousness of your breach). At this meeting, UniHall staff will:

- convey the reasons the Breach Notice has been given
- ensure you have a copy of the Breach Notice
- explain what behaviour/s needs to be altered, or what you need to do to rectify the breach and give you a time frame for you to do so. This may require a follow-up meeting or impact your level of engagement in UniHall life for a period of time
- inform you how the Breach Notice may impact any application to return to UniHall for the following semester or year
- ensure you have access to support services including UWA Student Guild and
- explain the method of appealing a Breach Notice.

If you receive multiple Breach Notices within the period of your Accommodation Agreement or across years, there may be consequences, including your accommodation being terminated and you having to leave UniHall.

If your Accommodation Agreement is terminated, you may only return to UniHall as a visitor with written permission from the Principal, Deputy Principal or RLS member. If found on UniHall grounds without permission, you will be declared to be trespassing, and UWA Security will be informed.

If you commit a serious breach of the Accommodation Agreement and we do not believe a Breach Notice will be sufficient to remedy the situation, we reserve the right to terminate your Accommodation Agreement instead of issuing a Breach Notice.

Different Consequences of a breach

Depending on the nature and severity of the breach, you may receive the following response:

Response	Issuing Authority	Description
Encumbrance	Residential Life Staff Deputy Principal Principal	An encumbrance placed on your UWA account for failure to remain in good financial standing, breach of your Accommodation Agreement or obligations under this OTOR.
Verbal warning	Residential Advisor Residential Life Staff Deputy Principal	Verbal advice that your actions constitute a breach of your Accommodation Agreement or could lead to a breach. UniHall's expectations of future behaviour will be re-stated at this time.
Written warning	Residential Life Staff Deputy Principal	Written advice that your actions constitute a breach of your Accommodation Agreement and could lead to a formal Breach Notice. UniHall's expectations of future behaviour will be re-stated at this time.
Breach Notice	Residential Life Staff Deputy Principal	If you have a sustained or recurring debt, do not maintain your room to the expected standard or otherwise violate your obligations under the Accommodation Agreement or OTOR, you may be issued a Breach Notice. You must address the issue within the specified timeframe or further consequences may occur, including exclusion from UniHall.
Social probation	Residential Life Staff Deputy Principal Principal	You may be placed on probation for a specified period of time, for up to as long as you reside at UniHall, during which time you are expected to maintain model behaviour. Any further breach would normally result in exclusion from UniHall.
Restrict or withdraw privileges	Residential Life Staff Deputy Principal Principal	You may be restricted from privileges or have privileges withdrawn (i.e. restricted access to facilities, parking, services, activities or events, permission to keep or consume alcoholic beverages).
Restitution	Residential Life Staff Deputy Principal Principal	You are required to reimburse UniHall for any loss or damage which has been incurred by you, another person or organisation as a result of your actions.
Behaviour program	Residential Life Staff Deputy Principal Principal	You are required to complete a behaviour program relevant to your actions. This could be an online program or meeting with a UWA student service.
Room relocation	Residential Life Staff Deputy Principal Principal	You could be required to relocate from your current room to another room within the UniHall.
Suspension	Deputy Principal Principal	You may be removed from UniHall and banned from accessing UniHall for a specified period of time.
Decline of Accommodation in the following year	Deputy Principal Principal	You may be refused residence at UniHall for the following year.
Exclusion	Principal	You may be required to leave UniHall and never return. You would normally be given thirty days to do so, however, this may be immediate or earlier depending on the severity of your actions and impact it has or might have on the broader community.

Recommendation to Suspend or Exclude a Resident

If you commit a serious breach and it is determined that the most appropriate sanction should be your suspension or exclusion from UniHall, that recommendation will be communicated to the Principal (or delegated representative). The Principal will consult with UWA where a formal investigation may occur prior to an outcome, the decision of which will be to either:

- accept the recommendation and suspend or exclude you or
- deny the recommendation and refer the matter back to the Deputy Principal with a direction to impose a lesser sanction.

Whilst under investigation, you may be required to depart UniHall and/or remain away from UWA. These decisions will always be made in collaboration with UWA. If you remain at UniHall whilst under investigation, you will be required to sign an Undertaking Agreement setting out clear expectations and consequences if the Undertaking is broken.

Appealing an Adverse Determination (not including Suspension or Exclusion)

If you believe you have been dealt with unfairly you may appeal the decision. If you have been suspended or excluded, you cannot appeal under this process, but should refer to the UWA Student Complaint Resolution Policy.

To appeal, you must:

- appeal to the Principal within seven (7) UWA working days of the determination of the sanction
- appeal in writing to the Principal by outlining the reasons for your appeal
- be able to demonstrate at least one of the following grounds for appeal:
 - due process has not been followed or
 - new information of a substantive nature has become available after the decision was made.

You bear the burden of proving the grounds for appeal. You are able to seek information, support and advocacy from Guild Student Assist at any time during the process.

Whilst the Principal is considering your appeal, the Principal may suspend any sanction pending the outcome of the appeal.

The Principal will consider your appeal and make a decision within 10 UWA working days. The Principal may decide to:

- put aside, confirm, modify (in full or part) the original decision and
- decrease or increase the sanction(s) originally imposed by the RLS/Deputy Principal.

3.7 Complaints Procedure for suspension or exclusion

If you wish to appeal a decision to suspend or exclude you, you should refer to the UWA Student Complaint Resolution Policy which can be provided by the RLS upon request.

4. BULLYING, HARASSMENT AND DISCRIMINATION

UniHall is committed to maintaining an environment in which all students and staff are valued and respected. Bullying, harassment or discrimination of any form has no place in the UniHall community.

4.1 Definitions

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. 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 or discrimination because of their belief systems including political or religious beliefs or activities, cultural, racial, or socioeconomic background, gender, sexual orientation, physical features, or disability, among other things.

Bullying is repeated inappropriate behaviour, direct or indirect and by one or more persons which undermines an individual's right to dignity.

All forms of bullying, harassment and discrimination are serious issues, and such behaviour is unacceptable. UniHall will not accept or tolerate any form of bullying and harassment and all complaints will be dealt with in accordance with this OTOR.

You must be aware of your responsibilities to maintain appropriate tone and language when communicating with other students, UniHall staff, UWA staff and the wider community.

4.2 Hazing

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

4.3 Reporting or Seeking Assistance

If you feel you have been subjected to any form of bullying, harassment or discrimination you are encouraged to take action to resolve the issue. UniHall will assist in any way possible, either by initiating action within UniHall or by referring the matter to the appropriate authorities.

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

- be sensitive to any sign of discomfort from the other person
- apologise if you do notice the other person's discomfort
- stop doing what you are doing or what you are saying at the time and
- talk it over with your RA or RLS.

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

- tell the person concerned that you object to the comments or behaviour and ask them to stop
- discuss what occurred with your RA or your RLS and/or
- contact the [UWA Integrity and Standards Unit](#)

4.4 Disciplinary Action

Any student or staff member involved in bullying, harassment or discriminating behaviour against another resident, a group of students or staff member will be subject to investigation. A disciplinary response will occur if the investigation demonstrates that bullying, harassment or discriminating behaviour has taken place. Such behaviours are serious breaches of the Accommodation Agreement and are grounds for immediate exclusion from UniHall.

5. SEXUAL MISCONDUCT

UniHall does not tolerate any form of non-consensual sexual contact with another person. Any such conduct is a serious breach of the conduct expected by UniHall, UWA and the wider community. UniHall encourages any person that has experienced sexual harassment, sexual coercion, intimidation, exploitation, or sexual assault, to seek confidential support and advice. Incidents of sexual misconduct are frightening to experience and may have long-lasting effects.

5.1 Overview

Every person, regardless of age, gender, sexuality, cultural background or religion has the right to decide where, when and with whom sexual encounters take place. An individual also has the right to change their mind about wanting to have sex, both before and during sexual activity. In Western Australia, the legal age for people of all genders to consent to sexual activity is 16 years old. Sexual Misconduct means an instance(s) where an individual engages in unwanted and unwelcomed conduct of a sexual nature towards another individual without their consent including sexual harassment, sexual coercion and intimidation, sexual exploitation and sexual assault including threats of harm or inciting other individuals to engage in sexual misconduct. Sexual misconduct also applies to UniHall and UWA digital environments. All forms of sexual misconduct are prohibited at UniHall and in the UWA community.

You need to be aware there are forms of sexual conduct which although deemed harmless by some are considered offensive by others. Any incident of sexual harassment is determined by how the alleged offensive conduct is perceived by the other person.

You must be aware of the potential for your behaviour to be considered offensive, even threatening to other students and to be aware of the possible consequences of your actions and words.

UWA is committed to maintaining a culture of respectful relationships within a safe environment and has a comprehensive Sexual Misconduct Policy and Procedure with a zero-tolerance approach. The UWA Sexual Misconduct Policy applies to all students, staff members and visitors. There are significant consequences for anyone found to have been involved in sexual misconduct.

UniHall will address any disclosure or complaint about sexual misconduct in accordance with the UWA Sexual Misconduct Policy. The safety and wellbeing of a person disclosing or filing a complaint of sexual misconduct is viewed as a priority by UniHall. Immediate and ongoing assistance will be provided by UniHall and UWA and confidentiality will be respected at all times (noting that where UniHall believes your welfare or safety is at risk, UniHall may contact your emergency contacts and/or next of kin for the purpose of obtaining support for you, but will be as sensitive as possible).

5.2 Sexual Harassment

Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person and can be a single incident or an ongoing pattern of behaviour. It can be obvious or indirect, physical or verbal, repeated or an isolated incident and can be perpetrated by a person of any gender against a person of the same or other gender.

Sexual harassment can include but is not limited to:

- staring or leering
- unnecessary familiarity, such as deliberately brushing up against someone or unwelcome touching
- suggestive comments or jokes, gestures, or sounds
- insults or taunts of a sexual nature
- intrusive comments or questions about someone's private life
- communications, comments, advances or suggestions of a sexual nature sent via any platform, including social media, emails and text messages
- requests for sex or repeated unwelcome requests to go out on dates and
- indecent exposure, stalking or obscene communications via any means.

5.3 Sexual Coercion and Intimidation

Sexual coercion and/or sexual intimidation occurs when someone pressures or tricks another person into doing sexual things. It involves behaviour that is abusive, controlling or threatening in some way.

Sexual coercion or intimidation can include but is not limited to a first person:

- saying they will leave a second person or have sex with someone else if the second person does not have sex with them
- trying to get a second person to drink more alcohol with the objective of getting the second person to agree to have sex
- making a second person feel guilty for not having sex when the first person wants to
- saying that a second person owes them sex
- making a second person feel scared to refuse sexual advances because of what the first person might do. This might be a threat of physical assault but can also include fears of the first person saying bad things about the second person to others, sharing private or damaging information about the second person, or taking away support (e.g. taking away money)
- saying they will get a second person out of debt, provide the second person with drugs, let the second person stay at their house, or help the second person with a problem if the second person has sex with them
- holding a second person down, yelling at the second person or trying to scare the second person into having sex and
- insisting on any sexual act or activity that may be uncomfortable, frightening, or hurtful to a second person.

5.4 Sexual Exploitation

Sexual exploitation occurs when a person abuses or exploits another person's sexuality without that person's consent for the purpose of sexual gratification, financial gain, personal benefit or advantage or any other non-legitimate purpose. It includes any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes.

Sexual exploitation can include but is not limited to:

- recording and/or distributing images or audio without that person's consent of sexual activity, intimate body parts, or nakedness
- "revenge pornography" in which a person threatens to post or does post images, audio, or video of a person participating in sexual activity
- viewing another person's sexual activity, intimate body parts or nakedness without their consent in a place where that person would have a reasonable expectation of privacy
- exposing someone's genitals without their consent
- refusing to use safe sex practices
- making sex a condition of assistance or support and
- psychologically blackmailing.

5.5 Sexual Assault

Sexual assault describes a range of sexual crimes committed against a person. The information in this section is for summary purposes only and does not constitute a substitute for, or accurate statement of, the content of the relevant criminal laws.

Sexual assault includes but is not limited to aggravated sexual assault (sexual assault with a weapon), attempted rape, indecent assault, penetration by objects and forced sexual activity that did not end in penetration, and rape (sexual penetration without consent). It includes the penetration of the vagina, anus or mouth by a penis or the penetration of the vagina or anus by another body part or by an object manipulated by another person. It also includes oral sex.

Sexual assault includes any unwanted sexual act or sexual behaviour which an individual did not consent to, or was not able to consent to, through the use of physical force, intimidation, coercion or through lack of capacity due to drugs or alcohol.

It is a criminal offence to proceed with a sexual activity if the first person is aware that the second person might not be consenting or the second person might be in a condition such that they are unable to give their consent. Sexual assault is a serious crime. It can result in arrest, prosecution, and criminal penalties, including imprisonment.

5.6 Consent

Consent is an agreement between participants to engage in sexual or other behaviours. If a person consents to sex it means that they want to have sex at that time with that particular other person. When sexual activity happens without consent it becomes sexual assault or rape. Consent needs to be given for each separate encounter and a person cannot consent if they are intoxicated or affected by other drugs. Silence or passive participation cannot be interpreted as consent. All parties need to have discussed and verbalised their willingness to participate.

Any form of sexual touching or sexual activity without consent is sexual assault. A person cannot give their consent if:

- they are passed out or unconscious. This might be due to drugs, alcohol or a violent assault
- they are asleep
- they are conscious but the effects of alcohol or drugs leave them unable to say what they do or do not want
- another person tricks them into thinking the other person is someone else
- the behaviour of another person makes them feel too scared to say no or
- the number of people seeking their consent makes them too scared to refuse or resist or makes it impossible for them to do so.

Consent needs to happen every time! Each and every time a person engages in any sexual activity ranging from touching or kissing to having sex, they must always have the other person's consent. If a person agreed to have sex once does not mean that they agreed to have sex at any other time. If a person is in a relationship with a second person does not mean that the second person can have sex with the first person whenever they want. Consent is still required.

Consent must happen at every step. If a person consented to do one particular sexual act it does not mean that they have consented to any other sexual act.

Showing interest is not consent. Giving someone attention, agreeing to go on a date or flirting with them is not consent.

A person can withdraw their consent at any time and for any reason.

5.7 Reporting or Seeking Assistance

Immediate Safety

If you are concerned for your immediate safety you are encouraged to contact UWA Security by either phoning 6488 2222 or sending an alert on the SafeZone App. Security will attend and assist both on-campus and onsite at UniHall. If you are off campus, seek a safe location and contact the Western Australian Police by dialing 000.

Get Support

UniHall and UWA have staff trained in responding to disclosures of sexual violence to ensure a student feels supported and informed of all options, support services available and reporting options. To ensure a student's right to self-determination, their decision making and response to any form of sexual misconduct will be respected and supported in full.

If you experience any form of sexual misconduct or are worried about your safety at UniHall, you are encouraged to speak privately to your RLS or a UniHall staff member. They may refer to specialised staff at UWA who can then discuss safety, support and reporting options with you.

Your academic record will not be affected if you disclose something to staff. If you are an international student, reporting an incident will not affect your student visa.

UniHall support and/or adjustments for those impacted by sexual harm or family and domestic violence may include:

- pastoral support and service advice
- liaison with UWA Departments on your behalf
- academic support
- accelerated UWA Support Referrals
- relocation to a temporary or alternative room
- meal support
- rent adjustments (if you require a short leave of absence) and
- requesting escort from UWA Security between campus and UniHall.

5.8 UWA Support Services

The safety and wellbeing of the UWA community is a top priority, with services on campus to assist students who have been impacted by sexual harm or family and domestic violence.

UWA has an excellent student referral system that assists staff to refer all students for a range of customised supports when they need it most. This includes areas of academic, financial, sexual harm, wellbeing and family and domestic violence support. An RA or staff member only requires a student's name, student ID number and reason for the referral. This connects the student to the UWA Student Life team who will assess the referral and connect the student with the most appropriate support service.

Others support services include:

Student Wellbeing:

- W | uwa.edu.au/students/Support-Services E | disclosure@uwa.edu.au
- First point of contact for students impacted by sexual assault, harassment or family and domestic violence and can assist with issues that are recent, in the past, at UWA or elsewhere.
- Making a disclosure is different to making a report and help can be provided with this.
- Confidential wellbeing support and safety planning.
- Provide support with academic matters.
- Fast-track referrals to other services, such as counselling.
- Provide information about possible options for reporting or making a complaint.

UWA Medical Services:

- W | www.uwa.edu.au/students/support-services/medical-centre T | 6488 2118
- Provide confidential, accredited medical care, urgent mental health care. Male or female doctors available.
- Bulk-billed for domestic students, direct-billed to OSHC for international students with Medibank.
- Provide testing for pregnancy and STIs.

UWA Counselling and Psychological Services:

- W | uwa.edu.au/students/Support-services
- Counselling sessions to assist with concerns, issues or everyday events.
- Free and confidential.
- Bookable online.

Guild Student Assist:

- W | uwastudentguild.com/get-support T | 6488 2292 E | assist@guild.uwa.edu.au
- Provide free, independent and professional support and advocacy to any enrolled UWA student.
- Counselling appointments available.
- Support with academic and welfare issues (e.g. deferred exams, academic misconduct).
- Provide emergency financial assistance, interest-free loans and food pantry.
- Support through the report/complaint process.

Reporting Sexual Misconduct:

- UWA encourages individuals to report incidents that may constitute a criminal offence, such as sexual assault or rape to police in the first instance.

UWA Integrity and Standards Unit (ISU):

- W | web.uwa.edu.au/university/complaints T | 6488 8547/7986/1976 or 0400 890 879 E | integrityandstandards@uwa.edu.au
- Anyone who experiences sexual misconduct can make a report or complaint about a member of the UWA Community. ISU receive, investigate and resolve reports and complaints related to the UWA community. All personal information is handled in line with the Australian Privacy Principles.
- Reporting options available:
 - online portal
 - by phone
 - in writing via email
 - in person by appointment.

WA Police:

- W | police.wa.gov.au/your-safety/sexual-assault T | 131 444.
- When a person reports a sexual assault, they will be offered free and confidential counselling services.
- If the person chooses not to take action, reporting the assault still helps Police to record the crime with may assist with future investigations.
- No action will be taken to investigate the assault without a student's permission.

5.9 External Support

The Sexual Assault Resource Centre (SARC) is a free service located in Perth providing crisis services to people who have experienced a recent sexual assault in the past 14 days and counselling for sexual assault/abuse experienced recently or in the past. SARC offer:

- free and confidential 24/7 emergency line T | 6458 1828 or 1800 199 888
- a team of specially trained female doctors, and male and female counsellors
- immediate, emergency assistance including medical, forensic and counselling support, up to 2 weeks after a sexual assault.
- the support of a person's decision to involve Police (optional)
- free, specialist counselling also available related to historical sexual assault or abuse.

1800RESPECT is a national sexual assault and domestic violence counselling Service operating 24/7 and offers:

- W | 1800respect.org.au T | 1800 737 732
- Language interpreter options available
- Support via telephone, online chat, or directory of registered face-to-face services.

5.10 Disciplinary Action

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

6. ALCOHOL

The decision to consume, or not to consume, alcohol are valid personal choices. Students over the age of 18 years may consume alcohol in moderation inside their room and in designated common spaces between 5:00pm and 9:00pm, provided that the rights of other students to quiet enjoyment of their room are not compromised.

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

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

6.1 Legislation

Alcohol may not be consumed by anyone under 18 years of age in Australia.

6.2 Responsibilities of Students

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

- under-age drinking
- supply of alcohol to underage students
- excessive intoxication
- anti-social acts (e.g. inappropriate acts or comments, aggression, verbal or physical intimidation, vomiting and loud noise) which result from intoxication
- drinking games and/or the sculling of alcohol
- pressuring other students to drink alcohol
- misuse of wristbands and/or alcohol during events
- having open alcohol containers in public spaces (you may walk from building to building with closed containers)
- using or possessing any apparatus designed to drink alcohol in excessive quantities or to speed up the intake of alcohol. Note that all UniHall staff members have the authority to confiscate any such apparatus.

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

6.3 UniHall's Responsibilities

If you participate in excessive use of alcohol or anti-social behaviour arising from alcohol consumption we may refer you to UWA Counselling and/or Medical Services. If significant health issues surrounding alcohol or other substances are identified, students will be supported within the capacity of UniHall resources and external agencies may be involved.

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

6.4 Alcohol Use in Common Spaces

Alcohol consumption is permitted in certain common spaces between 5:00pm and 9:00pm. These areas are clearly sign-posted. If an area is not posted, it means that alcohol consumption is not permitted at any time.

Consumption of alcohol in outdoor areas of UniHall such as the Upper and Lower Quad is not permitted unless it part of an official UniHall event.

You must submit an Internal Event Management form (available from the UniHall Office) and get prior approval before hosting a events involving alcohol in UniHall common areas. You must submit the form at least ten (10) days before the planned event. The event is only approved once you have received written approval by the RLS (or for large events the Deputy Principal).

You should note that whenever alcohol is consumed in common spaces:

- the rights of other students must be respected at all times
- you must conform to visitor and noise policies
- you must respect the hours during which alcohol can be consumed
- alcohol use must be moderate
- non-student visitors must not outnumber UniHall students
- you must leave the area used clean and tidy. You will be held financially accountable for damage or cleaning of misused spaces and
- any issues around the consumption of alcohol may result in an immediate change of policy if the spaces are not used appropriately.

6.5 Alcohol Use In A Student's Room

Alcohol may be consumed in moderate amounts inside your room subject to the guidelines listed above.

7. DRUGS AND ILLEGAL SUBSTANCES

You must not have in your possession or control in UniHall any substance or article of which possession is forbidden by the Law of the State of Western Australia or the Commonwealth of Australia.

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

Using or possession of any illegal drugs (including synthetic cannabis or similar substances), and trafficking or participating in the trafficking of illegal drugs is a serious breach of your Accommodation Agreement and may result in exclusion from UniHall and the police will be notified.

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

If you self-refer and seek assistance to overcome addiction to an illegal (or legal) substance, UniHall will provide you reasonable support within the law and will refer you to professional external support services.

7.1 Alcohol & Other Drugs Counselling

UWA provides free confidential on-campus alcohol and other drugs counselling to assist a student with re-balancing their lifestyle. Appointments are available at the UWA Medical Centre. To book, simply make an appointment on-line, in-person, or by calling 08 6488 2118.

8. SMOKING AND VAPING

8.1 Guidelines

UWA is a smoke-free environment. UniHall is committed to ensuring students, staff and visitors are not exposed to second-hand smoke inhalation. If you choose to smoke, you must ensure that you do not subject non-smokers to second-hand smoke inhalation.

Smoking at UniHall (including vaping) is strictly prohibited outside of the designated Smoking Area which is located behind L House adjacent to the external parking area.

Smoking and evidence of smoking in rooms is unacceptable and a breach of the Accommodation Agreement which may result in disciplinary consequences. At no time must the smoke detector be removed, covered, tampered with, or have anything attached to it.

The Smoking Area must be kept clean. Smokers are expected to be courteous and dispose of cigarette butts and packets in the bins provided and to keep the area clean and tidy. Alcohol is not permitted in the Smoking Area.

Those using the Smoking Area must comply with UniHall guidelines around noise and quiet hours.

8.2 Other Smoking Apparatus

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

9. YOUR ROOM

You are solely responsible for the condition of your room and its contents. Apart from fair wear and tear, the cost of any damage done to the walls, door, carpet, artwork, fittings or furniture will be passed onto you and you may receive an Encumbrance and/or a Breach Notice.

9.1 Initial Property Condition Report (PCR)

You will be provided with a Property Condition Report upon arrival at UniHall. It is important to follow the instructions and to complete and return the PCR to UniHall. The PCR will be used to compare the condition of your room during the final property inspection after your departure. You may be charged in relation to any damage or missing items discovered at the final inspection that were not declared in the PCR, and you may receive an Encumbrance.

9.2 Room inspections and Staff entering Student Rooms

Aside from regular housekeeping that occurs as part of your Accommodation Agreement, there may be times when your room will be accessed for routine or periodic maintenance, room inspection or in an emergency situation. At all times staff will show the highest level of respect and care, ensuring you are aware and acknowledge where possible, the entry beforehand.

If your room is found to be in a less than satisfactory state upon any such entry, UniHall may conduct an inspection which could result in disciplinary action or additional fees or charges.

9.3 Cleaning by our Housekeeping team

UniHall employs a committed housekeeping team to clean students' rooms. Housekeeping does not affect or remove your obligation to maintain your room to a high standard of cleanliness and hygiene. Housekeeping staff will not service unsatisfactory rooms and will report unsatisfactory rooms to your RLS who will follow-up with you and you may be subject to additional charges and a Breach Notice.

Your room will be cleaned at the frequency set out in your Accommodation Agreement. Should there be any changes to the frequency, UniHall will notify you in advance.

You will be able to check the cleaning schedule published at the beginning of each semester on the [UniHall portal](#)

If you are in a Studio room or One-Bedroom Apartment, you are responsible for cleaning fridges, microwaves, shower recesses and toilets.

Room cleans by the housekeeping team is compulsory and part of your Accommodation Agreement. However, you may request to cancel one cleaning service per semester only under exceptional circumstances (such as for medical reasons or during exams). Your request will be subject to approval and needs to be submitted to your RLS seven (7) working days prior to the scheduled cleaning service. Please note, even if the cancellation is approved, your room will be inspected by the Housekeeping Supervisor.

9.4 Your obligations

You are responsible for maintaining your room to a high standard of cleanliness and tidiness. You must also leave all common areas clean and tidy after use. Failure to do so may result in a Breach Notice.

Maintaining your room to a high standard of cleanliness and hygiene means (where items applicable for your room type):

- keeping your room clean and tidy
- wiping up spillages
- keeping the floors free of clutter and debris
- keeping fridges and freezers clean and throwing away unwanted, out of date or spoiled food
- keeping the oven, the grill pan and microwave clean
- keeping surfaces clear and clean (i.e. worktops and window sills)
- washing up and putting away crockery and cutlery
- on benchtops, using a cutting board when slicing or a trivet when using hot saucepans and frying pans

- hanging wet or damp towels away from furniture or vanity/kitchen doors because they will warp. You may be charged for the cost of such damage
- ensuring that rooms and bins do not smell or become unhygienic
- removing rubbish from rooms and disposing of it and recycling in waste rooms or bins located outside at the entrance of A & B House
- wiping down wash basins and shower recesses on a regular basis, removing stains, spills, and hair from the drain
- not storing perishable or dry foods on windowsills
- ensuring clear access to the balcony for maintenance and housekeeping staff
- only using facilities and equipment for purposes for which they are designed and intended. You must not dispose of sanitary pads, tampons, condoms, or paper towels down the toilets.

You are able to borrow vacuum cleaners by submitting a maintenance request on the [UniHall portal](#)

Vacuum cleaners are available for students to borrow between 6.30am and 2.00pm on weekdays. Vacuum cleaners must be returned promptly (within one hour) and empty of contents to allow all students equal access.

If stains or other damage occurs to carpet or furniture, you may request cleaning or maintenance assistance via [UniHall portal](#). Please submit any such request immediately after the stain or damage occurs. Our housekeepers are well-practiced in removing stains and spills and can often access stronger cleaning products. Asking for assistance is better than leaving the stain or spill to worsen over the course of the year or semester.

UniHall understands that this may be the first time you have lived away from home and that you may not be experienced in looking after your own space. RAs and RLSs are happy to help you understand what is required and how to achieve a high standard of cleanliness and hygiene. Please do not hesitate to ask for help.

9.5 Reporting Damage &/or Maintenance Requests

Logging a Maintenance Request

You should report any maintenance issues in your room or in common areas when first noticed so that staff can address the issue as soon as possible. You are not permitted to make repairs or replace any UniHall property or to contract external tradespersons or vendors to undertake repairs. Examples of maintenance issues you must report include but are not limited to:

- faulty electrical items or appliances supplied by UniHall in your room
- faults with common area electrical appliance including washing machines, fridges and microwaves
- lights not working
- loss of hot water and
- leaking taps.

To log a cleaning or maintenance request:

1. Log-in into the [UniHall portal](#)
2. Go to the Maintenance Tab along the top menu bar.
3. Complete the maintenance request as instructed.
4. Be specific about the item and also the issue. For example: 'tap not working' is not very clear, while 'the back left hot plate on the stove appears to heat up but then, after 2 or 3 minutes, no longer works' is very helpful.
5. Press the "Save and Continue" button.

Please note that when you log a cleaning or maintenance request, you are giving approval for UniHall staff or contractors to enter your room to inspect the issue and to make necessary repairs or replacements (UniHall will always try to advise you of the time beforehand). Any delay in gaining access or entry to your room could result in subsequent delays to completing the repair or maintenance work requested.

The Maintenance Team will use the information in your request to try and determine how urgent the issue is and will allocate the request a place on their priority list. Emergency and urgent matters will be dealt with first. That said, every effort will be made to respond to a request in a timely manner and we will communicate with you about timing and to let you know of expected delays. If a maintenance fault cannot be rectified within a reasonable period of time then your RLS will communicate with you regarding possible alternative accommodation / facilities to be offered.

Urgent Maintenance Requests and After Hours Requests

Urgent maintenance issues are issues that have the potential to compromise personal safety or cause ongoing damage to property, such as:

- Loss of power or water or
- Damage, breakages or other situations such as a burst water pipe that could potentially cause harm to any person or property.

The Maintenance Team works between 7:30am and 3:30pm Monday to Friday. If an urgent maintenance issue arises during this time, you can report it in person or via telephone at the UniHall Office (8.00am to 6.00pm).

If you need to report urgent maintenance issues outside of these hours, you can report it:

- to the Duty RA outside of office hours between 6.00pm to midnight or
- to UWA Security outside office hours between midnight and 9.00am.

9.6 Power and Lighting

Studios and One Bedroom Apartments have a smart reader power saving device installed. You need to insert your campus card into the slot next to the front door to operate the power. The smart reader will only operate via your campus card. Your campus card must be removed upon exiting the room.

Please note the power outlet under the desk and the refrigerator will always operate regardless of the card insert. you must not to use these outlets for cooking or heating equipment.

9.7 Balconies

Balconies are quiet spaces intended for your use including with a maximum of three guests. Anti-social behaviour on balconies is a breach of this OTOR and may incur a disciplinary response.

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

9.8 Condensation Management

Condensation can become a problem in rooms at UniHall and may lead to the build-up of mould or mildew. You are responsible for ensuring condensation and mould/mildew does not become a problem in your room. Please report any ongoing mould or mildew issues via the [UniHall portal](#)

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

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

9.9 Cooking

Due to health and safety issues students living in Standard and Standard Premium rooms cannot use toasters, kettle, rice cookers, microwave ovens and other cooking appliances in their room. UniHall reserves the right to confiscate any such equipment or you will be asked to remove these.

Students in self-contained Studio rooms and One Bedroom Apartments may cook in their rooms using the provided appliances. Any additional electrical cooking appliances purchased and used by students must have the Regulatory Compliance Mark (RCM):



If in doubt, please contact the facilities team. You will be asked to remove any electrical items that are not made to Australian Standards.

Benchtops

- Do not cut food on bench tops. Always use the provided cutting board.
- Do not place hot saucepans or frying pans on benchtops. Always use the provided cork mat.
- You may keep the cutting board and cork mat on departure.

Cooking Safely

- Operate appliances as per instructions provided.
- Never leave cooking equipment unattended (including kettles and toasters).
- Do not allow a build-up of grease on cookers, microwave or grill pans. You are responsible for keeping all kitchen equipment clean and grease-free.
- Do not close oven doors whilst grilling or before the grill has adequately cooled down.
- Personal BBQs and the storage of flammable materials/liquids are prohibited.

9.10 Cooling and Heating

Studio rooms and One-Bedroom Apartments are fitted with reverse cycle air conditioners. The air conditioner will not operate if the windows or doors are left open. Please ensure the isolation switch on the wall under the air conditioner is switched on.

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

You may only use the heaters and fans provided by UniHall. Any heating appliance not approved by UniHall could invalidate any insurance claim against loss through fire and will be removed without notice or you will be asked to remove these.

If you require a fan, please submit a maintenance request via the [UniHall portal](#)

9.11 Decoration and Alteration

You are not permitted to:

- Stick or fix anything on the ceilings or on or near smoke detectors. This is an occupational health and safety violation as well as being a serious breach of the Accommodation Agreement
- make alterations to any part of your room
- write on, affix to the wall, or any part of the room any boarding, writing, signs or similar that may cause damage or
- use sticky tape or command hooks as these may remove paint.

You are permitted to place posters, signs or similar items on:

- pin boards and noticeboards in your room and internal and external common areas as long as removable adhesive (i.e. Blu Tack) is used and
- your room doors and cupboard (not on walls) as long as removable adhesive (i.e. Blu Tack) is used.

You may be charged and issued a Breach Notice for any damage due to decoration/alteration.

9.12 Electrical Equipment

Travel adaptors are not to be used on a permanent basis.

All electrical items used at UniHall, including laptop chargers and electrical adaptors, must be made to Australian Standards and have the Regulatory Compliance Mark (RCM):



If in doubt, please contact the facilities team. Any electrical items found in a room that are not made to Australian Standards will be asked to be removed.

If you require additional power points in your room, you must purchase a power board with a surge protector. These can be purchased from supermarkets and hardware stores.

Any equipment belonging to students which cause problems with electrical circuits will be checked and/or removed.

Electrical circuits in A, B, C, D and M House have limited capacity and can overload quickly causing power to trip. As a result electrical equipment including portable air conditioners, electric blankets, hair straightening irons, hair dryers, rice cookers, toasters, kettles and non-UniHall heaters are not allowed to be used in rooms. Bar fridges may be allowed with prior approval, however, if they cause damage you will be asked to remove these or they will be removed and charges may apply.

9.13 Lithium batteries including eRideables (e-bikes, e-Scooters, e-skateboards)

There have been instances in the community where lithium batteries have combusted, resulting in a fire so care always needs to be shown when storing an eRideable in your room. Currently, UniHall is exploring more appropriate storage options. In the meantime, if you have an eRideable in your room this must be registered with UniHall. To do this, please let the UniHall Office know. We require the following information from you:

- What is your room number?
- What type of eRideable you have?
- Is your battery charger the same as your eRideable? (i.e. is it the same charger that came with the e-vehicle?)

To minimise risk to yourself and others, you must charge your eRideable only under the following conditions:

1. Using a timer which will be provided by UniHall,
2. During the day only and while you are present in your room; and
3. Never charge overnight
4. Damaged equipment or chargers are not to be used.

9.14 Installation of External Water Appliances

You must not, under any circumstance install an external water appliance or modify the existing plumbing in your room. This includes bidets, benchtop dishwashers, water purifiers or other devices which require addition, alteration or modification to existing room plumbing.

9.15 Glass

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

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

10. PETS

You are not permitted to have pets of any kind (including fish, reptiles, rodents, rabbits, cats and dogs) at UniHall. Having any pet is a serious breach of the Accommodation Agreement.

11. DEPARTING UNIHALL

You must vacate UniHall by 10:00am on the date specified as the End date on your Accommodation Agreement. By 10:00am on your End Date, you must:

- return any access cards and borrowed appliances or luggage trolleys
- have removed all personal belongings, including vehicles (Please note that card access to the car parks will end at 10:00am on your End Date. You must remove cars, motorbikes, bicycles and any other items from the car parks before this time) and
- leave your room clean and tidy in accordance with the information below (this is also set out in the end of year departure information sheet and room departure checklist provided to you prior to your departure).

A late departure charge of up to \$60.00 per hour may be charged if you fail to vacate on time or to satisfy the requirements in this OTOR and on the room departure checklist.

You are required to leave your room in the same tidy and presentable condition in which it was presented when you arrived on the Commencement Date.

On departure, you must ensure that:

- all rubbish and personal contents are removed from the room
- all UniHall furniture is placed back in its original position and is clean
- all surfaces are clean
- the floor is free from rubbish and a visible effort has been made to clean it
- all appliances (i.e. fridge, microwave, stovetop, oven) are free from foodstuffs, grease and oil and are clean
- wet areas including the toilet, shower, kitchen and bathroom sinks are clean and
- walls and doors are free of posters and adhesive (i.e. Blu Tack)
- We ask that any unused laundry tokens are returned to the front office. These are non-refundable but they are UniHall property.

After your departure, UniHall will inspect your room (taking photographs if required), with the expectation that all that should be required is maintenance due to normal wear and tear followed by sanitising, a floor wash and soft clean of all surfaces. If UniHall need to remove any of your left over items, undertake additional cleaning or carry out maintenance in excess of normal wear and tear, you may be charged for the additional cleaning and maintenance and you may receive an Encumbrance until those charges are paid.

These additional cleaning and maintenance charges are applied at the discretion of the Facilities Manager and take into account the following:

- cost of additional time required to bring the room to a condition ready to be leased. This fee excludes time taken for maintenance due to normal wear and tear followed by a floor wash and soft clean of all surfaces, and takes into account the condition of the room recorded on your Property Condition Report
- cost of removing abandoned items in your room or elsewhere at UniHall
- cost of equipment, parts and repair if there are damages or maintenance outside of normal wear and tear and
- costs associated with your vehicle being left on site (if applicable).

If you are notified of additional cleaning and maintenance charges, and you disagree with them, you may appeal. To appeal, you must contact the Student Transition Team who will coordinate a process to make a final decision based on photographic evidence taken at the inspection after your departure.

Below is an example of what is on the room departure checklist:

- remove ALL personal belongings from all rooms
- remove all food items from kitchen cupboards and refrigerator
- wipe all kitchen benchtops, cupboards, stovetop and sink
- clean inside and outside of microwave and refrigerator
- empty the rubbish bin and clear all rubbish from the room. You should take your rubbish to the large industrial bins outside rather than fill the internal smaller bins and waste rooms
- empty and wipe bathroom cupboards
- wipe bathroom sink

- clean the toilet – bowl, seat and pedestal
- remove soap and all containers from shower recess
- remove all posters and pictures
- remove any Blu-Tack from doors and cupboards
- remove anything that has been stuck to the bedroom door
- remove all items from pin board
- empty drawers and cupboards
- check under the bed for any items or rubbish
- remove all linen (except mattress protector)
- place furniture in its proper setting
- ensure that all artwork displayed in the room by UniHall remains undamaged and in its original place. Please note that you may be charged 110% of the value of any missing artwork, or charged for the cost of repairing any damaged artwork if repair is possible, and you may receive an Encumbrance until such charges are paid
- report or acknowledge any damage via the maintenance tab on the [UniHall portal](#) prior to departure.

Early Departure

If you are departing earlier than your End Date, you must advise UniHall who will provide you with a new departure date and time. All of the above departure requirements will still apply to you and you must depart by the new departure date and time. This will not effect any change in your rent `payment.

Storage of Belongings

UniHall is unable to store your luggage or other items after your End Date. If you wish to store items at the end of your Accommodation Agreement, you must make personal arrangements with an external storage provider. The UniHall Office can provide you with contact details for providers who have been used by past students.

12. YOUR HEALTH AND WELLBEING

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

Making the transition to university and independent living can cause significant stress at different times. While stress is part of all life changes, if you have symptoms of unhealthy stress (such as difficulty sleeping, feeling unusually angry and upset, stomach cramps, headaches or trouble concentrating) please seek advice from your RA and RLS or the UWA Medical Centre.

Please be aware that UniHall staff members are not professionals in counselling or medical care but are able to refer you to support services when necessary. UWA has many support services on campus available to students (see final OTOR pages for contact details).

UWA has an excellent student referral system that assists staff to refer all students for a range of customised supports when they need it most. This includes areas of academic, financial, sexual harm, wellbeing and family and domestic violence support. An RA or staff member only requires your name, student ID number and reason for the referral. You can also self-refer to these services through an [on-line link](#). This connects you to the UWA Student Life team who will assess the referral and connect you with the most appropriate support service.

You are expected to contact the Duty RA in the event of illness, serious injury or other health or welfare concern. In the event of an emergency, the RA will follow procedures and contact UWA security for assistance, who may notify the RLS who is on call for further assistance and guidance.

If you become involved in an emergency or other incident that is of concern, the RLS have the right to contact your Emergency Contact to notify them of any concerns as well as pass on the Emergency Contact details to emergency services and/or medical service personnel if requested or appropriate to do so.

In the event of an illness or injury that requires more than basic first aid an RA or RLS will call an ambulance. You are strongly encouraged to purchase medical insurance to cover yourself in case of an emergency.

Physical Activity

Exercise has many benefits, not only for physical health but also mental health. Uniquely UniHall is positioned in a geographical area that lends itself to an overabundance of physical activity opportunities which supports students to find a healthy balance of study, sleep, fun and exercise.

Here are some ideas:

- Join UniHall peers in a team to compete in the Intercollege (IC) Sports competitions held most weekends in the semester. There are a variety of sports to choose from and you will make a lot of friends along the way. More information can be found by visiting UniHall communication channels, ResClub or speaking to the your RA.
- Join a UniHall mid-week social sports team in activities such as touch football, netball, volleyball and ultimate frisbee. More information can be found by visiting UniHall communication channels, ResClub or speaking to the your RA.
- you have access to the UWA Sport gym located 150m away. The gym has fitness and weight training rooms and more than 50 group fitness classes each week.
- Walk, jog, run or cycle in or around Kings Park, Matilda Bay foreshore, or UWA Campus.
- Play tennis, badminton or squash on campus at the UWA Sport gym.
- Sign up and be involved in the over 150 UWA Student Guild clubs. Find out more [here](#)

13. RESIDENTIAL LIFE

13.1 Life at UniHall

In order to provide an exceptional collegiate experience, UniHall is committed to a culture of:

- community-mindedness
- high academic performance and support
- responsible social behaviours
- negotiating conflict with integrity and compassion
- relationships based on respect, honesty, empathy
- inclusiveness
- valuing individual differences
- leadership by example
- equitable and ethical decision-making
- environmental responsibility
- health and wellbeing

13.2 Working with the UniHall Team

Our Residential Life Staff (RLS) are always happy to answer questions and to assist and advise regarding any issues you may have. It is always preferable that you reach out to RLS and talk about issues rather than bottling them up. It is best to operate on the basis that a problem has occurred through a lack of knowledge, not through malice or indifference. RLS will always do their best to find a solution that is acceptable and affordable. Students are welcome to make an appointment to see RLS members, ask questions or provide feedback by emailing unihall@uwa.edu.au. The team monitoring this inbox will ensure the email is forwarded on to the most appropriate staff member for a response.

Sometimes RLS need to prioritise appointments, the students they see and the things they do. This is no reflection on their interest or concern for a student's needs it is the only practical way to operate. Remember, the sooner a problem is made aware, the sooner RLS can work together towards a solution.

13.3 Residential Advisors (RAs)

UniHall employs students as RAs to increase community engagement, assist in event and activity portfolios and to undertake duty rounds and student support. There are four separate roles the RAs perform – Floor RA, Program RA, Duty RA and Community Advocates.

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

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

Your Floor RA is the first point of call if you are:

- homesick
- unsure of what to do in a particular circumstance
- wondering where to go for a service on campus
- feeling harassed or in any way uncomfortable
- in need of academic advice
- looking for time management tips
- need to know where to shop for particular items
- finding it difficult to get along with someone living on your floor
- Going to be away from UniHall for an extended period of time.

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

Duty RA

A Duty RA is rostered from 6.00pm to midnight, Monday to Sunday.

The Duty RA is responsible for after-hours administrative operations, to assist you with a lockout, noise complaint, etc., responding to student behaviour that is inappropriate or constitutes a breach of this OTOR or the Accommodation Agreement. In particular, behaviour which has potential to jeopardise the safety or wellbeing of the community or result in damage to property. In such circumstances they act with the authority of the Principal. You are expected to follow their requests or directions accordingly.

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

Contact Telephone Numbers

0410 427 845 - Duty RA from 6.00pm – 12.00am (midnight), Monday – Sunday

Please note: After 12.00am (midnight) students should contact UWA Security on **6488 2222** for lockouts or urgent student conduct related matters and emergencies.

The Duty RA phone will be redirected to UWA Security from 12.00am (midnight) every night so both numbers above can be used.

13.4 Students' Club (ResClub) Committee

You are automatically a member of the ResClub because your membership fee is paid as part of confirmation of living at UniHall.

The ResClub is a proactive UniHall student volunteer committee. The Committee is made up of elected student members who are passionate about UniHall and encourage students to make the most of their student experience. They work closely with staff to build a vibrant and supportive community at UniHall. Together they create an exciting social calendar filled with activities for students to make new friends, have fun and feel at home.

13.5 Dealing with Situations Proactively

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

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

You must be accountable for your behaviour and we encourage you to challenge others who act inappropriately.

If you are disturbed by the actions or behaviour of others in UniHall, an appropriate first response might be to approach them and discuss the matter. Often this solves the problem. If you feel unsure or uncomfortable about approaching the person directly, you should ask an RA to assist you to handle the issue. If the disturbance or discomfort continues in spite of reasonable requests, please discuss the matter with an RA who will raise the matter with the relevant RLS for further action.

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

13.6 Noise and Quiet Hours

One of the major challenges of living together in harmony is being able to live in UniHall without being affected by undue loud noise. Noise is a perennial issue in any community living environment and one of the greatest sources of disharmony between students. UniHall is a social place and clearly there will be some level of noise. It is the responsibility of all students to balance these aspects and in doing so ensure that an environment conducive to study, sleep and sensible social interaction is maintained.

It is important you recognise your responsibility to be considerate of others and respect their right to an environment that is conducive to academic endeavours. It is your responsibility to ensure your noise level remains within acceptable bounds and does not adversely affect other residents' study, sleep or peaceful enjoyment of their room or common spaces. You may receive a Breach Notice if you make excessive noise and disrupt others.

What You Can Do

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

Quiet Hours

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

Respectful Hours

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

Pre-Exam and Examination Weeks

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

Responding to a Noise Disturbance

If you are being disturbed by another student, a group of students or their visitors or guests (particularly on their own floor) it is strongly suggested that you approach the student/s concerned in a friendly/polite manner to let them know how their behaviour is impacting upon you. If this is not practical or preferable (e.g. if the group is very large and approaching them would make you feel unsafe), contact the Duty RA or UWA Security (in person or over the phone) to report what is occurring.

13.7 Complimentary UWA Sport Membership

You automatically receive a membership to the UWA Sports Centre. This membership allows you to access the gym, pool, fitness and weight training rooms and more than 50 group fitness classes each week. You need to accept the UWA Sports Centre terms and conditions before your membership can be activated. You can do this via the [UniHall portal](#) at the time of your acceptance to UniHall. Upon acceptance, you will be able to enter the UWA Sport Centre and its facilities via your campus card.

Opening hours of the fitness and weight training room are:

Monday - Friday: 6.00am to 10.30pm

Saturday - Sunday: 8.00am to 6.00pm

Note: Hours may vary on public holidays and during university shut down periods, refer to the [UWA Sport website](#) for the most up to date information.

13.8 Pathways to Leadership

Pathways to Leadership provides all UniHall students with an opportunity to develop a range of employer valued skills and experiences by working in specific roles within a volunteer committee led by an RA and overseen by the Head of Student Programs. The aim of each committee is to plan, deliver and evaluate events for the broader student cohort across twelve interest areas. Students will be supported to follow their passions and interests and connect with others to develop new skills and expand personal and professional networks.

On completion of forty volunteer hours within a calendar year, participants in the Pathways to Leadership program are recognised under UWA's Advance Co- Curricular Badging program. The badges can be displayed and shared across digital platforms to maximise visibility and recognition from potential employers to enhance a student's career prospects.

All events and activities that occur as part of Pathways to Leadership are planned for every UniHall student to be able to attend. These rarely need booking in advance and the UniHall App provides notice and details of these events and activities.

The Pathways to Leadership program is divided into three main pillars, with 12 student led committees:

Pillar 1: Careers & Academic Development, which includes the following committees:

- Academic Advancement
- Career Advancement
- Sites4Good (website creation)
- Volunteers

Pillar 2: Community Connections, which includes the following committees:

- Environment
- International Students
- First Nations Students
- Sports & Leisure

Pillar 3: Arts & Media, which includes the following committees:

- HiRez (photography & videography)
- Student Music Committee
- The Arts
- The Literary Society

Academic Advancement

The aim of this committee is to enhance all UniHall students' academic performance and progress and to enable opportunities to network with peers and academic staff. The committee organises workshops, and the Mentor- Mentee programs to better connect the UniHall community and support students during their studies.

Career Advancement

The committee creates networking opportunities to enhance the employability skills of students and therefore build capacity for all UniHall students to become employable post-study. Workshops explore the latest recruitment trends, job-hunting methods and marketing tools for potential employers. The range of topics may include interview skills, LinkedIn profiles, how to network and how to write a successful CV and selection criteria.

Sites4Good

Participants will learn the art of website construction and client facing skills. Sites4Good is an initiative created to help Australian charities with little or no digital presence, to promote their cause. You will work firsthand with charitable organisations from the initial consultation through to the handover of the final website, all whilst being mentored and guided by industry experts along the way.

Volunteers Committee

The committee exists to represent and promote the diversity of individuals and groups that exist within the UniHall community. The presence of this committee strives to embed a culture in which everyone feels valued, involved, respected, and treated fairly and to bring forth new perspectives, connection, and heightened education in relation to social justice.

Environment Committee

The committee hosts a range of events, initiatives and projects designed to raise awareness about sustainability, environmental issues and solutions within the UniHall community and beyond. Projects can range from innovative recycling ideas, sustainability projects and reducing energy usage, to the establishment and maintenance of UniHall's communal vegetable gardens.

International Students Committee

The committee promotes the interests of international students through activities to raise cultural awareness and connection within the UniHall community. The committee works to strengthen cross-cultural connections with an emphasis on traditions and customs and education on life in Australia.

First Nations Students Committee

The aim of the committee is to raise awareness and knowledge about First Nations culture and history. This is achieved through information and educational session, tours and social events. The committee also support students from different nations to connect with the land and history.

Sport & Leisure

The Sports & Leisure Committee aims to raise the awareness of health and well-being through sports and leisure activities. The committee will promote fair play, physical wellbeing and exercise to foster a sense of community and belonging. It will also promote the importance to have a balanced university life between study and physical activity and movement.

HiRez

The HiRez committee provides its members an entry to the media production world, through mini production projects at UniHall. Working on video and other digital media projects, the committee's members learn all aspects of the craft, from briefing and client liaison, to filming, production and editing.

Student Music Committee

The Student Music Committee (SMC) will bring the UniHall community together through live musical events. SMC will create music and soundtracks for broader dedicated events and activities. The committee also runs regular events such as Radio Talk and podcasts to keep the community lively, entertained and positively engaged.

The Arts

The aim of The Arts Committee is to promote the arts in all their different facets to UniHall's student cohort. From painting, art & craft, therapy workshops and events through to attending live performances such as theatre plays, ballet and opera.

Literary Society

The Literary Society promotes social and cultural awareness through the understanding and interest of literature. The society will promote interests related to books and written texts in an ever-changing digital world. The Literary Society will hold regular meetings to discuss texts and will provide an opportunity for UniHall students to share their insights, ideas, and experiences.

13.9 Community Advocates

Community Advocates, in collaboration with the Head of Student Wellbeing, will plan and execute events spanning diversity and inclusion, the Ally network and other community initiatives. The focus of Community Advocates is to promote equity, belonging and awareness while prioritizing the health and wellbeing of all students, irrespective of their cultural, religious, gender or sexual identity.

Dedicated to positive individual, social, and community outcomes, Community Advocates promote the rights and needs of UniHall students and society. Working under the supervision of the Head of Student Wellbeing, they contribute to the U-Matter Portfolio, following delegated guidance and creatively organising activities, experiences and honouring significant dates.

13.10 Prizes and Awards

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

Academic Prize Indigenous Student

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

Citizenship Awards

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

John and Kaye Fall Prize

Awarded to the first year student who has made the most significant contribution to UniHall life.

John Spillman Alumni Prize

Awarded to the postgraduate student who has made the most outstanding contribution to UniHall life.

Mary Hodgkin Prize

Awarded to the student who has contributed most to fostering cultural diversity within the UniHall community.

Nick Rock Prize

Awarded to the student who has contributed most to the musical life of the UniHall.

Principal's Award

Awarded to the student who through voluntary work has given the most outstanding service at the UniHall.

Professor Cheryl Praeger Prize

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

Sportspersons of the Year (Two awarded)

Awarded to two athletes who have demonstrated strong participation, sportsmanship and sporting skills in their intercollege and UWA sporting pursuits.

University Hall Association Award

Awarded to the most outstanding resident.

14. SAFETY AND SECURITY

UniHall is a friendly and supportive community where trust is developed quickly. However, you should always take common sense precautions, particularly after hours at UWA and in surrounding areas.

14.1 UWA Security is there to help UniHall Students

UWA Security conducts frequent daily patrols at UniHall.

If an Emergency

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

UWA Security has an SMS service for students and staff in circumstances where verbal communications is not achievable.

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

Safezone App

SafeZone is a free downloadable app that connects you directly with UWA Security on campus. Within the app you can access First Aid medical assistance, Security Response to your location for urgent and non-urgent matters, and the Campus Map. You can find more information and the links to download [here](#)

Escort Service from Campus to UniHall

UWA Security also provide a free service to walk students to UniHall from the UWA campus late at night. To use this service please call Security on **6488 3020** to arrange an escort and a uniformed officer will respond. 30 minutes notice is appreciated as officers may have to travel from the other side of the campus to meet you.

14.2 General Security Guidelines

You must adhere to the following security guidelines. Failure to do so may result in a Breach Notice:

- Do not write your room number on your temporary card/UWA campus card.
- NEVER allow someone you do not recognise into any UniHall building.
- If you are in doubt about someone's identity or right to be on UniHall grounds, notify the UniHall Office (during business hours) or the Duty RA and UWA Security (after hours).
- Your guests must be accompanied by you at all times.
- Do not give your temporary card / campus card to another student or a guest to provide access to your room, Dining Hall meals and any UniHall buildings.
- You are not to use or be given another students' temporary card / campus card with or without their permission.
- If you are concerned by antisocial behaviour within UniHall, notify the UniHall Office (during business hours) or the Duty RA and UWA Security (after hours).
- Do not tamper with any locks at UniHall.
- All visitors must leave the UniHall grounds by 10.00pm.

14.3 UWA Campus Card and Temporary Card

You must keep your UWA campus card secure at all times.

This card is used for entry to UniHall buildings, your room, common spaces, access to meal plans and for identification. Please note that any UWA staff member has the right to ask a student to show them their UWA campus card for the purposes of identification.

You may be given a temporary card during your first week at UniHall. You must return your temporary card when your campus card is operational or at the latest by the end of Week One of semester, otherwise you may be charged \$80.

14.4 Lost or Stolen UWA Campus Card or Temporary Card

If you lose your campus card or a temporary card, you must:

- report a lost campus card immediately to UWA Student Services to arrange a replacement card. You will need to wait 24 hours between receiving the new UWA campus card from UWA Student Central and bringing it to the UniHall office for coding/adding your UniHall accesses.
- contact the UniHall Office, Duty RA or UWA Security to borrow a temporary card. When loaning a temporary card for a maximum of 10 working days, a charge of \$80 will be applied to your account. This charge will be removed upon return of the temporary card.
- report a lost temporary card immediately to the UniHall Front office or the Duty RA. You will be charged \$80 for a lost temporary card and the temporary card must be returned.

14.5 Internet Safety

E-Safety aims to raise awareness and keep internet users safe through education and provides helpful information on steps to take should your cyber safety be compromised. You can find out more information from www.esafety.gov.au

14.6 Under 18 International Students

International Students under the age of 18 are considered minors and subject to nightly curfew checks as per requirements of The Department of Home Affairs. A curfew check is a compulsory [formal](#) process where students are required to be in their room between 10.00pm – 6.00am every night until the student is 18 years of age. UniHall reserves the right to enter the room for the required curfew checks (nightly at approximately 10.00pm), if the student fails to answer the door within a reasonable response time.

If a student is not in their room at the time of a curfew check, UniHall must follow its escalation procedures, including the involvement of UWA Security, contacting the student's emergency contacts, UWA staff and possibly even the Western Australia Police.

14.7 Lockouts

If you lock yourself out of your room there will always be someone who can assist:

During office hours (8.00am to 6.00pm weekdays)

You should visit the UniHall office and request assistance.

If you are loaned a temporary card it must be returned to the office within one UWA working day or it will be considered lost and a charge of \$80.00 applied to your account.

After-hours (before 8.00am or after 6.00pm)

Please contact:

- The Duty RA from 6.00pm – midnight, seven days a week, or
- UWA Security from midnight – 8.00am on weekdays, and from midnight until 6.00pm on weekends.

Public holidays and during University Shutdown

Please contact:

- The Duty RA from 6.00pm – midnight, or
- UWA Security from midnight – 6.00pm.

14.8 After-hours Lockout Charges

The first three after hours lockouts for a student in a calendar year are free.

For the fourth and subsequent lockouts a charge of \$40 per lockout will be added to your account.

14.9 Insurance and Personal Belongings

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

14.10 Reducing Theft

To assist in minimising theft, you should lock your windows and doors at all times.

Bicycle theft is an issue across all residential colleges due to students leaving their bikes unlocked in open spaces. Please use the bicycle storage sheds and secure bikes with a high-quality lock.

In the case of theft, firstly report the incident to the UniHall Office and follow up with a [theft/lost property report](#)

14.11 Visitors and Guests

You are accountable for the behaviour of your visitors and guests. This includes responsibility for excessive noise, damage, disruption or other anti-social behaviour.

Visitors and guests must never be alone in buildings or permitted to access buildings other than your building. This means you must be physically in the company of your guest at all times.

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

Visitors

You may have visitors at UniHall between the hours of 8.00am and 10.00pm. All visitors must leave UniHall by 10.00pm.

Overnight Guests

A guest is defined as someone who stays overnight in a student's room. Guests are not permitted during Welcome Weeks, Pre-Exam Study Breaks or Examination Weeks.

You are permitted to have one guest accommodated in your room for a maximum of one night at a time free of charge and up to a maximum of four nights in any month. Having a guest stay more than four nights in a month is unacceptable and constitutes a breach of your Accommodation Agreement unless you have received the prior permission of the Deputy Principal or RLS and only in very limited circumstances. UniHall reserves the right to charge you accommodation fees for your guests.

Parents and other older adults cannot stay overnight in your room. It is not appropriate for these adults to be sharing facilities with residents.

All overnight guests must be over the age of 18.

Your guest should have minimal impact on other students and must comply with the UWA By-Laws, UWA Code of Ethics and Code of Conduct.

If you have concerns about overnight guests you should speak with your RLS in the first instance.

There is a fee of \$20.00 if guests need to hire a mattress and linen. Please provide two (2) university working days' notice if this is required and the charges will be added to your account.

14.12 Dangerous Goods

You must not bring explosive or combustible materials, firearms (including replica firearms), spear guns or other weapons of any kind into UniHall. Students found to be in possession of any prohibited items on site will be in serious breach of their Accommodation Agreement and the matter will be referred to the Principal and to UWA Security, who will take appropriate action.

14.13 Infectious Waste Disposal

Students should not attempt to clean spillage or come into contact with infectious waste that is not their own. Please report any potentially infectious materials through the UniHall Office or [UniHall portal](#) (Maintenance Tab).

14.14 Health and Safety Hazards

To achieve the necessary standards of Health and Safety a commitment is required from students and staff to ensure they do not create hazards for themselves or others.

Items causing a hazard or obstruction will be removed without prior notice and a charge made for removal costs and storage.

All staff and students must keep passageways, balconies, stairways, exits and fire exits clear of obstruction and combustible materials at all times. No items including shoes or door mats to be left outside doors and in hallways.

14.15 Traffic Awareness

All vehicle users are advised to take EXTREME care in and around UniHall paying particular attention to pedestrians and cyclists who may be nearby.

All traffic and directional signage must be followed (e.g. there are areas which indicate one way traffic only).

UniHall speed limit is 5 km/hr maximum. If you do not adhere to the speed limit parking privileges may be lost. The speed limit above applies to all vehicles on UniHall grounds including bicycles, skateboards and e-scooters.

14.16 Undercover Car Park Security

To ensure security in undercover car parking, upon entering pause to ensure that the roller doors shut and that no unrecognised individuals follow you. If you do see someone follow you, contact UWA Security immediately.

14.17 Pest Control

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

All reasonable pest control measures are taken by UniHall to protect against the presence of pests. You can minimise the presence of pests by ensuring all food items are stored properly in the fridge and/or cupboards in air-tight containers and any food scraps are disposed of immediately.

Avoid leaving food or dirty dishes on the floor or benchtops and always wipe benches and stoves after food preparation and cooking. Ensure all rubbish/recyclables are placed in the rubbish or recycling bins provided. Do not leave rubbish or recycling on the floor. If you neglect to follow the conditions above and are found to have a pest control issue as a result, you may be charged for any extermination costs and receive a Breach Notice.

15. EMERGENCIES, FIRE SAFETY AND EVACUATION

15.1 In the Case of an Emergency

In the case of an emergency contact:

- Fire/police/ambulance: **Dial 000**
- UWA Security: **6488 2222**
- Duty Residential Advisor (RA) between 6.00pm - 12.00am (midnight) seven days a week: **0410 427 845**

Over the phone provide:

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

15.2 Seeking Medical Assistance

- If you are injured or ill at UniHall, you should seek assistance from the UniHall Office or after hours from an RA or UWA Security on 6488 2222.
- First Aid kits are available at the UniHall Office during office hours and on each floor with the RA. A defibrillator is located in the UniHall Office.
- Please be aware staff members are not authorised to dispense any medications, including painkillers.
- If a doctor or ambulance is called to assist you, you will be responsible for all associated medical, ambulance and hospital expenses. It is recommended that you have health insurance cover that includes ambulance transport.
- Healthdirect Australia provides free health services on behalf of the government and offers 24-hour telephone access to medical advice on 1800 022 222.
- The Mental Health Emergency Response Line (MHERL) is a 24-hour telephone service for people in the Perth metropolitan area experiencing a mental health crisis. It provides contact with a trained mental health clinician and can be reached via 1300 555 788.
- The closest hospital emergency department to UniHall is Sir Charles Gairdner Hospital: 6457 3333.
- Please refer to important contacts (on the final pages of this OTOR) for other support services and information.

15.3 Emergency and Evacuation Procedures

Evacuations

UniHall follows UWA's evacuation procedures relating to fire, medical, dangerous person/s, gas leak and chemical hazard emergencies.

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

You must familiarise yourself with the following evacuation procedures:

- For fire, where possible, activate a break glass alarm (if alarms do not self-activate).
- On the alarm tone, leave the building by the nearest available emergency exit without delay.
- **DO NOT USE THE LIFTS.** Use the emergency exit doors and stairs.
- Evacuation maps are posted in all rooms.
- Be aware of your nearest exit.
- **WALK. DO NOT RUN!**
- Follow any instructions given by the Building Wardens or other emergency personnel.
- Assemble at the primary evacuation/muster point. Wait for further instructions.
- Do not leave the area without informing emergency personnel.
- **DO NOT RE-ENTER THE BUILDING UNTIL EMERGENCY PERSONNEL INDICATE IT IS SAFE TO DO SO.**

Primary Evacuation/Muster Point Locations

There are two Muster Points depending on where you are at the time of the evacuation alarm:

1. Outside L House assembling north of the car park near the smokers' hut.
2. Outside J House on the grassed area near the UWA underpass.

Fire Wardens will direct you to these areas.

Special Precautions

- In case of fire, use the back of your hand to check the temperature of the door and door handle.
- If the door handle is hot, DO NOT open the door. Remain in the room and attract attention at the window.
- If you are caught in smoke, get down as close to the floor as possible.

15.4 Fire Safety, Fire Drills and Prevention

Fires can happen quickly and the repercussions in a residential community could be devastating. It is mandatory for you to participate in fire and evacuation drills. Failure to follow fire drill procedures and/or fire warden instructions is a serious breach of your Accommodation Agreement.

You and your guests must familiarise themselves with the fire safety notice in each room and adhere to the following rules:

- DO NOT leave toasters, pots and appliances unattended during use.
- Highly inflammable materials must not be brought into UniHall.
- Smoking is not permitted outside of the designated smoking area at UniHall. This is located behind L House, adjacent to the external car park.
- Fire exit doors are for emergency use only and must remain closed at all times (they cannot be propped open).
- DO NOT tamper with fire equipment and door closers fixed to all emergency doors.
- Fire extinguishers and blankets must only be used in the event of a fire. If an extinguisher or blanket is used, you should report this via the Maintenance Portal immediately.

15.5 You Could be Liable

If a fire alarm causes a building evacuation and Department of Fire and Emergency Services (DFES) attendance, the DFES officers at the scene will determine the cause of the alarm. If this is shown to have been caused by your negligence, or your breach of the Accommodation Agreement or this OTOR (i.e. lighting candles in your room), a fee will be charged by DFES (approximately \$1300, subject to change). This fee will be passed directly on to you.

Breaking the fire prevention rules constitutes a serious breach of your Accommodation Agreement, and you may face immediate disciplinary action.

15.6 Fire Alarms and Detectors

All rooms are fitted with alarms and detectors for your safety. You must use the exhaust fan while cooking and keep the room adequately ventilated.

If the alarm beeps and/or is illuminated, you should log a maintenance job through the [UniHall portal](#). You must not interfere with detectors and alarms in any way. Any interference is a serious breach of your Accommodation Agreement and will result in a disciplinary response, potentially exclusion from UniHall. You may also be liable for the cost of the DFES call out fee, testing and any repairs.

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

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

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

If a smoke alarm in your room is activated, a local siren in that room will activate. You will then have approximately three to four (3-4) minutes to clear smoke. If the smoke is cleared within this time, the local siren will stop and no further actions will be required. Clear smoke in the room by opening the window and fanning the smoke. Do not open the door to the corridor as the full building alarm may be triggered.

If the smoke is not cleared within 3-4 minutes, a building wide evacuation will be triggered and DFES will be called.

L House

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

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

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

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

If a smoke alarm in your living room is activated, a local siren will activate (the siren will sound from the bedroom). You will then have approximately three to four (3-4) minutes to clear smoke. If the smoke is cleared within this time, the local siren will stop and no further actions will be required. Clear smoke in the room by opening the window and fanning the smoke. Do not open the door to the corridor and ensure your bedroom door is closed as the full building alarm may be triggered.

If the smoke is not cleared within 3-4 minutes then a building wide evacuation will be triggered and DFES will be called.

E House

In a room or communal area

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

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

If a smoke alarm in your room is activated, a local siren in that room will activate. You will then have approximately three to four (3-4) minutes to clear smoke. If the smoke is cleared within this time, the local siren will stop and no further actions will be required. Clear smoke in the room by opening the window and fanning the smoke. Do not open the door to the corridor as the full building alarm may be triggered.

If the smoke is not cleared within 3-4 minutes then a building wide evacuation will be triggered and DFES will be called.

In a Shared Kitchen

If a smoke alarm in a Shared Kitchen is activated, a local siren in the adjacent room/rooms will activate. You will then have approximately three to four (3-4) minutes to clear smoke.

If the smoke is cleared within 3-4 minutes, the local siren will stop and no further actions will be required.

If the smoke is not cleared within 3-4 minutes, a building wide evacuation will be triggered, and DFES will be called.

15.7 Candles, Incense, Sparklers and Other Potential Fire Hazards

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

15.8 Steam and Moisture

Excess steam and moisture can trigger the fire alarm, and you should use caution when using the showers or appliances that produce steam, such as humidifiers. Always use the exhaust fan and keep the bathroom door shut when showering.

16. FACILITIES AND SERVICES

16.1 Map of UniHall



16.2 Common and Recreational Spaces

General Guidelines

You are expected to demonstrate respect and care when using all shared facilities, and to observe common sense and safety precautions when using any sporting equipment and venues. Most facilities are available for 24-hour use with your campus card. A small number of common spaces are reserved for the exclusive use of students and/or external guests within that building.

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

You are expected to leave all common spaces clean and tidy after use.

Any malicious damage including graffiti will result in those responsible being held financially accountable for damage or cleaning as well as disciplinary action.

Innovation Space

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

Games Room

The Games Room and equipment are reserved for the use of UniHall students. Visitors and guests are permitted to use these facilities and equipment providing they are accompanied by their host student or a UniHall staff member at all times.

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

Basketball Courts

The basketball courts are reserved for the use of UniHall students. Visitors and guests are permitted to use these facilities and equipment providing they are accompanied by their host student or a UniHall staff member at all times.

The half-courts behind B and E Houses are only to be used until 8.00pm at which time play must stop to allow neighbouring students quiet enjoyment of their rooms. During exam periods (including study week) basketball courts are only to be used between 12.00pm – 7.00pm.

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

Upper and Lower Quad

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

J House Lantern

Located on the 6th floor of J House this beautiful outdoor area offering views to the south-west overlooking UWA. It is open to all students to book at least ten (10) days prior to the event via the Internal Event Management form. Events must be resident-only. The Lantern is an alcohol-free space unless approval has been given in the Internal Event Management form. As with all common spaces, respect for others by cleaning the space after use is expected. Please be aware that due to safety regulations, the Lantern has a capacity restriction of fifty attendees. Further information can be obtained from your RLS.

L House Terrace

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

LG22

This room is situated on the ground floor of L House and is for the exclusive use of postgraduate students. It caters for both private and group study and is available for use on a first-in first-served basis.

J Common

Located at the front of UniHall, alongside Mounts Bay Road, J Common is a multi-purpose room used for many events, studying and relaxing. With couches, desks, tables, a TV and beanbags it is perfect for group study, lounging with friends, board games and a variety of other uses.

K Common

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

Art Room

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

Music Rooms

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

Library

The UniHall Library is a quiet space to study, read or relax. There are books that represent UWA faculty areas, as well as a large collection of fiction and non-fiction books. The UniHall Literary Society, run by students, oversees the organisation and maintenance of the library. Borrowing books is based on an honour system whereby they are to be returned after use. Many students donate textbooks and novels that they have finished reading which helps keep the library well stocked.

Shared Study Rooms

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

16.3 Cleaning of Common Spaces

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

Food areas and social spaces are otherwise the responsibility of the student community to keep clean.

If stains or damages occur to carpet or furniture in common areas and you would like some cleaning assistance please make a request for cleaning or maintenance assistance using the [UniHall portal](#)

16.4 Cooking in Common Spaces

Food areas are shared by all students and it is the responsibility of each student using the spaces to keep them clean.

Cooking Safely in Common Spaces

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

- Never leave cooking equipment unattended (including kettles, toasters, ovens).
- Do not allow a build-up of grease on cookers or grill pans. Students are responsible for keeping all equipment clean.
- Do not close oven doors whilst grilling or before the grill has adequately cooled down.
- Personal BBQs and the storage of flammable materials/liquids are prohibited.
- Any attendance by DFES (Department of Fire and Emergency Services) caused by student negligence will be charged directly to the resident(s) involved.

16.5 Internet and Wi-Fi

Internet and Wi-Fi are included as part of your accommodation and accessible in most common spaces and rooms. Users of the UWA Network must comply with all UWA policies and guidelines regarding the use of information technology facilities. Some restrictions apply and gaming consoles and some smart TVs are not compatible.

Wireless wifi is available in the main common areas and rooms. The UWA network is called 'Unifi' and you will require your own UWA PHEME account to log in. Information regarding how to connect can be found in a student's Welcome Pack and/or via the UWA [Uni IT Portal](#). If you experience any issues with UWA's Unifi network, you should log a maintenance ticket with the UWA IT department. This can be accessed via the UWA [Uni IT Portal](#). If the data port itself appears broken a student should log a maintenance ticket via [UniHall's portal](#).

If wireless reception is not strong, you can access the internet by connecting an ethernet cable into the data point located in your room. The onus is on you to connect your own computer and IT devices to the port and to provide any hardware and peripherals (including cables).

UniHall is not responsible if your mobile network is weak or not connectable in the vicinity of your room or UniHall.

16.6 Bicycles

Bikes must be stored in the bike areas provided or in the underground car park areas. Bikes are not permitted in rooms or on balconies without prior approval. Bikes stored inappropriately or those not displaying a valid and current UniHall permit will have their locks removed and will be relocated. Ongoing issues will incur a Breach Notice and possibly a further disciplinary response.

All bikes must display a valid and current UniHall bike permit. These are available for no charge at the UniHall Office (weekdays 8.00am to 6.00pm). It is advisable to use a heavy duty secure "D" Lock or similar device to reduce chance of theft. Theft, damage or loss of bikes is not covered by UniHall.

Insuring your items, including bikes, is your responsibility and it is highly recommended that you purchase personal/contents insurance for bikes and other expensive and valuable personal belongings.

If your bicycle has been relocated, please contact the UniHall Office directly at unihall@uwa.edu.au or on +61 8 6488 8333 from 8:00am to 6:00pm.

16.7 Equipment Loans

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

- Weighing scales – these must be returned immediately after use and during business hours
- Trolleys – these must be returned immediately after use and during business hours.

Failure to return loaned equipment within the agreed timeframe may result in charges for replacement being added to your account.

16.8 Vehicles & Parking

Parking is not a guaranteed right under your Accommodation Agreement. There is limited parking on site and depending on demand, UniHall may not be able to allocate a bay to all students. Priority then, is on a first come, first served basis with greater consideration given to second year onwards residency at UniHall unless there are legitimate special needs indicated in the application. Applications which do not include valid registration papers will not be considered. To be considered for a parking allocation, apply through the [UniHall portal](#).

Only students with a current Accommodation Agreement may hold a parking permit and park their vehicle at UniHall. Parking without a parking permit may result in a parking fine in accordance with the UWA By-Laws and parking regulations.

To own a car parking bay, you must pay the yearly fee up front which is non-refundable. Only one car bay per student is allowed.

If you are issued with a parking permit you must read and agree to the conditions outlined within the parking agreement, a copy of which is received as part of the application process. Failure to adhere to the terms and conditions may result in loss of parking privileges and/or fines.

UniHall assumes no responsibility for damage, loss or theft of vehicles parked in the UniHall parking area (external or underground). You are strongly advised to take out appropriate vehicle insurance cover as a precaution against theft, damage and other potential risks. Do not leave valuables in vehicles. UWA Security must be notified of any damage or theft of motor vehicles via a security incident form (see Important Contacts on the final pages of this OTOR). Only cars may be stored in your car parking bay.

Whether in use or not, you are not permitted to sublet your car bay. A result of doing so can be the loss of parking privileges and further disciplinary action.

UniHall visitors may park in the specified visitor car bays from Monday to Friday, 8.00am – 5.00pm and must pay the associated parking fees in accordance with signage in the carpark.

Between 5.00pm and 6.00am on weekdays, and anytime on weekends, students are able to park in any of the open parking bays including those reserved for staff. Using these bays outside of these times will likely result in a fine.

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

16.9 Mail

You may collect your mail and parcels from the UniHall Office, 8.00am to 6.00pm Monday to Friday. Please note that mail and parcels will only be sorted if it has a student's name on it. Incorrectly addressed mail and parcels will be returned to sender. You are asked to wait until you have received an email from the UniHall Office informing them that a parcel has arrived before collecting.

Incoming mail should be addressed as follows:

Your First and Last Name
c/- University Hall UWA,
130 Winthrop Avenue
CRAWLEY WA 6009 AUSTRALIA

You should liaise with couriers and Australia Post for the safe delivery of valuable items as UniHall does not accept responsibility for damage to packages and mail.

UniHall will not sign for food or alcohol deliveries.

The UniHall Office will email you at least twice informing you that a parcel has arrived and will hold parcels for **14 days** after a your departure date. After this time, any parcels which have not been collected will be considered abandoned goods.

UniHall does not forward/redirect mail or parcels upon departure from UniHall. It is your responsibility to update your correspondence address with Australia Post.

Please be aware that there is no mail or parcel delivery over the UWA Shutdown period from (usually) the third week of December to the second week of January. Refer to the UWA website for specific shutdown dates.

16.10 Noticeboards

Noticeboards are placed throughout UniHall external areas and internal common spaces as well as inside the lifts. You must seek approval from the UniHall Office to post signs around UniHall. Material which has not been approved will be removed. Damaging, defacing, or any other malicious damage to noticeboards or any signage at UniHall will be treated as inappropriate behaviour and students found to be participating will be disciplined.

16.11 Lifts

You are requested to lodge a maintenance request through the Portal if a lift is not working. Lift doors are not to be tampered with or held open. This will cause the lift to go into fault and the lift will be out of order for a period of time until reset.

16.12 Laundries

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

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

You will need to purchase your own washing powder and conditioner.

You are reminded to be considerate of others. If you cannot wait in the laundry for your washing to finish, you should return regularly to check it (every 10-20mins). Under no circumstances are you permitted to remove another student's laundry from a washer or dryer.

Please remember to clean the lint filters in the dryers before and after every load to avoid fires and to ensure the machine is most efficient. If you have any questions on how to do this please visit the UniHall Office during business hours.

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

UniHall takes no responsibility for clothing left unsupervised in the laundries. It is not advisable to leave clothes on the clothes line or in the laundry overnight.

If a washing machine or dryer is not working, please lodge a maintenance request through the UniHall portal.

16.13 Public Transport

Bus stops are located:

- directly in front of UniHall heading east to Perth City and Northbridge
- across the road, using the underpass opposite UniHall in front of UWA for travel west to Claremont shops, Fremantle and beaches.

Find out more [here](#)

16.14 Waste Management and Recycling

You are responsible for taking your rubbish and recycling to the designated waste areas and placing in the correct bins.

Waste Areas

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

Recycling

Co-mingled (Single Stream) Recycling bins are available on every floor and there is a large 4.5metre recycling bin (with yellow lid) located in the bulk waste collection area. You are strongly encouraged to participate in actively recycling and helping towards the fight of reducing landfill. Information on what to recycle and how as well as other valuable resources can be found [here](#) or by downloading the Recycle Right App.

16.15 Sustainability

You are strongly encouraged not to leave lights or other electrical appliances on in rooms whilst they are unattended. It is important to remember that water is a scarce resource in Australia, with Western Australia often being subject to drought conditions. Everyone is encouraged to conserve water wherever possible (e.g. turn off taps properly, limit showers to three minutes and report leaking taps or toilets to the maintenance team using the Portal).

16.16 Damage and Vandalism

Property damage and vandalism must be reported to the UniHall Office during business hours or to the Duty RA or UWA Security after hours.

The student responsible for the damage is liable for the costs of repairs including replacement parts. Students are liable for damage caused by their visitors and/or guests. Where a group of people were in attendance when damage took place to a common space but the individual responsible is not forthcoming, all those in attendance will be charged a portion that is considered fair and reasonable according to UniHall.

17. THE SIR GEORGE CURRIE DINING HALL

The Sir George Currie Dining Hall is a space where students eat, connect and make the most of community life. It is home to a diverse student body and a place where all students, visitors and staff should feel safe, comfortable and welcome.

If you have purchased meal packages, you redeem your meal by swiping your campus card on entry to the Dining Hall. You may only swipe once per meal period and if you leave the Dining Hall you cannot return during that service.

Meal plans and meal vouchers are non-transferable. Dining Hall managers reserve the right to deny entry for failing to produce a valid UWA campus card or meal voucher, in addition to the right to request payment.

Meal vouchers are only issued between 9:30am to 4:30pm on UniHall's workdays from the UniHall office.

17.1 Menu & Meal Times

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

Monday – Friday	Breakfast	7.00am to 9.00am
	Lunch	11.30am to 1.30pm
	Dinner	5.00pm to 8.00pm
Saturday – Sunday	Brunch	10.00am to 1.30pm
	Dinner	5.00pm to 8.00pm
Public Holidays	Brunch	10.00am to 1.30pm
	Dinner	5.00pm to 8.00pm

There may be changes to Dining Hall opening times throughout the year. This may occur when there are special UniHall events or during summer break where Dining Hall service times may be modified. This will always be communicated to you via the UniHall app, email and signage.

There may be changes to the Dining Hall menu due to unforeseen circumstances that may not be communicated in a timely manner.

17.2 Please Help Everybody be Safe

- Please be aware that the Dining Hall handles and prepares the following food allergens:

PEANUTS	TREE NUTS
SOY	CRUSTACEA, FISH OR MOLLUSCS
LUPINS	WHEAT OR GLUTEN
MILK AND DAIRY PRODUCTS	EGG
SESAME	SULPHITES

- Food allergies can cause an anaphylactic reaction resulting in hospitalisation and can be a risk to life. Please avoid cross-contamination of utensils e.g., tongs, serving spoons, ladles and avoid spillage that could spread food particles.

17.3 Etiquette

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

- Dining Hall staff must be treated with respect and courtesy.
- The Dining Hall is a buffet and as such you may return numerous times. Please be considerate of wastage and only take what will be consumed.
- You must scan your UWA campus card/temporary card upon entry during meal times.
- You may purchase a guest meal at the cashier's desk. If unattended, please wait patiently for the staff member to return.
- The Dining Hall is an alcohol-free zone, except during approved UniHall events. Anyone who enters the Dining Hall in an intoxicated state will be asked to leave.
- You should be dressed appropriately and have showered after the gym or sport. Shirts and footwear must always be worn. Sleepwear (pyjamas and nightwear) is not permitted.
- You are to clear your plates, cutlery and glasses from the table and return them to the designated area.

- No crockery, cutlery and buffet food may be removed from Dining Hall. This includes takeaway.
- You are not to bring your own food into the Dining Hall during meal times.
- Access to the kitchen preparation areas is not permitted.
- Once the servery is closed, the service of food discontinues. You may continue to remain in the Dining Hall.
- The furniture is set to encourage conversation. Please leave tables and chairs in their correct place.
- You may not depart and later re-enter the Dining Hall for a second sitting during the same meal period.
- Please be mindful that some students have specific religious and dietary needs so please use only utensils provided.
- Flasks and containers are not to be brought in and filled in the Dining Hall to then be removed.
- If your card is not working or has been lost/replaced please see the UniHall reception for a meal voucher during office hours. Outside of office hours please see Dining Hall staff for assistance – you will need to show your temporary card in the case of a lost card.
- If anything is preventing you from accessing Dining Hall, please speak to RLS.

17.4 Meal Plan Upgrade Options

You have the option to upgrade your meal plan at any time during your Accommodation Agreement. The upgrades provide flexible options where a student can add meals from as little as one week, one month or until the end of an Accommodation Agreement. Contact the UniHall office to do this.

17.5 Dietary Needs

The Dining Hall aims to cater and accommodate the broad range of dietary need for students. If you have any concerns, please ask the Dining Hall staff and they will assist.

If you have dietary needs or allergies, please speak to the Chef or their team to ensure your needs are discussed. You can also notify UniHall of this by including the details in your Student Background Form. This can be updated anytime on the My Details page of the [UniHall portal](#)

For more information about the Dining Hall food options and discussing personal dietary needs, you can meet with RLS or the Dining Hall Manager. In the first instance, for dietary concerns you should set up a meeting with your RLS as a priority so that they can discuss and dispel any anxieties around eating in the Dining Hall. In extreme cases where dining within the Dining Hall has been deemed not an option, via approval from the Deputy Principal or RLS a catering pack may be provided. This option will only be available for students living in self-sufficient rooms i.e. private fridge and cooking facilities.

18. SOCIAL EVENTS & SOCIALISING

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

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

UniHall is not a place for groups of non-residents to be entertained.

UniHall common spaces are not appropriate venues for large private social gatherings. You must exercise good judgement depending on the activity taking place, around the number of people socialising in your room or common spaces. You should consult an RA or RLS if you are unsure.

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

18.1 Event Etiquette

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

- You may not invite non-student guests unless this is communicated by UniHall staff.
- Non-alcoholic beverages are provided at all functions.
- Students under the age of 18 must not consume alcohol.
- You may not bring alcohol to the event or remove alcohol from the venue.
- Event promotion will usually indicate the dress code and time of event. You are expected to dress appropriately and arrive on time.
- In the case of 'themed' dinners, you are asked to be mindful of other cultures, faiths and beliefs when planning your attire or costume. If there is any doubt, you should confer with your RA and an RLS. This will provide support in making a decision based on community values and inclusiveness and avoid any incident or offence which might see a student being asked to leave an event.
- During speeches and performances, you are expected to refrain from using your mobile phone, continuing your conversations or engaging in any kind of activity which is disrespectful to those presenting or speaking.
- Arriving intoxicated, consuming an excessive amount of alcohol and/or any kind of anti-social or offensive behaviour will result in those involved being asked to leave the event. Further disciplinary action may follow.
- If an event is RSVP only and you fail to honour your RSVP, you will be charged a fee and may be excluded from future events.

18.2 Room Bookings

Permission to hold private gatherings, such as birthdays, dinner parties or other social events in common spaces can be requested at least ten (10) days prior to the event via an Internal Event Management Form. These forms clearly outline the terms and conditions for approval and are available via email from the UniHall Office. The majority of attendees at such events must be UniHall students.

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

18.3 Welcome Weeks

These are significant and important weeks at UniHall as they provide opportunities for new students to meet their peers both new and current in residence. The Welcome Week program is designed to complement Orientation activities on campus at UWA including a student's course of study. Therefore, the UniHall program allows a student to attend UniHall events and activities free of conflict. There will be a number of sessions that UniHall considers compulsory and attendance is expected. These sessions focus on respectful relationships and community life and expectations.

18.4 PROSH

PROSH is one of the largest charity events of its kind in Australia. PROSH is short for 'procession' and refers to a specific day in March/April when hundreds of UWA students, many dressed in costumes, sell copies of the satirical PROSH paper (written by UWA students) to raise money for charity. You must be aware you represent both UWA and UniHall when participating in PROSH activities. Consuming alcohol is not an appropriate accompaniment to the event, whether the evening before or the morning of PROSH.

18.5 Neighbouring Colleges

UniHall enjoys excellent relationships with its four neighbouring colleges. You should be aware that all colleges are private property and UniHall students are only welcome on their premises if invited.

Any unauthorised presence and/or anti-social behaviour at another college is considered to be trespassing.

19. SOCIAL MEDIA AND COMMUNICATION CHANNELS

19.1 Expectations

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

You must follow the guidelines below:

- Confidential, private and proprietary information about UniHall must not be posted on social media sites.
- Postings referring to members of the UniHall community which are malicious, potentially libelous or which attempt to damage another student, alumnus and/or staff member's reputation or standing within the community are not permitted.
- If an opinion related to UniHall or its operations is expressed, a disclaimer must be included. The disclaimer must tell readers that the views expressed are personal and that they do not represent the institution in any official capacity.
- A courteous and professional email tone is to be applied for all UWA communications. This includes all communications with UniHall staff members.
- No use of the UniHall logo is allowed unless permission has been granted by the Principal.
- Internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws.

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

For more information students can refer to the [UWA Regulations for Student Conduct and Discipline](#)

19.2 The UniHall App

The UniHall App is your gateway to seamless community interaction. Developed to cater specifically to all UniHall students, it serves as a centralised hub for all things UniHall. Whether you want to plan your meals, RSVP to events, join study groups, keep up to date with news and happenings or connect with like-minded peers who share your passions, the UniHall App has everything covered.

How to access:

You will receive an email as a new student containing login details shortly after you arrive and attend Welcome Week. If you have any troubles with logging in please see the UniHall office.

19.3 Communication Channels Within UniHall

There are many ways to stay informed about what is happening around UniHall and we expect you to regularly check, in addition to your UWA student email, the following:

- TV Screens located throughout all buildings
- UniHall's purpose built App
- The [UniHall portal](#)
- Official Social media pages:
 - Facebook official pages:
 - For Students - UniHall Life group (student's will be invited to join)
 - Community - UniHall, UWA <https://www.facebook.com/UniHallUWA>
 - UniHall UWA Alumni <https://www.facebook.com/UniHallUWAAlumni>
 - Instagram official
 - <https://www.instagram.com/universityhalluwa>
 - LinkedIn
 - <https://www.linkedin.com/company/university-hall-uwa/>

Stay up to date with ResClub's social media pages:

- Facebook Page <https://www.facebook.com/unihallresclub/>
- Instagram page: <https://www.instagram.com/unihallresclub/>

You will also likely have a floor Facebook group (administered by your RA).

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

20. IMPORTANT CONTACTS AND HELPFUL LINKS

Contact	Telephone/Website
UWA Support Service Directory	https://www.uwa.edu.au/students/Support-services
24 hour Life Line Counselling and crisis support	13 11 14
Accounts	accounts@unihall.uwa.edu.au
Admissions	admissions@unihall.uwa.edu.au
Alcohol and Drug Information Service	1800 198 024
Ambulance Emergency	000 (Dial 0 first from internal phone)
Equity and Diversity Services	https://www.uwa.edu.au/about-us/values-vision-strategy/diversity-equity-and-inclusion
Financial Assistance	https://www.uwa.edu.au/students/support-services/financial-assistance
Global Learning Office (including exchange and study abroad)	https://www.globalstudio.uwa.edu.au/
Hollywood After-Hours Clinic Monash Avenue, Nedlands Mon-Fri: 6.00pm onwards Weekends: 9.00am – 9.00pm	9346 6000
Health Direct	1800 022 222
Holyoake (alcohol and substance abuse)	9416 4444
Integrity and Standards Unit (UWA) / Student Complaints	integrityandstandards@uwa.edu.au www.student.uwa.edu.au/experience/complaints 6488 1022
LGBTQIA+ help – Qlife	1800 184 527 Webchat at qlife.org.au
Locum Service 24 hour doctor and medical assistance	13 74 25
Men's Domestic Violence Helpline (1800 Respect)	1800 737 732
Mental Health Emergency Response Line 24 Hour Helpline	1300 555 788

Contact	Telephone/Website
Parking	unihall@uwa.edu.au
Police Emergency	000
Police Non-emergency	13 14 44
Relationships Australia	1300 364 277
Residential Advisors (RA) on duty from 6pm – 12am (midnight) seven days a week	0410 427 845
Residential Life Staff (RLS)	unihall@uwa.edu.au
Samaritans Youth Crisis	13 52 47
Security and Safety on Campus	www.security.uwa.edu.au 6488 2222
Sexual Assault Resource Centre (SARC)	6458 1828
Students Rights and Responsibilities	https://www.uwa.edu.au/students/getting-started/university-charter
Study Smarter (Learning Centre)	www.student.uwa.edu.au/learning/studysmarter
Uni Access (Disability Support Services)	https://www.uwa.edu.au/students/support-services/disability-and-accessibility
UniHall Office 8.00am to 6.00pm, Monday to Friday	6488 8333 unihall@uwa.edu.au
Portal Link to log maintenance jobs	https://unihalluwa.starrezhousing.com/StarRezPortalX/Login
University Policies	https://www.uwa.edu.au/policy
UWA Code of Ethics and Code of Conduct	www.hr.uwa.edu.au/policies/policies/conduct/code/ethics
UWA Drug and Alcohol Policies	www.security.uwa.edu.au/alcohol
UWA Medical Centre Mon – Fri: 8.30am – 5.00pm	6488 2118 https://www.uwa.edu.au/students/Support-services/medical-centre
UWA Security (24 hour emergency)	6488 2222 www.security.uwa.edu.au/report Activate Safe Zone app : https://www.uwa.edu.au/about-us/location-and-campuses/campus-services/security-and-emergencies/safezone-app

Contact	Telephone/Website
UWA Mental Health and Wellbeing Services	https://www.uwa.edu.au/students/Support-services/Mental-health- and- wellbeing 
UWA Counselling & Psychology Services	6488 2423
UWA Student Guild services	www.uwastudentguild.com

Neighbourhood Guide

Supermarkets

There are many supermarkets surrounding UniHall where you can do your shopping for food, groceries and home essentials. A short trip into the city, down Stirling Highway towards Claremont or into Subiaco will get you to an IGA, Coles or Woolworths, and a range of other grocery stores.

Phones

If you need to setup an Australian SIM card, a new phone, or other phone services, you can visit a phone retailer like Optus, Telstra or Vodafone in Claremont, Subiaco or Perth City.

Banks

There are various banks nearby where you can setup and do your banking, including on Broadway, or on Hampden Road.

Kings Park

One of the largest inner city parks in the world, Kings Park has over 400 hectares of natural botanic garden and bushland. With breathtaking views of the Perth city, this is a great location for nature walks, photography, and a great place to hang out with friends.

Matilda Bay

The perfect place to unwind, go for a walk, run, study on the grass or just relax and have a picnic with friends. This is where you'll go for the O-Week Fresher Festival.

UWA Guild Village

Guild Village is the hub of student life, in the centre of campus it embodies everything social about UWA, from a range of takeaway and dine in food options to the constant events held at Oak Lawn. The UWA Tavern is the best spot for a beer and burger between classes, or at the end of a long day for great music and a chilled atmosphere, and is where many of the inter-college activities are held throughout the year.

UWA Sport

You receive a free annual gym membership for UWA Sport included in your rent.

Food and Drink Outlets

If you're a coffee lover, enjoy a good brunch, or just want to eat out, a range of food and drink outlets are just minutes away. Hampden Road and Broadway are popular locations that offer a variety of food and drink, from cafes and restaurants, to takeaway food, ice-cream and bubble tea.

Shopping Centres/Malls

UniHall is located between three retail precincts: Perth City, Claremont, and Subiaco. Here you will find many retail outlets, supermarkets, banks, phone providers, cafes, and other services like hairdressers or pharmacies.



unlimited
possibilities



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**



UNIVERSITY HALL

THE UNIVERSITY OF WESTERN AUSTRALIA