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INTRODUCTION

1 MISSION STATEMENT

1.1 Introduction

St Thomas More College is a Catholic College affiliated within ‘The University of Western Australia’. It is an academic, collegiate community with its own distinctive purpose and ethos. Respect for Christian values and ideals is presumed from all members of the College, irrespective of membership of the Catholic Church. As an academic community, the College expects of all its members a serious commitment to learning and to the intellectual life. Academic excellence is important; it is the particular object of University studies. But one’s harmonious growth as a person is more important, hence religious, sporting, social, cultural and recreational activities play a vital role in the life of the College. Thus, it is expected that its alumni will become exemplary members of the disciplines and professions in which they have chosen to serve. If these aims are not to be empty rhetoric, all members must accept the academic commitment to which residence obliges them, together with rules and regulations in which the College from time to time makes explicit the implications of this commitment for daily life. This commitment ensures the caring and stimulating communal environment, which students need if they are to fulfill their academic potential and to achieve personal development.

1.2 Mission

Our mission is to support student residents undertaking tertiary studies by providing the necessary community infrastructure, including access to academic, religious and pastoral services

1.3 Strategic Objectives

To foster the intellectual, ethical and spiritual life of residents, irrespective of religious affiliation, in a Catholic environment.

- To promote an appreciation of academic excellence and a quest for knowledge.
- To support the University of Western Australia in its Mission by encouraging staff and residents to participate in all aspects of University life.
- To create a community of equals in which all members are valued equally, irrespective of their ethnic and cultural backgrounds or their physical, academic or sporting abilities; a community in which diversity is not merely tolerated, rather valued and celebrated; a community where independence of thought and action is respected, and where common action is freely elicited, rather than imposed by authority or peer group pressure, or by overt or covert intimidation.
- To encourage attitudes which reject totally any form of discrimination, be it racist, sexist or religious.
- To foster an understanding of and care for the disadvantaged, the alienated and/or the underprivileged. To encourage the College alumni to become participating and contributing members of the wider Australian Community.

1.4 Operational Objectives

To provide academic assistance by monitoring and encouraging achievement, and
by providing resources such as tutorials.
- To facilitate access to appropriate pastoral care and religious services.
- To encourage high standards of conduct among staff and residents.
- To provide excellent information technology services.
- To provide accommodation and domestic support services for residents and visitors.
- To encourage social, sporting and cultural activities which facilitate resident participation in College and university life.

2 A BRIEF HISTORY OF ST THOMAS MORE COLLEGE

St Thomas More College is a Catholic co-residential Tertiary College affiliated with the University of Western Australia, and administered by the Archdiocese of Perth. The College was founded by Archbishop Redmond Prendiville. It was funded initially by many Western Australian and overseas benefactors. The building of the Front Wing (Blocks A to F) and College Chapel began in 1953. The first students - 5 in number - took up residence on 14th March 1955. As more rooms were completed, other residents entered the College. 1955 ended with 38 students. The College was officially opened on 29th May 1958.

Over the years, further building was undertaken: the Middle Wing (Blocks G to K) in 1962, the present Dining Room and Kitchen and L and M Blocks in 1966, the remainder of the Back Wing (Blocks N to O) in 1970, and the Murphy Wing (Block Q) in 1985. Since 1999 particular attention has been paid to the College Gardens.

The College first welcomed women residents in 1974: in recent years, the College has had an equal complement of male and female residents. Over the years, the number of residents has grown to around 175.

*The Rectors of the College have been:*

<table>
<thead>
<tr>
<th>Rector</th>
<th>Years</th>
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<tbody>
<tr>
<td>† Fr Cornelius Finn SJ</td>
<td>1954 - 1959</td>
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<tr>
<td>† Fr John Rolland Boylan SJ</td>
<td>1960 - 1962 (June)</td>
</tr>
<tr>
<td>† Fr Jeremiah Hogan SJ</td>
<td>1962 (June) - 1962</td>
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<td>† Fr Edward Stormon SJ</td>
<td>1963 – 1971</td>
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<td>Fr John Prendiville SJ</td>
<td>1972 - 1974</td>
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<td>† Fr John Hamilton-Smith SJ</td>
<td>1975 - 1978</td>
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<td>Fr William Uren SJ</td>
<td>1979 - 1984</td>
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<tr>
<td>Fr Patrick Bishop SJ</td>
<td>1985 - 1991 (June)</td>
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<tr>
<td>† Fr Timothy Quinlan SJ</td>
<td>1991 (June) - 1996</td>
</tr>
<tr>
<td>Fr Theo Overberg SJ</td>
<td>1997 - 1999 (Oct)</td>
</tr>
<tr>
<td>Fr Kevin Long, Ph.D</td>
<td>1999 (Oct) – 2009 (March)</td>
</tr>
<tr>
<td>Br Robert Callen cfc</td>
<td>2009 (March) –</td>
</tr>
</tbody>
</table>
3 PATRON – SAINT THOMAS MORE

St Thomas More (1477 - 1535) rose from a modest background to become one of the most significant personages in Tudor England. As Speaker of the House of Commons, Privy Counsellor, Lord Chancellor and Lord Chief Justice, Thomas More was second only to King Henry VIII in the realm. However, the character of Thomas More is more important than his achievements.

His was a most attractive personality. He was a man of genuine and deep piety who seriously considered becoming a Carthusian but he chose the vocation of marriage and public office instead. He had a strong sense of what was best in Catholicism. He left us an insight into his prayer life through his many prayers and devotional writings.

Thomas More was devoted to learning. As England's most eminent humanist, he was enthusiastic about the new learning of the Renaissance, and introduced it into England. Thomas had a speculative, wide-ranging, incisive and questing mind. Perhaps he stands unique as an author who coined the word “utopia” (from his book with the same title, about the perfect society) this word is now in common use in all languages. He also took the then revolutionary steps of teaching his daughters the new learning; they were fluent in both the Latin and Greek languages.

Thomas More married twice, and was the patriarch of an extended family. Even within his busy public life, family always held pride of place. The famous Holbein portraits reveal clearly that Thomas More drew strength, pride and delight from his extensive and close family.

Friendship was a central element in Thomas More’s life, and he cultivated a wide and varied circle of friends. He had the capacity for deep, sincere, open, supportive and loyal friendships. The leading lights of Europe were his friends: these included Erasmus (Netherlands), Juan Luis Vives (Spain), and Antonio Bonvisi (Florence). Yet ordinary people never felt slighted in their associations with him.

Thomas More’s difficulties began when his powerful friend, King Henry VIII, demanded his support for the annulment of his marriage to Catherine of Aragon. Soon, this issue was intertwined with Henry’s claim to be the supreme head of the Church in England. Thomas wrestled with these issues for eight years. He kept his counsel, and only stated his mind after he had been found guilty of High Treason. Thomas stated that he could see no legitimate reason for Henry’s marriage to be annulled, and he refused to countenance Henry’s claims to Church supremacy.

Henry’s respect and friendship for Thomas More turned to disappointment, frustration, dislike, and finally revenge. He tried to bully Thomas into submission. In response, Thomas voluntarily withdrew from public life. During this time, Thomas and his family endured a subtle, but increasingly public and severe persecution. His friends thought that he did not appreciate the way the wind was blowing, and they deserted him. Many members of his family did not understand the issues with which he contended privately. This was a deeply lonely time for him, but in all his troubles
Thomas More never lost his equanimity, personableness, courtesy, and good humour.

In 1534 More was committed to the Tower of London. After refusing to take Henry VIII’s Oath of Supremacy, he was convicted on 1st July 1535 - on perjured evidence - of High Treason, and beheaded five days later.

Thomas More is admired because he was committed to what he considered right and good, and because he was willing to pay the consequences for this stance. He endured his misfortunes with patience and good grace. As he told his many friends who urged him to change his position: *Your conscience must save you, and mine must save me*. He was a man of immense personal probity and integrity.

Thomas More is respected beyond the bounds of the Catholic Church. He is remembered as an eminent jurist, and a great and fair lawyer: before the law he was no respecter of persons. In an age of opportunistic politicians, Thomas More stood out as a statesman with principles.

Exactly 400 years after his death, in 1935, Thomas More was canonised by Pope Pius XI, and his feast day is on 22 June. He is the patron saint of Catholic lawyers, university students and politicians. He is also commemorated by the Anglican Church on 6th July.

4 THE COLLEGE CREST

The St Thomas More College crest is drawn from the family crest of St Thomas More. It features two moorcocks: the black swan locates the College in Western Australia, and links it to the University of Western Australia. The two crosses in the scroll note the Christian basis of the College.

The St Thomas More College motto: “*Prius Dei Servus*” comes from Thomas More’s comment to his executioner: he affirmed that he died the king’s good servant, but God’s servant first.

The More family coat of arms was probably granted by Edward IV to Sir John More, Sir Thomas’ father. In the fifteenth century, puns were a favourite heraldic device, and the moorcocks are a pun on the name MORE.

5 COLLEGE IDEALS

St Thomas More College aims to build a community which is based on clear religious, moral and academic principles. It is presumed that residents at St Thomas More College are prepared to live by these principles. The College aims to provide a Catholic perspective to the tertiary enterprise.

The College’s Charter from the Archdiocese of Perth is to promote Catholic values, and to build a Catholic academic community.
St Thomas More College, continues to welcome non-Catholic Christians, and non-Christians. The College respects the faith traditions and beliefs of all its residents, and in turn expects a reciprocal respect from all its residents: Catholics, other Christians and non-Christians. There is no room for any form of proselytism or fundamentalism within the College.

Each member of the College community is important. As such, each resident is responsible for contributing towards College spirit and life. In this enterprise, the Brothers and lay staff, College Council, Pastoral Tutors, Student Club Committee and each resident have specific and complementary roles to play.

The Christian ethos of the College presupposes that each student strives for solid spiritual and human values. St Thomas More College aims to challenge students to become men and women whose professional training prepares them for service of others. To this end all residents are expected to undertake some voluntary community service during the course of each academic year.

The College aims to promote a climate of academic excellence in which each student is able to extend and develop his/her talents and abilities to their full potential and capacity. To this end, the College expects students to complete their studies in the minimum time.

Other than under exceptional circumstances, the College caters for students who are attending full-time courses at the University of Western Australia. A resident who amends his or her enrolment to attend another institution after having been accepted into the College runs the serious risk of invalidating his or her lease, and being asked to find alternative accommodation.

6  COLLEGE COUNCIL MEMBERS

**Ex Officio Members**

| The Most Rev. Barry J. Hickey DD, OAM, Archbishop of Perth |
| Br Robert Callen cfc Rector |
| Mrs Pauline Ibbs, Vice Rector |
| Mr Greg Bates, Business Manager |
| Mr Joshua Boyle, Student Club President |

**Elected by Council Members**

| Mr Denis Cullity |
| Prof William Reed |
| Mr Simon Killigrew |
| The Hon. Justice Kevin Hammond |
| UWA Appointed by the University of Western Australia |

**The Archbishop’s Appointees**

| Fr Brian O’Loughlin, PP, VG |
| Mr Grant Miocevich |
| Sr Mary Mackin, PBVM |
| Mrs Mary McComish |

| Dr Tim Keenan |
| Prof Brendan Waddell |
| Mr Craig Buchanan, Secretary to the Council |
 ADMINISTRATION

College Leadership Team
Br Rob Callen, cfc..............................................................Rector
Mrs Pauline Ibbs ...............................................................Vice-Rector
Mr Greg Bates ....................................................................Business Manager

Management Staff
Mr Clark Maul .................................................................Senior Duty Tutor
Br Warwick Bryant ..........................................................Pastoral Assistant
Mr Craig Buchanan ..........................................................Admissions Officer
Ms Diane Rose .................................................................Accounts Officer
Mrs Janienne Wood ........................................................Office Manager
Mrs Julie Dhu .................................................................Catering Manager
Mrs Debbie Chandler .......................................................Kitchen & Dining Room
Mrs Karen Bartlett ..........................................................Kitchen & Dining Room
Mr Daryl Forward ............................................................Maintenance & Gardening
Mrs Karen Keys ...............................................................Housekeeping Supervisor

8. COLLEGE OFFICE

8.1 Office Hours

Normally, on weekdays, the office is open for business from 8.00 am to 5.00 pm.

Appointments to see the Rector, Vice-Rector or the Business Manager may be made at the Front Office.

If the Office is closed, e.g. evenings, weekends or public holidays, contact should be made with the Duty Tutor by ringing the College courtesy phone in the foyer.

The Reception Desk can provide students with a variety of services, eg duplicate keycards, mail, stamps, change, etc.

When the Office is closed, forms, fee payments, keys etc can be left in the letter box in the door next to the unisex toilet in the College foyer.

The use of College stationery, the College Crest and the title St Thomas More College (eg, for any promotion) requires the explicit consent of the College Leadership Team.

The Admissions Officer’s office is located near the Front Foyer. All matters pertaining to your enrolment are to be directed to the Admissions Officer in the first instance.

Residents are required to wear footwear in all office areas.
8.2 Mail & Faxes

Mail is placed daily in the Kirby Junior Common Room. Outgoing mail can be posted via the reception office. Overseas Residents’ mail will be held at the College during vacation periods. It will not be readdressed except by special arrangement with the Office prior to each vacation period. A charge may apply, e.g., overseas mail. We will alert a resident by email if mail is received that we feel may be of an urgent nature.

Unclaimed incoming faxes will be held in the front office.

Australia Post delivers the post each weekday morning. Outgoing letters (not parcels) can be brought into the Office for mailing, and are collected by Australia Post when the incoming mail is delivered. Items for posting must be down to the College Office by 8.30am.

Also, an internal mail delivery from the University, is received daily prior to mid-day. Internal mail to UWA may be handed in to the reception desk for each morning’s pick-up and does not require a stamp.

Stamps are available for sale in the Front Office. You may send a parcel if you have purchased a pre-paid parcel bag (which are for use within Australia only). We cannot post overseas parcels.

If your mail is urgent and you have missed the Australia Post pick-up, we suggest you post it yourself to expedite delivery. Public mail-boxes are located in Park Avenue, the University and on Broadway.

Residents who receive cards, special items or parcels will receive an advice slip in the student mailboxes in the Kirby JCR. These items will be kept securely in reception for personal collection.

8.3 College Forms & Returns

At various times throughout the year, it is necessary to promulgate and request information necessary for the efficient running of the College. In every case, if a response from residents is required, a date by which it must be made will be shown clearly. Late return fines will apply.

8.4 College Staff

Normal Hours: Residents should comply with directions given by members of the College Staff in the performance of their duties. Any resident who feels that a member of the staff has exceeded their authority should not remonstrate with the staff member concerned but immediately report the matter to a member of the College Leadership Team.

After Hours: Various Duty Staff are appointed to be on-call after hours; these include Senior Duty Tudor and Duty Tutors. Directions from the Duty Staff are given under the Rector's authority and must be regarded as such by residents.
9 CHRISTIAN BROTHERS

From 2009, a community of Christian Brothers has been resident at St Thomas More College. This year, two Brothers are resident at St Thomas More College, namely Br Rob Callen cfc and Br Warwick Bryant cfc.

The focus of the Brothers’ mission is that we are all loved by God and created in God’s image. As such, each person is called to develop in relationship with God and in particular with Jesus Christ. That relationship is expressed especially in a care for the poor and the marginalised. Traditionally, the method of the Brothers’ engagement with and service of God’s people has been through the medium of education.

The Brothers’ history of service in Western Australia commenced in 1894 with the foundation of Christian Brothers College, St George’s Terrace and today continues through a variety of mediums, responding to the needs of our times.

10 COLLEGE COMMUNITY

St Thomas More College is a community, which endeavours to provide a safe and secure environment that is supportive of personal development in the academic, religious, sporting, social, and cultural fields. As a Catholic College, it embraces the particular teachings of the Catholic Church and emphasises Christian, academic and humane values.

Because life at a university has traditionally been very liberal, it is, therefore, not unusual for young men and women temporarily to lose sight of what are acceptable standards of conduct. This can occur at or after a social function, particularly in combination with the consumption of alcohol. The College is aware that its residents are full of the joys of life and in the process of making the transition from late adolescence to young adulthood. While it makes some allowance for this, the College has a responsibility to establish and to enforce certain rules and regulations. There are occasions when action must be taken to safeguard the interests of society in general, of the University, of the College Community and of the individual.

The focus of all College regulations is set within the context of a Catholic academic community with a threefold emphasis, namely:

1. Each person who enters this community should be respected and display respect for the people and property of the community and the academic culture of the College;

2. Each person who enters this community should be safe;

3. Each person who enters this community should contribute to the good reputation of the College and do nothing that could harm such in any way.
11 CAMPUS MINISTRY

Campus Ministry at St Thomas More College seeks to assist residents in further developing their life of faith and their spirituality during their years at University. Campus Ministry is led by the Rector.

Campus Ministry invites students and all members of the St Thomas More family to deepen their faith in Jesus Christ and his Gospel. Our ministry is rooted in the Catholic tradition. We foster spiritual growth through worship and prayer, reflection and service, and education and faith formation. We call upon our residents and ourselves to proclaim the Good News and to become signs of hope in our community, the Church, and the world.

Faith development is closely tied to students' intellectual development. Campus Ministry seeks to help residents integrate their intellectual inquiry with their life experience. We are available to assist residents who want to talk about their journeys of faith, or get involved putting their faith into action.

The mission of Campus Ministry is to provide an experience of church that enables members of the college community to grasp anew the gospel of Jesus Christ and to possess a religious and moral competence to live as women and men of peace in a global community, with the personal courage to challenge injustice, violence and inequity wherever it exists.

11.1 Liturgy & Sacraments

Throughout the year, at various times and in different seasons, the Church gathers to recognize and celebrate God's faithful presence and action in the world through worship.

As a Catholic College, the celebration of the Eucharist at St Thomas More Chapel is the centre of our liturgical life. From this Eucharistic centre flows our life of prayer, devotion, service, and study.

Many residents discover a more profound connection to Christ by serving at Mass as Eucharistic Minister, Musician, and Lector. Others lead various devotions. A number recognise the deeper bonds between service and outreach and liturgy. Still others find our Chapel a peaceful place to pray quietly. Campus Ministry's liturgy team invites you to explore the worship and prayer life of the St Thomas More College community during your college career.

<table>
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<tr>
<th>Mass Times</th>
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<tbody>
<tr>
<td>Weekends</td>
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<tr>
<td>Saturday Vigil Mass:</td>
<td>5:45 p.m.</td>
</tr>
<tr>
<td>Sunday Evening Mass:</td>
<td>5:45 p.m.</td>
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Weekdays:
Monday to Friday Mass: 5:15 p.m.
The Sunday evening Mass is a special time for the College community to gather, and residents are expected to offer their services for liturgical duties eg, serving, singing and music, reading, Special Ministers of the Eucharist, collectors, ushers etc.

On special occasions throughout the year a College community Mass precedes Formal Dinner celebrations. These are special community occasions, and all residents are expected to attend both the Mass and the Dinner. In cases of genuine need (illness, pressing family commitments, etc) apologies will be accepted, and are to be addressed to the Rector in writing well in advance.

During Lent and Advent, there are Services of Reconciliation, followed by the opportunity for personal Confession. Spiritual assistance and Confession are available on request to all students and staff.

11.2 Retreats

The College offers an opportunity for all students to participate in the annual College Retreat during first semester.

11.3 Faith Communities

Campus Ministry offers a wide variety of Faith Development organisations, events, and resources to help you grow in love of God and others.

We invite you to gather in community through prayer and devotion; to share in the exploration of faith active in our world through small group events. We also offer opportunities to grow personally, by connecting you with spiritual directors and advisers. Wherever you are on your faith journey, we strive to offer you a means of taking that journey further.

11.4 Service, Social Justice & Solidarity

"Faith in action is love, and love in action is service. By transforming that faith into living acts of love, we put ourselves in contact with God Himself, with Jesus our Lord."

Mother Teresa

"Tommy More Outreach"

All residents are challenged to develop a sense of justice and social concern. Through its ‘Tommy More Outreach’ program, the College seeks to spark passion for truth and justice, nourish courage and lives of commitment.
The Tommy More Outreach program seeks to engage members of the College Community in meaningful service experiences that challenge and teach them to be agents of social change committed to the creation of a just and compassionate world. Residents are given not only a particular experience of service, but also the opportunity to walk with others and be in relationship with those who need someone to accompany them.

By encouraging residents to reflect on these experiences of service, “TMO" aims at fostering an awareness of campus, local and global injustice. Such an awareness, we hope, will prompt action that is rooted in love of God and of neighbour.

Residents are required to undertake fifteen hours – one hour per week, - of voluntary community service each semester. This is organised by the Senior Tutor, Mr Clark Maul.

**Preparation – Action – Reflection**

Each resident is required to register his/her community service placement each semester with the Senior Tutor for approval. This is done by way of a Registration form and a brief interview. During each Semester residents are required to complete their ‘**TMO Journal**’ and hand it into the Senior Tutor through the Front Office. [See Appendix 1 for Registration Form.]

A certificate of service will then be given. These are very helpful for resumes. One’s commitment to service, social justice and solidarity are considered when determining the Christian Leadership Award.

The Senior Tutor will assist residents needing help in finding a suitable service placement. All volunteer placements should be opportunities to serve people, especially those who are poor or marginalised; those most in need.

**Immersion Trips**

As an extension of “Tommy More Outreach” students are invited to consider the challenge of joining a group to volunteer in India during the Christmas vacation.
RESIDENT CODE OF CONDUCT

12 COLLEGE BEHAVIOURAL POLICIES

The College Leadership Team is responsible for the good order and conduct of the College Community.

12.1 Regulatory Policies

12.1.1 Counselling

This may be done on a formal or informal basis. The first stages of counselling include the various briefings given to residents, usually, but not necessarily so, before Student Club meetings throughout the year. Residents must attend these briefings, unless specific exemption is given by the Rector. The content of these briefings will be deemed to have been communicated to all members of the College.

12.1.2 Formal Warning

A resident may, for a serious breach of College Rules, be placed on a formal warning for a limited or indefinite period. He/she acknowledges that any unacceptable behaviour may result in further disciplinary action, including being asked to depart the College.

12.1.3 Suspension

In the event of a more serious breach of College Rules, a resident may be asked to leave College for a period of time. During his suspension he may not enter the College grounds, except with the rare permission of a College Leadership Team member, which could include the collection of personal mail or a textbook. No refund of any semester fees will be given for a period of suspension, as the room is still reserved for the resident.

12.1.4 Withdrawal from Residence

A resident whose behaviour is considered to be at variance with the standards of the College will be asked to withdraw from residence. Up to seventeen week's fees will be held in lieu of notice, unless exceptional circumstances exist and a special application is made to the Rector.

12.1.5 Notification of Action

As the College is an adult institution any regulatory action taken is treated as a matter between the College and the resident concerned. Residents must accept responsibility to communicate with their parents/guardians as they deem appropriate. The only exception to this procedure would be a situation in which a resident suffers from a serious illness or injury, or if the resident is aged less than 18 years.
12.1.6 Fines

A fine may be levied for a breach of College rules and regulations, particularly where there is damage to property. (Appendix 18.4)

12.2 College Policy on Bullying and Harassment

This policy statement applies to all students, residents, associates and staff members at St Thomas More College.

Bullying and harassment takes many forms. It varies from the use of physical force and intimidation to the isolation of an individual from the group by shunning. Such behaviour is unacceptable at St Thomas More College in any of its forms. Any resident found indulging in this practice may be asked to leave College.

Bullying and harassment would include abuse of Voicemail, Email and other forms of technology, invasion of other people’s rooms and the like.

Residents need to be aware that each member of the community is an individual, with individual reactions to a situation. What one person sees as a joke, or good-natured ‘horseplay’, can be quite threatening to another. Within the College setting, any practice which imposes different demands or expectations on one group, but not another, is bullying/harassment. A typical example is when first year residents are “expected” to adhere to some “tradition”. The words “tradition”, “College spirit” and “group bonding” can be used to conceal bullying/harassment. Whilst these words have legitimate meanings, bullies subvert such and force their view of the world on others.

Real College spirit is engendered by residents cooperating to do great things, be they in the exam room or on the sporting field and real group bonding is achieved by meeting challenges and overcoming them, together.

12.2.1 College Policy on Sexual Harassment

This policy statement applies to all students, residents, associates and staff members at St Thomas More College.

St Thomas More is a co-ed residential college. All staff members, casual guests and visitors of either sex within the College at any time. Additionally, College residents and staff come in daily contact with other students, and Academic and other University staff outside the College. Sexual harassment can be a single incident or a persistent pattern of unwelcome behaviour. It can include instances of sexual advances, requests for sexual favours, or unsolicited and unwelcome verbal or physical conduct of a sexual nature.

The College regards sexual harassment as serious enough to warrant suspension or exclusion from St Thomas More College. It firmly intends that all its associates respect the right of others to live without fear of, or actual, sexual harassment. Numerous actions may constitute sexual harassment, and acceptability will vary between persons. Hence, all individuals should be treated with respect and care. The measure of what constitutes sexual harassment is what the victim feels rather than the intention of the perpetrator.
12.2.2 College Policy on Racism

This policy statement applies to all students, residents, associates and staff members at St Thomas More College.

The College encourages and celebrates diversity. Racism will not be tolerated in any of its forms and any person who indulges in it may be asked to leave the College.

12.2.3 Complaints Regarding Bullying, Sexual Harassment, Racism or any Discrimination

Any resident or employee who feels he or she has been subjected to any form of harassment or discrimination is encouraged to take action to resolve the issue. The College will assist in any way possible, either by initiating action within the College or by referring the matter to the appropriate authorities. The complainant may approach the Rector, Vice-Rector, or the Senior Tutor or access the University’s resources.

12.2.4 College Policy on Drugs and Alcohol

Illegal Drugs:

The administration of St Thomas More College does not condone of either the illegal use of drugs or the misuse of legal drugs. It actively discourages drug dependency and drug abuse, and encourages residents and staff to have a responsible attitude towards the use of alcohol and drugs of any kind.

The College will not protect users of illegal drugs from the law. Drug abuse is a personal decision. Treatment for abuse and the control of drug use are outside of the College’s resources and competence.

Residents who use, possess or distribute illegal drugs can expect to have their residency terminated and to have the matter referred to the police for action. The penalties for possession, use and distribution can be severe.

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

Alcohol:

The misuse of alcohol is one of the more difficult issues confronting residents in any College. Unfortunately, Australian society encourages the belief that the over consumption of alcohol is necessary for a social event to be a success.

The College holds the view that the excessive consumption of alcohol is not an acceptable rite of passage in itself and that such behaviour can lead to the point of harming self/or others and can be life threatening.

Drinking games and other rites have taken place at universities over the years. St Thomas More College will not sanction any activity that encourages these practices, nor will it give permission for any function on its premises at which alcohol is promoted as the main feature.

The College encourages the responsible consumption of alcohol while acknowledging that residents are adults and must accept both the responsibility and liability for their drinking. Residents need to be aware that the community now sees drunkenness as
an exacerbating and not a mitigating factor in any alcohol-related misbehaviour, and that the police and the courts deal with it accordingly.

As part of its duty of care, the staff at St Thomas More College insists on the following:

- If you are over 18 years of age, you may drink alcohol in moderation in your own room.
- “Sports Drinks” are not permitted within the College.
- Drinking in public areas, on the lawns or around the College environs is not permitted. Alcohol is not to be consumed on any balconies or in any corridors or stairwells.
- Excessive use of alcohol does not diminish your personal responsibility for observing community rules, especially those relating to noise and behaviour.
- Residents may not take alcohol into communal areas such as the Dining Room, JCR, and TV Room without the explicit prior permission of the Rector or Vice Rector with the appropriate forms completed.
- With the permission of the Rector, Vice Rector, or the Senior Tutor, small groups may drink in the Kirby Junior Common Room provided that drunkenness and any form of excess are avoided. The appropriate forms seeking permission must be submitted to the Vice Rector or Senior Tutor.
- Drinking groups are responsible for cleaning up. Cleaning materials are available through the Duty Tutor. If an area is not cleaned immediately, a minimum fee of $50 will be levied to cover costs.
- The Catering Staff will refuse to serve anyone they believe to be intoxicated with alcohol or other drugs or who they think is unfit to dine in College. The staff may require such a person to leave the dining area immediately.
- Residents who repeatedly become excessively intoxicated and/or create a disturbance, or display unacceptable behaviours as a result of intoxication or drugs, will be required to attend a mandatory interview at the Medical Centre, followed by three Counselling sessions with the UWA Alcohol & Drugs Counsellor. The College will require proof of attendance.
- Continued excessive use of alcohol or unacceptable behaviour from the over-consumption of alcohol will result in a resident being offered further counselling or being asked to leave St Thomas More College.
- Vomit and mess caused by students as a result of intoxication will be reported by the Housekeeper to the Rector & Vice Rector, who in turn will approach the Student Club Committee to arrange for its clean up.
12.3 Noise

Within the College, residents are required to avoid excessive noise and obnoxious behaviour at all times, particularly such which would disturb the study or the sleep of others.

If a resident is disturbed at any time by noise or obnoxious behaviour, he/she should first negotiate with the person concerned. It is to be expected that any such reasonable request will be acceded to; failing that approach, they should advise the nearest Duty Tutor.

Anyone repeatedly disturbing others by noise or obnoxious behaviour at any time is liable to forfeit his/her place in College. On all nights residents must restrict noise to a minimum after 10.30 pm, particularly in study and sleeping areas. Visitors to the College are expected to observe these restrictions and their hosts are responsible for their behaviour.

During peak study times (SWOTVAC and exam periods), every effort should be made to avoid excessive noise.

Residents are asked to be especially sensitive about movement up and down the stairwells, and closing doors quietly.

Given the close proximity of individual rooms ball games on and around the courts are to finish no later than 9:00 pm.

While Mass is being celebrated in the College Chapel, the cricket, tennis and basketball courts are not to be used.

12.4 Other Colleges

It is important for the well being of the residents of all the Colleges that students associated with the Colleges are good neighbours to each other.

Just as St Thomas More College expects guests on its property to observe the rules of the College, so other Colleges have the right to expect reciprocal behaviour from visitors from St Thomas More College.

Invasions and raids of other Colleges by groups of St Thomas More College residents are always unwelcome and unacceptable. The Heads of the UWA residential Colleges will always treat this as a very serious matter. Expulsion of guilty residents may result.

12.5 Dress Standards

Suitable dress and footwear are required at all times, particularly in the public areas of the College and the University. Clothing should be clean and neat. Offensive slogans, e.g., on tee shirts, are unacceptable. Residents whose dress is deemed below the College standards will be asked to change.

Suitable dress and footwear are particularly required in the Dining Room and the Front Office area. In accordance with College policy and health regulations, bare feet, singlets, pyjamas and sporting gear are not acceptable in the Dining Room and caps should be removed. The minimal acceptable standard for Formal Dinners for men: is a collared shirt, tie, trousers (not jeans) and shoes (not joggers) and socks, and for women: appropriate after five attire – cocktail dress or evening trousers & top.
12.5  Smoking

St Thomas More College is a smoke free area. Smoking is not permitted anywhere within the college or surrounding grounds.

Residents are reminded that there is overwhelming evidence that smoking is addictive and detrimental to health.

12.6  Games

**Front Quadrangle:** The lawn area bounded by the Kirby Junior Common room, B to F and G to K blocks known as the Front Quad may be used for the playing of football and soccer. Hockey, baseball, softball and cricket may also be played on this quad if a **soft ball** is used, eg tennis ball. **No hard balls** are to be used within the College grounds.

**Back Quadrangle:** Football, soccer, cricket, baseball and other ball games are NOT to be played in the back quad.

**Lawn Behind Back Wing:** For safety reasons, residents are not to play ball games on the lawn behind back wing, (Park Street.)

13  RESIDENT GROUPS

13.1  Senior Common Room

Senior Common Rooms exist in most tertiary institutions to provide a meeting place in which members can enjoy a respite from the daily life of the College; a forum for the exchange of ideas and for discussions on a range of topics, an environment which encourages academic endeavour and the pursuit of excellence, and an atmosphere conducive to social interaction. The membership of the St Thomas More College Senior Common Room, is at the discretion and invitation of the Rector and consists of third year members of the College community, university academics, graduate and post-graduate students, fourth year residents of the College, those aged over 21 and other invited persons.

The Senior Common Room is encouraged to hold regular meetings, and invite speakers address the members on a variety of topics of academic, social and political interest.

The Senior Common Room is elected annually by members and consists of a President, and a small Committee.

13.2  Residential Duty Tutors

The Senior Tutor and Residential Duty Tutors are appointed by the Rector to assist in the conduct of the College, under the direction of the Rector & Vice-Rector. Normally they are at least third year residents. By their own conduct they encourage the development of the ethos of St Thomas More College as a Catholic, academic and humane university college. They constitute for residents an easily accessible point of contact, and take an interest in the academic, spiritual, cultural, social and sporting progress of residents. They exercise pastoral care for a nominated group of residents,
and conduct and chair regular block meetings. They participate in the duty roster both to secure the College at night and weekends, and to provide access for students to the College's facilities.

13.3 Student Club

The St Thomas More College Student Club Inc. plays a significant role in making the College a community. The Club is responsible for coordinating many of the daily activities of the residents. It organises teams to participate in inter-college competitions, social, religious and cultural celebrations, and other events.

The President is a member of the College Council. The Club makes an important contribution to a sense of College spirit and unity. It provides an opportunity for leadership and service within the College. The success of this depends on the contribution of all its resident members. Membership of the Club is compulsory. Non-members cannot vote at meetings. The annual Student Club Fee is payable at the commencement of the year.

Student Club functions are to be organised on a user pay basis, so that participants who attend such events receive the services for which they have paid. Alcohol is never to be subsidised at these functions. Any functions involving the use of alcohol must observe the requirements of the UWA Alcohol Policy and the NAAUC Guidelines.

Student Club functions are to be organised so that participants who attend such events receive the services for which they have paid. Alcohol is never to be subsidised at such functions. An equivalent number of alcohol-free events are to be organised by the Student Club within each semester.

At Student Club functions participants are required to abide by a code of conduct that will not in any way reflect badly on the good reputation of St Thomas More College.

13.4 Students’ Club Executive 2009

Mr Josh Boyle................................................................. President
Mr Jonathan Ho............................................................ Vice-President
Mr Tom Curtin............................................................. Secretary
Mr Gregory Doger De Speville ........................................... Treasurer

13.5 NAAUC

The College may pay for the return airfare of 2 students to the annual NAAUC Conference on condition that the said students sign a guarantee that they will return to College in the following year, and that such student give clear expression to the College's ideals. If this guarantee is not honoured the students will be expected to refund the cost of their airfare. Applications are to be made directly to the Rector. It is the responsibility of the Student Club Executive to cover the expenses of any students including that of the President, whom they may wish to sponsor. The College accepts no responsibility for students attending NAAUC.
RESIDENCE

14.1 College Semesters

College fees provide for residence during the normal University of Western Australia semesters as appropriate to an individual's program of study. Therefore, College semesters begin on the day before the commencement of the academic semester, and end for each student 24 hours after his/her last examination in that semester. Students may not reside in the College, nor use College facilities, outside semester time without the Rector’s approval. Residents whose courses do not have examinations in a semester are required to make suitable arrangements with the Vice-Rector Students prior to vacations in relation to departure dates. Where a course of study extends beyond the standard University semester, further charges for accommodation will apply as appropriate.

The College relies on income from conferences and seminars, which are held during university breaks. This is an increasingly competitive market, and, in order to provide suitable accommodation for conference and seminar visitors, residents may be required to clear all or part of their rooms, or to change rooms, if they are given permission to remain in College over one of these periods. In all cases it is expected that residents allowed to remain in residence will conduct themselves appropriately. Residents given permission to remain in College outside normal periods of residence will be charged a daily rate.

14.2 Admission, Re-Entry & Studies

Re-entry at the beginning of each year or, in exceptional cases at the beginning of each semester, is not automatic. Any resident who disregards the character of the College or seriously disrupts its good conduct may be asked to withdraw from College immediately or be refused readmission.

Residents are expected to achieve a cumulative total of 48 points in their program of a full study load for each year of study. Those who do not reach this standard at the date of the original publication of University results will be readmitted only for special reasons, each case being judged on its merits. The commitment shown to study and observed commitment to the values of the College will be determining factors. Automatically, on the non-attainment of total of 48 points for a full load of subjects as at the date of publication of University results, there is no basis for a valid re-entry to the College.

At the end of each year, residents wishing to return in the following year must make written application on the form provided, according to its stated conditions.

14.3 Absences

Residents who are planning to be absent from the College overnight are asked to fill in the Absence Form and take it to the Front Office. The College does not wish to restrict the movement of residents, only to be able to contact them, when absent, should a family emergency arise. Additionally, fire safety demands that the College know who is resident overnight. An extended absence of a week or more the Administration must be notified.
14.4 Visitors

Visitors, both male and female, are always welcome at St Thomas More College but should depart from the College no later than 12.00 midnight. Parents of current residents are particularly welcome, and there is no charge for any meals they may take in the Dining Room. Visitors should always be treated with courtesy and respect, and residents are expected to assist them in finding their way around the College. A parallel courtesy should be extended to residents of other Colleges who visit St Thomas More College. Overnight visitors are not permitted without specific permission of the Rector, Vice Rector or Senior Tutor.

The cost for a visitor to stay overnight in a student’s room will be $20 per night. This includes breakfast. This charge is added to the host resident’s account. It rests with the host resident to see that this $20 is paid.

Guests found to be staying without the necessary permission will be charged $100 per night. This charge will be added to the host resident’s account.

The College is not the place for non-residents to sleep off the effects of having drunk too much.

14.5 Tenure

On admission, residents normally undertake to remain for a full year of residence. Residents unable to make this undertaking will only be accepted after consideration of their circumstances, when advised to the Rector. If, for unforeseen reasons, anyone wishes to leave College outside the normal conditions of tenure, they must give 17 week's notice, or in lieu thereof, pay 17 week's fees.

14.6 Formal Dinners

Throughout the year and for special occasions there are a number of Formal Dinners. All residents are expected to attend. These Dinners are usually preceded by Mass. The Dress code is formal. [See 12.5]

15 FINANCES

15.1 Fees and Charges

Fees and charges for 2009 are listed separately. On request, copies are available from the Office. Fees are set annually, and will be increased during the year only in unusual circumstances.

The College relies on the prompt payment of fees by all residents to meet its commitments to suppliers of goods and services. Residents are advised to consider carefully the payment plan they select, as payment must be received in accordance with the relevant schedule, or additional charges will apply.

The College Fees provide for residence in semesters, as described earlier. Residents whose academic or other needs require them to be in-College during vacation periods and who obtain permission to remain in College will be charged a daily rate.
15.2 Security Deposit (Bond)

Residents admitted to the College are required to pay a security deposit. This security deposit is a guarantee of conformity to the College’s requirements with regard to re-entry, tenure and behaviour while at College.

On application in writing, the security deposit will be repaid in full to residents who have complied with the College’s requirements. If any part of their security deposit is to be withheld, residents will be advised and given the reasons for this action.

Departing residents are invited to consider donating all or part of their security deposit to the College Building Fund, which is tax-deductible.

16 ACADEMIC

16.1 Tutorials

Tutorials are an important part of the College commitment to the academic enterprise. Tutorials, arranged by request with the Vice-Rector provide academic support and an experience of collaborative learning and of the tutorial and seminar work which is typical of much of the university teaching system. A range of tutorials or seminars are provided throughout the year.

16.2 Tutorial Rooms

There are two quiet rooms available for Tutorials – the Quinlan Room and the Begley Room. These can be booked by small groups through the Rector, the Vice Rector or the Senior Duty Tutor.

16.3 The McMahon Library

It is beyond the College’s resources to maintain a comprehensive library. The College Library contains a limited number of reference and general knowledge books which may assist residents across a range of programs and courses. Residents are asked not to remove them from the Library.

Many residents find the air-conditioned Library and adjacent tutorial rooms convenient places in which to study. Silence should be respected at all times.

The Library is set up for wireless computer use.

16.4 Computers

The College has connection points in each room connected by fibre optic cable to the UWA computer network.

A limited number of computers are available in the College computer room for those residents who do not possess their own computer. These computers are also linked to the College laser printers and to the University network.

Residents are reminded of the various Federal, State and University laws and regulations governing their use of the various networks. Severe penalties apply to the illegal or improper use of computers relating to copyright, pornography and plagiarism. The College has an obligation to report breaches to the proper authority. Residents are advised strongly to familiarise themselves with the various protocols. (See Appendix 2)
### 17 CATERING

#### 17.1 Dining Room

**Meal Times** (during semester):

**Monday to Thursday**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Cleared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6.30 am to 9.00 am</td>
<td>9.30 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.00 pm to 1.15 pm</td>
<td>1.30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>6.00 pm to 7.00 pm</td>
<td>7.30 pm</td>
</tr>
</tbody>
</table>

**Friday**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Cleared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6.30 am to 9.00 am</td>
<td>9.30 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.00 pm to 1.15 pm</td>
<td>1.30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>5.30 pm to 6.30 pm</td>
<td>7.00 pm</td>
</tr>
</tbody>
</table>

**Saturday and Sunday**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Cleared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7.00 am to 10.00 am</td>
<td>10.30 am</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.00 pm to 1.15 pm</td>
<td>1.30 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>6.30 pm to 7.15 pm</td>
<td>7.30 pm</td>
</tr>
</tbody>
</table>

Early or late dinners are available every night, except on Formal dinner nights. Cut lunches may be prepared in the Dining room before 9:00 am on any weekday, and are to be recorded in the Lunch Book.

Residents are required to turn Mobile Phones off whilst in the Dining Room.

At the conclusion of all meals, other than Formal Dinners, residents are asked to clear their cutlery and crockery to the trolleys provided and place food scraps in the appropriate receptacle. Crockery and cutlery items (except disposables provided for the purpose) should not be removed from the Dining Room. The co-operation of all residents in the dining room is a significant cost-saving measure.

#### 17.2 Guest Meals

Guests are welcome at meals. Residents must notify the catering staff when they have a guest for a meal. The meal can be paid for at the servery at the time or placed on the resident’s account. If payment is not made at the time, the resident who introduced the guest will have his/her account debited accordingly. Casual meal costs apply. If a resident wishes to invite five or more guests for any one meal, prior notice must be given to the catering manager at least one hour prior to the commencement of the serving of that meal.

#### 17.3 Catering

Considerable thought goes into the preparation of menus, and the College makes every attempt to provide a balanced and wholesome diet for all. Residents who require special diets should advise the College in writing to enable adequate arrangements to be made.
A Food Committee with the Vice Rector as chair meets regularly to discuss catering needs of the college.

17.4 Late Meal Room

There is a small kitchenette available at the rear of P Block for late meals.

18 HOUSEHOLD

18.1 Personal Property

The College makes areas available to residents for short term storage during vacation periods. The College accepts no liability for loss or damage to residents' property in storage. All items for storage must be clearly marked with the owner’s name. Large items such as fridges must be stored in the bike shed. No chemical, flammable or glass items are accepted for storage. Residents, who know they are not returning after the Christmas vacation should avail themselves of commercial storage facilities outside the College.

Items stored and not reclaimed after three months can be disposed of as the College determines unless special arrangements for longer term storage are agreed to with the Business Manager. There is no charge for storage.

18.2 Security

Residents are responsible for the security of their room and its contents. ROOMS SHOULD NOT BE LEFT UNLOCKED. It is inadvisable to leave personal effects in laundries, corridors, common rooms or on clothes lines overnight. Residents will be held responsible for the condition and security of College property in their charge, and particularly for the contents of their room, such as chairs, desks, phones, etc. and for the condition of the walls and built-in furniture.

Residents must be aware that thefts do occur. Particular care should be taken to secure wallets and other portable, valuable items. Residents are advised to lock their rooms when they are away, even for short periods. It is recommended that all monies be locked up and not left where they can be seen. Large sums of money and valuable papers (e.g. passports) can be locked in the college safe on request. The College can accept no responsibility for residents’ personal property.

The contents of each room are insured by the College Insurance policy to the value of $10,000, however the policy will not cover possessions if the door has been left unlocked.

Residents are asked to lock external doors to the Blocks each evening.

The telephone system is an important security measure at the College. Troubling security issues can be attended to without leaving one’s room by contacting the Administration / Duty Tutor on duty (111).

18.3 Keys

St Thomas More College is fitted with a special electronic swipe-card keying system
which remain the property of the College at all times.

Key cards should not be carried next to mobile phones because they will render the key-card inoperable. The Administration will provide a special holders and lanyards at no cost.

Key cards are never to be loaned to others. Duplicate keys not returned to Administration office within 5 days will incur a $10.00 charge.

The College operates a “three strike” policy in relation to night time lock outs. Residents who find themselves locked out of their rooms after 10pm will be given three exemptions, after which each lock out will attract a $50 fine.

Key cards must be returned on demand, and when residents leave the College for an extended period, such as semester breaks. This does not apply to mid-semester breaks. When a key is collected and returned, it must be signed in and out to the resident concerned.

Failure to return the key by the set departure date will incur a room charge per day at the holiday rate.

18.4 Damage

At St Thomas More College, damage is defined as in civil law; that is the deliberate violation of one's entitlement to the ‘quite enjoyment’ of one’s space.

The College accepts that, in the normal course of events, some ‘wear and tear’ will occur to property. It will not accept damage caused deliberately or through negligence. Residents are responsible for the condition and security of their room and its contents, and charges will be levied for unreasonable damage or for loss. On occupying a room a resident should report any obvious damage, as rooms will be inspected at the end of each period of occupancy and charges levied accordingly.

Where damage has occurred in common areas of the College every effort will be made to identify those responsible, and to recover the costs of repair. If the culprit cannot be identified, Student Club must bear the cost. Any damage to any part of College property that occurs in conjunction with the timing of any student club function is the responsibility of the student club unless a specific culprit/s can be identified. It should be noted that wilful damage to another person’s room is specifically banned and is in violation of the contract of tenancy.

18.5 Rooms

Each room has a desk, chair, bed, fan and heater, phone (with voicemail), and connecting socket for access to the University computer network. All linen is provided, with a change of sheets and pillow slip each week.

Residents need to bring personal items. Residents may bring televisions, fans, fridges provided their room remains tidy and uncluttered. Posters may be used to decorate rooms, but a charge will be made for damage to walls and for the removal of Blu Tak.

Residents’ rooms are cleaned fortnightly according to a published schedule. Residents must ensure that their rooms are ready for cleaning e.g. by picking up loose items from the floor, etc. Rooms will be inspected periodically. A warning for general untidiness will be issued by the Rector/Vice-Rector. Failure to rectify and tidy the room within 24 hours will incur a $30 fine.
18.6 Balconies

It is strictly forbidden to sit on a balcony railing. Such railings are installed as a safety measure. The College accepts no responsibility for any infringement of this rule. The throwing of water or any other materials or substances from the balconies is strictly forbidden. Smoking, social gatherings and the consumption of alcohol are forbidden on any balconies.

No Furniture is to be stored on balconies. The Balconies are regularly inspected.

18.7 Prohibited Items

Residents may not bring onto College Property any dangerous or illegal items including, but not limited to: firearms and/or ammunition, knives, batons and the like, slingshots, flammable or corrosive substances, etc.

18.8 Electrical Policy

Residents should be aware of the limitations of electrical circuits in the Blocks and not overload the system by using too many electrical appliances. Circuits are protected by circuit breakers and safety switches.

The following items are not permitted:

- Heaters, fans, toasters, microwave ovens, rice cookers and any other form of cooking equipment. (Kettles or jugs with an automatic switch off will be allowed.) Disallowed items will be confiscated.

- Electrical appliances must conform to Australian Standards and have an Australian plug fitted in order for it to be used in a resident’s room.

- International students are not to bring electrical appliances to college (laptop computer excepted)

- Only surge-protected power boards (EPODS) are to be used.

- No adaptor plugs or double adaptors are allowed.

18.9 Parking

Residents are permitted to park their cars and/or motorbikes in designated areas of the College free of charge, provided they obtain a permit. The main resident car park is at the rear of the College. This privilege is not transferable to non-residents of the College. Abuse of this privilege will result in the resident's free permit being revoked and a charge being levied for a replacement permit.

Cars and motor bikes parked without permits or in reserved areas will be dealt with appropriately.

18.10 Bicycles

Bicycles may be secured in the bike shed for security; they are not permitted in
common rooms/ internal corridors or doorways. Common sense should be used to ensure access by others and the free and easy egress of all in the event of a fire.

18.11 Telephones

Each room is equipped with a telephone with a direct in-dial facility and with an automatic diversion to the Voicemail system if the phone is unanswered or busy. Outside calls can be made, provided a resident has credit using a Telstra Phoneaway Card. Internal calls can always be made to other rooms, either to speak directly to the person in that room or to leave a message, free of charge.

The Voicemail System also allows broadcast messages to all residents. This is a valuable facility for communicating information quickly. Messages must be brief and consistent with the College's purpose. The use of profane, abusive or obscene language will not be tolerated. Offenders will be dealt with under the College’s Regulatory Procedures, particularly if the message broadcast offends against the essential rules pertaining to respect, safety and the good name of the College.

Telephone and voicemail access can be suspended without notice for a user, that is believed to be the source of an alleged violation, pending investigation of the violation and satisfactory resolution of the complaint of the resident's telephone and voicemail access.

- Initially, the resident shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, a mandatory two week suspension will be imposed from the date of the initial suspension prior to investigation.

- When telephone and voicemail privileges are reinstated, if the breach is not desisted from or remedied, the College may either permanently withdraw the resident’s access to the telephone and voicemail, or require the resident to show cause as to why they should be allowed continued residence.

- If the infringing conduct consists of a major breach of the University's Policies, then the College is also obliged to inform the relevant University authority.

18.12 Laundry

Coin-operated washing machines and dryers, together with clothes lines, are available for residents' use. Change is available from the office during business hours.

Clothes and other items left in laundries, bathrooms and/or on clothes lines at the end of Semesters and/or mid-Semesters will be given to the St Vincent de Paul Society.

18.13 Sickness and Injury

The Rector, Vice-Rectors, Business Manager or Senior Tutor should be advised promptly of all sickness and/or serious injury sustained by a resident. Apart from the concern the College has for the welfare and well being of all residents, it is important to notify next-of-kin in certain cases and to ensure adequate treatment is obtained where necessary.

Medical treatment is available locally at the UWA Medical Centre (6488 2118, from
9.00 am to 5.00 pm, Monday to Friday), and at the Emergency/Casualty Department of the Sir Charles Gairdner Hospital (9246 3333, 24 hours a day).
18.14 Recycling
Recycling bins are available at the back of the kitchen for those wishing to recycle cardboard, paper, glass, etc.

18.15 Notices
Residents may put notices around the College only with the permission of the College administration.

18.16 Pets
For reasons of hygiene, pets are not to be kept at the College.

18.17 The Law
While providing moral, pastoral and practical support, the College will allow any matter involving the law to run its course for residents in trouble with the law.

18.18 Theft and/or Relocation of Signs
The College will not ignore the theft or relocation of signs (road signs, commercial signs, etc) from the local community. Housekeeping staff have been instructed to report any such signs to the Administration, who will arrange for their return. Students found to be responsible for the theft or relocation of signs will face disciplinary action, and in some cases criminal charges may result.

18.19 References
The College will provide phone references.

18.20 Valete
The Valete Mass and Dinner usually occur in early October. All residents are expected to attend the Mass and Dinner. The parents of Valetants are invited to join the College community. Formal dress is expected.

18.21 Holy Week / Easter
Parties, social gatherings and the drinking of alcohol are not permitted in College during the Easter Triduum, that is Holy Thursday, Good Friday and Holy Saturday. Those days are sacred to all Christians honouring the passion, death and resurrection of Jesus.

Students wishing to stay in College at this time undertake to observe these requirements and are encouraged to attend the ceremonies of the Easter Triduum.

18.22 Collegian of the Year
The College administration confers and elects a Collegian of the Year. The College may decide not to award this distinction in any given year. The College President
and Vice President are not normally eligible for this award.

18.23 Fines

The imposition of a fine is intended as a significant deterrent to assist the College in the elimination of specific behaviours.

- Walking on the roofs of College buildings and walkways - $150
- Disturbing the usual order of another resident's room - $100
- Parking a vehicle on college grounds without a permit or in an area not allocated for residents' parking including responsibility for any guest illegally parked - $40.
- Storing College crockery or cutlery inside a resident's room (one College coffee mug is allowed) - $10
- A warning for general untidiness of one's room will be issued by the Rector / Vice-Rectors. Failure to rectify and tidy the room within 24 hours will incur a $30 fine.
- Form Delay - $2 per day after closing date for submission.
- Excessive noise, particularly with music, TV/DVD during SWOTVAC and exam periods $10

Fines must be paid through the front office within 24 hours of being informed officially of the fine by the Rector / Vice-Rector. A receipt will be issued on payment of the fine. Where payments are not made within the 24 hours, the bill will be transferred to the resident's account via the College Finance Office.

For disregard of Fire Procedures including tampering with equipment and the creation of a false alarm resulting in the arrival of Fire Unit(s) – Fine will be the cost of repair and/or the Fire Services' bill.
FIRE PROCEDURES

The College has a comprehensive Fire Safety & Emergency Plan in place. Fire and Emergency Safety is a crucial issue in the College.

The College is required by law to maintain fire alarm and fire fighting equipment in good condition. A sophisticated alarm system and emergency lighting system is in operation.

Fire extinguishers are also placed at strategic locations throughout the building complex. Common sense dictates that college staff and residents cooperate fully in ensuring that all fire extinguishers remain serviceable. Such life-saving devices must not be tampered with or used as some kind of toy. Penalties will result from such irresponsible action. Those found negligent in this matter can face suspension or exclusion from the College and certainly the cost of repair. By law, such tampering is a criminal offence.

Residents who cover any smoke detector, interfere with fire extinguishers, or tamper with door closers will be suspended for one week. A subsequent offence will result in immediate expulsion.

The fire alarm system is quite sensitive and false alarms resulting in arrival of fire units always result in a considerable "False Alarm Fee" to be charged to the person or persons whose negligence prompted the fire alarm.

Corridors and stairwells are important for exiting the buildings during a fire. Thus, residents must keep corridors and stairwells clear.

Fire drills are held at the beginning of each semester. Directions regarding fire procedures are found on the back of each College resident’s door and in the College’s Emergency Procedure.

In the event of a fire:

- Vacate the room, closing the door and the windows at the sound of the alarm,

- Leave the building quickly and in an orderly manner, alerting people on the way, and report to your designated muster point in the College grounds.

- Do not re-enter the building until the “All Clear” signal has been given by the Chief Fire Warden.

- Exit from the building takes precedence over any attempt to fight the fire.

- Any burning will be dealt with by professional Fire Brigade personnel on their arrival.

- If at any time, or for any reason the system goes to full alarm you must evacuate immediately.

The priority in the case of fire is personal safety by evacuating the buildings, not to fight the fire.
Prevention of fire
Residents are to note that:

- **smoking and/or cooking is banned** in all College rooms, including bedrooms and hallways.

- the burning of candles or incense is banned in all rooms except the College Chapel and Dining Room.

- Electrical switches should be left in the “off” position at all times when not in use. This applies particularly to mobile phone chargers, a recognised cause of many household fires.
APPENDICES

Appendix 1: Community Service Registration Form.

“Tommy More Outreach”

• St Thomas More College, Mounts Bay Road, Crawley, 6009

Telephone: (+61 8) 9386 0111 • Fax: (+61 8) 9389 1104 • Email: rector@cyllene.uwa.edu.au

Community Service Program
Student Registration Form – Semester 1, 2009

The purpose of this form is to inform the College Rector and Senior Tutor of the Community Service that you are intending to participate in as part of the ‘Tommy More Outreach’ program. All students are referred to Item 11.4 in the Student Handbook and reminded of their 15 hours’ community service duties while resident at the College each semester.

Student Details

Last Name: ........................................ First Name: ............................................................

Room No: ........................................... Extension: ..............................................................

Details of the program that you are intending to participate in

Name of program: ..................................................................................................................

Organisation: ........................................................................................................................

Contact person: ....................................................................................................................

Address: ..............................................................................................................................

Telephone: ...........................................................................................................................

Brief description of your role: ..............................................................................................

............................................................................................................................................

............................................................................................................................................

Signature and Declaration: .................................................................................................

I declare the above statements are, to the very best of my current knowledge, true in all respects.

_________________________________  ______________________________
Signature                             Date

Please return your copy of this completed form to the Senior Tutor (together with your ‘TMO Journal’) upon completion of your program and at least 2 weeks prior to the end of semester.

I approve the participation of this student in the program nominated above.

_________________________________  ______________________________
_________________________________  ______________________________
Appendix 2:  Network Access/Sharing Policy

The ResNet policy has been established to provide a set of rules and guidelines for the proper and responsible use of the ITS/College computing and network resources, effective protection of individual users, equitable access, and proper management of these resources. These guidelines are intended to supplement, not replace existing laws, regulations, agreements, policies, and contracts, which currently apply to these services.

Although the peer-to-peer file sharing is not prohibited, it can be used for the illegal downloading and distribution of audio, video, software and other files. Downloading or distributing material without permission of the copyright holder is a violation of federal and state law, even if it is not for profit. The penalties can be significant, including imprisonment and fines. Our refusal to censor access in no way condones violations of copyright or intellectual property laws.

With regards to peer-to-peer file sharing users should adhere to the “Three Ps” principal, of not sharing / downloading items that fall into the categories of:

- **Plagiarism** – copying of another person’s work is a clear violation of university policy.
- **Pornography** – due to its size, the network is a broadcast medium, and as such the sharing of pornography is illegal.
- **Piracy** – sharing and copying of copyright material is illegal under federal legislation.

Appendix 2.1 Acceptable Use

Users of ResNet are bound by the University of Western Australia’s Internet Code of Practice Policy.

ResNet users are additionally bound by the following rules and regulations intended to preserve the integrity and accessibility of all computing resources:

1. Residential Computing network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware and in-room data points.

2. College data points may not be used to provide network access to anyone other than the resident assigned to the data point. Residents will be held responsible for all packets generated by their assigned connection.

3. The residential network is a shared resource. Network uses or applications, which inhibit or interfere with the use of the network by others, are not permitted. Examples include but are not limited to file-sharing applications such as network game servers, and any excessive consumption of bandwidth.

4. The residential network may only be used for legal purposes and to access only those systems, software and data for which the user is authorised. Sharing access to copyrighted material (including MP3 files from copyrighted music media and digitised video from copyrighted motion pictures, etc.) on the network is prohibited.
5 Respecting the rights of other users, including their rights as set forth in other University policies for residents, faculty, and staff, is required at all times on the network. These rights include but are not limited to privacy, freedom from harassment, and freedom of expression.

6 Users are required to know and obey the specific policies established for the systems and networks they access.

7 The residential network is provided for uses consistent with the academic mission of the institution. The network may not be used for commercial purposes nor for unsolicited advertising. Users may not provide open access to files/folders on their computers which contain anything that is protected by copyright (this includes MP3 files from copyrighted music media and digitised video from copyrighted motion pictures, etc.), or which would be in violation of the University's and/or community standards.

8 Forgery or other misrepresentation of one's identity via electronic or any other form of communication is prohibited. Prosecution under State and Federal laws may also apply. This includes the use of an IP address not specifically assigned to the individual using it and the use of a forged or false identity.

9 Any activity that can be deemed hostile such as port scans, email-bombs, ping-bombs, etc. are prohibited.

Appendix 2.2 Underage Access

By signing the St Thomas More College Conditions of Residence form, parents / guardians give permission for the resident to have full access to the College Network and to the internet via the College Computer network. They agree that the College will not be held responsible for any content seen by the resident.
Appendix 3: Conditions of Residence

St Thomas More College is a Catholic institution which provides collegiate residence for students undertaking tertiary studies. The College undertakes:

- to encourage the pursuit of academic excellence;
- to provide accommodation and board, and support services, such as tutorials in selected courses and access to computers, printers and photocopiers during the academic semesters only;
- to provide access to pastoral care and to encourage a faith commitment.

Residents entering St Thomas More College and their parents must acknowledge that while the College will assist and encourage residents in all aspects of their lives at the University, the residents are entering an adult environment and they must accept responsibility for their studies, their administration, their conduct, their results, and their own safety.

(Conditions of Residence) Students who take up residence must undertake:

- to recognise the Catholic nature of the College in their daily conduct both within and outside the College, and commit themselves to Christian and academic values and the practice of same;
- to apply themselves to their studies and agree to the College reviewing their performance;
- to contribute to the College Community, commensurate with their interests and abilities;
- to conduct themselves in a manner which recognises the rights of others and discourages any form of discrimination;
- to behave at social, cultural and sporting functions, either as participants or as spectators, in a manner which reflects credit on both the College and the Church;
- to indemnify the College from any blame for injuries received while participating in sporting, social or cultural activities;
- to keep their rooms secure, including the furniture and fittings, and in good order and to care for the common areas of the College;
- to agree that the College reserves the right to enter rooms at reasonable times for administrative and regulatory purposes;
- to accept responsibility to make restitution for any damage caused by themselves or persons invited as their guests;
- to pay fees and accounts promptly, or in accordance with special arrangements made;
- to abide by the rules promulgated in the Residents’ Handbook, and on notice boards; and by whatever other means used by the Rector;

- to undertake to bring only Australian Standard appliances;

- to vacate their rooms during the University vacations, and remove all belongings if required, but in any case leave their rooms in a neat and tidy state so they can be used for conferences. (Residents must vacate their rooms no later than 24 hours after their last exam or the last day of their classes, if there is no exam period, and may not return to College until the Sunday preceding the start of the next semester/term without the written approval of the Rector or his delegate.)

- to reside for the academic year (or agreed period) or provide seventeen week’s notice or seventeen weeks’ fees in lieu; with departure prior to end of academic year incurring the forfeiture of the Bond.

- to remove all personal effects stored in the College within three (3) months of departure from residence at the College.

Acceptance of these Conditions of Residence is a prerequisite for admission to the College. Parents/guardians and prospective residents both must read these Conditions and the rules and regulations promulgated in the Residents’ Handbook, and acknowledge acceptance of them by signing the statement below. Failure to honour the conditions of this agreement may result in penalties ranging from fines or probation or suspension to a direction to a resident to withdraw from the College, depending on the severity of the action involved.

Br R.D. Callen cfc
Rector
If applicant under 18, Parent/Guardian

• I, .......................................................... (PRINTED NAME OF PARENT/GUARDIAN)
  have read and accept the above Conditions of Residence and the rules and regulations
  promulgated in the Residents' Handbook 2009 and accept responsibility for the
  payment of all fees and charges.

SIGNATURE OF PARENT/GUARDIAN ........................................................................
DATE .........................................................................................................................

Applicant

• I, .......................................................... (PRINTED NAME OF APPLICANT)
  have read and accept the above Conditions of Residence and the rules and regulations

SIGNATURE OF PARENT/GUARDIAN ........................................................................
DATE .........................................................................................................................

If applicant over 18

I, .......................................................... (PRINTED NAME OF APPLICANT)
  have read and accept the above Conditions of Residence and the rules and regulations

SIGNATURE OF PARENT/GUARDIAN ........................................................................
DATE .........................................................................................................................

Fees

• I, .......................................................... (PRINTED NAME) accept responsibility
  for the payment of all fees and charges.

SIGNATURE OF PARENT/GUARDIAN ........................................................................
DATE .........................................................................................................................

Internet Policy

Under 18 years old

• I, ______________________________

• give permission for my son/daughter _____________________

• for whom I am the parent/guardian to have full access to the Internet via the College
  Computer network and Internet. I am aware of the ITS – Network Access/Sharing Policy
  (Appendix 1 of Residents’ Handbook 2009) and agree to abide by the rules. I agree that
  the College will not be held responsible for any content seen by the student.

SIGNATURE OF PARENT/GUARDIAN ........................................................................
DATE .............................................................

Over 18 years old

• I, ________________________________ have read and understood the ITS – Network Access/Sharing Policy (Appendix 1 of Residents’ Handbook 2009) and agree to abide by the rules.

SIGNATURE OF APPLICANT ..........................................................................................

DATE ...........................................................................................................

Results Policy

• I, ________________________________ understand, approve and acknowledge that the College has access to my academic results from the University of Western Australia, Curtin University of Technology and The University of Notre Dame Australia, to be used strictly in a confidential, pastoral manner.

SIGNATURE OF APPLICANT ..........................................................................................

DATE .............................................................................................................
Appendix 4: Conditions Governing the Conduct of St Thomas More Functions.

1. In its nature and conduct the function must be compatible with the Catholic nature of the College and conducted in accordance with any special conditions laid down by the Rector.

2. Unless the Vice Rector grants special permission, timings for functions must be within the normal guidelines laid down in the Residents’ Handbook. Thus, on Sunday to Thursday nights the finish time would be 11.30pm, while on a Friday or Saturday night it would be midnight.

3. Alcohol must not be promoted as the main feature of the event, and adequate supplies of water, soft drink, and food, where possible, must be available.

4. Costs associated with the function are the responsibility of the organisers.

5. Where necessary, an appropriate public liability policy must be obtained.

6. Any damages, either at the function or subsequent to it, must be paid for by the organiser(s).

7. Appropriate security measures, first aid services and toilet facilities must be provided. Security officers shall be engaged for all functions with more than 100 patrons.

8. A comprehensive and timely clean up must be done, including areas incidental to the function.

9. Noise from the function must comply with normal community standards.

10. All visitors must vacate the College by 12.00 midnight. College members are responsible for the behaviour of their guests.

Specific Conditions

1. Alcohol shall not be served to intoxicated or belligerent persons.

2. Alcohol shall not be served to persons under 18 years of age.

3. Alcohol shall only be served within times prescribed by the Rector or Vice-Rector.

4. There shall be no “bring your own” alcohol functions.

5. Every effort shall be made to keep noise levels within acceptable limits.

6. No drinking games are to be played.

7. Every effort shall be made to ensure furniture and fittings are not damaged by rough and uncouth behaviour.
8. Visitors, especially former collegians, shall be advised of these regulations. It is the responsibility of the organisers to ensure that they are observed by all visitors.

9. There shall be no impromptu or other functions involving alcohol within the College precincts without the Rector’s or Vice-Rector’s permission. Gatherings of students in small numbers (3 to 4 people) in private rooms are permitted, provided noise levels are kept to a minimum. Residents wishing to have celebrations which do not meet the College’s guidelines should arrange to hold them outside College premises.

10. These Conditions, and any special conditions noted on an approved Request for Permission to hold a Function, must be displayed, prior to the commencement of the function, on notice boards throughout the College and at the function itself in a prominent position.
SAINT THOMAS MORE COLLEGE
WITHIN THE UNIVERSITY OF WESTERN AUSTRALIA

To: The Vice Rector

Request for Permission to hold a Function
(as proposed below)

I………………………………………………………………………………………………………………request permission for the following
(Print Name) activity to occur:

Type of function: …………………………………………………………………………………………………………..

Area/Facility: ………………………………………………………………………………………………………………………………..

Date: …………………………………………………………………………………………………………………………………………..

Number Expected: ………………………………………………………………………………………………………………………………..

Start Time …………………………………………………………………………………………………………………………………………..

Admission charge? ………………………………………………………………………………………………………………………………..

Finish time(s): …………………………………………………………………………………………………………………………………………..

Are non-residents included? (Give details.) ……………………………………………………………………………………………………………………..

Is alcohol to be served? ………………………………………………………………………………………………………………………………..

Details of the type and quantity of alcohol to be available ……………………………………………………………………………………………………………………..

List all members delegated to serve alcohol at the function. Each member must read, understand and sign the College “Responsible Alcohol Declaration Form”:
……………………………………………………………………………………………………………………………………………………………..
……………………………………………………………………………………………………………………………………………………………..
……………………………………………………………………………………………………………………………………………………………..

Control Arrangements (provide details, as appropriate, of the following)

Noise Control Measures:
……………………………………………………………………………………………………………………………………………………………..

Security: (1 guard per 100 people mandatory unless specific exemption received)
……………………………………………………………………………………………………………………………………………………………..
Have neighbours/authorities been notified?
........................................................................................................

(University Security/Police/Other colleges/etc)
........................................................................................................

(Name of Applicant – Please Print) (Signature)
........................................................................................................

(Date) (Telephone) Point of Contact for Staff ...........................................

I acknowledge the special conditions laid out on the rear of this form
........................................................................................................

(signature required)

RECOMMENDED / NOT RECOMMENDED
(under the following special conditions/changes and subject to the general conditions on
the reverse of this form)

1 Area to cleaned up to College satisfaction by :_______________________

2 Bond. $ ................................................................. Refundable.

3 Other: ................................................................................................

APPROVED / NOT APPROVED......................................................................
Appendix 5: Orientation Week Guidelines

1 All Orientation activities shall be compatible with the Catholic nature of the College and its good reputation.

2 Academic and University commitments shall take precedence over all College Orientation activities. First Year Residents will be specifically directed to attend their relevant academic advisory sessions.

3 Only the members of the College Administration, the Duty Tutors and the Student Club Executive shall have contact with the First Year Residents. No later year residents may be admitted to the College during Orientation Week without specific permission of the Rector or Vice-Rector.

4 No former residents shall have access to the College during Orientation Week or participate in any College Orientation activity.

5 No First Year Resident should be subjected to any form of physical or verbal abuse or violence. In particular, their sleep should not be disturbed at any time. Hammering on doors at any time, especially between 11.30 pm and 8.00 am, is totally unacceptable, as is all profanity, shouting, noise, bucketing or other obnoxious behaviour directed towards them.

6 No Orientation activities shall commence before breakfast. All activities shall cease by 11.30 pm.

7 Under no circumstances shall alcohol be served to persons who are:
   - Underage;
   - Intoxicated;
   - Disorderly or belligerent.

8 Particular care shall be exercised in any Orientation activities which members of St Thomas More College share with members of other Colleges. There should be no physical or verbal abuse or violence or any other obnoxious behaviour. The use of any profane, demeaning or derogatory language towards them is particularly to be avoided, and, of course, any other form of sexual harassment.

9 Visitors to First Year Residents shall be welcomed and treated with courtesy and respect. During Orientation Week all visitors must leave the College precincts by 12.00 midnight.

10 Finally, it is important that all those involved in Orientation activities recognise that this is a time for welcoming new residents to the College. It is unfortunate both for the individuals themselves and for the reputation of the College that in earlier years after Orientation Week some new residents decided to withdraw from the College. Any repetition of the practices that led to these decisions will result in summary penalties.
EVACUATION PLAN

St. Thomas More College
A residential college of the Catholic Archdiocese of Perth

ENTRANCE TO RESIDENTS, THE CHAPEL CONGREGATION AND INVITED GUESTS ONLY. All other visitors please report to the General Administration. If the office is unattended please follow the instructions at the adjacent phone.

For the safety of all residents and visitors:
- The riding of bicycles is permitted within vehicular areas only.
- The use of skateboards, rollerblades or skates is prohibited in all areas.

DIRECTORY KEY

A Rooms 1-5
B Rooms 6-11
C Rooms 12-17
D Rooms 18-23
E Rooms 24-30
F Rooms 31-36
G Rooms 37-42
H Rooms 43-48
I Rooms 49-54
J Rooms 55-60
K Rooms 61-66
L Rooms 67-72
M Rooms 73-78
N Rooms 79-84
O Rooms 85-90
P Rooms 91-96
Q Rooms 97-102
R Rooms 103-108
S Rooms 109-114
T Rooms 115-120
U Rooms 121-126
V Rooms 127-132
W Rooms 133-138
X Rooms 139-144
Y Rooms 145-150
Z Rooms 151-156

Mounts Bay Road

- Stairs
- Covered walkways
- Building entrances
- Park Avenue

14 Housekeeping and Maintenance
15 Kirk Junior Common Room
16 Kitchenette
17 Laundry
18 Manager
19 McMahon Library
20 Manager's Office
21 Senior Common Room
22 Staff Room
23 Tennis Court
24 Toilets
25 Tutorial Rooms
26 Vice-Principal

27 Administration
28 Admissions Officer
29 Beagle Room
30 Catering Manager
31 Chapel
32 Computer Room
33 Cricket Nets
34 Deli
35 Dining Courtyard
36 Dining Room
37 Housekeeping and Maintenance
38 Kirk Junior Common Room
39 Kitchenette
40 Laundry
41 Manager
42 McMahon Library
43 Manager's Office
44 Senior Common Room
45 Staff Room
46 Tennis Court
47 Toilets
48 Tutorial Rooms
49 Vice-Principal
FIRE ORDERS

1. Assist any person in immediate danger only if safe to do so.
2. Close the door.
3. Call the fire brigade on 000.
4. Attack fire if safe to do so.
5. Evacuate to assembly area.
6. Remain at assembly area and ensure everybody is accounted for.
The Residents’ Handbook

This Handbook is compulsory reading for all St Thomas More College residents. It forms an integral part of your contract and outlines the rules and conditions governing residency in greater detail than your contract. Please refer to it for all policies and guidelines concerning St Thomas More College. It will be assumed that all of the information contained herein is known and understood by all Collegians.

Ignorance might be bliss, but here it is no excuse!