



TRINITY

RESIDENTIAL COLLEGE

2023 HANDBOOK

RESIDENT HANDBOOK

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WELCOME TO TRINITY, AKA TRIN!

We're excited that you've chosen to live at Trinity Residential College. You will love your time here, meet amazing people from all over the world, and be supported by a team of passionate and caring staff, who want you to have the most positive experience.

Trin is a member of College Row, comprising five colleges affiliated with UWA. We have chosen to accept students from any of the universities in Perth, and this keeps our campus population diverse and interesting! Our all-inclusive fee model ensures there are no additional surprises regarding costs, which makes your life easier!

We have approximately 375 students residing here, of all ages, from almost 40 different countries, and in different year levels of their course. Trinity provides a culturally diverse, safe, inclusive, and social environment, close to UWA, the city, and lots of other amenities. Located close to the Swan River and Kings Park, you have beautiful walks and scenery close by.

The Trin campus is beautifully green, with established trees and grass providing a calming feel. Our ambience is relaxed on campus, with a definite family vibe, and we encourage you to get involved in as many of the Trin activities as you can. You will be supported by older students, who will reside in your wing, and will help you transition into college life more smoothly. We have programs to assist you academically, physically, emotionally, and socially. Your university will also have numerous support programs that you can access.

Take time to read this handbook, and if you have any questions, all you need to do is ask!

Thank you for choosing Trinity. We can't wait to welcome you.

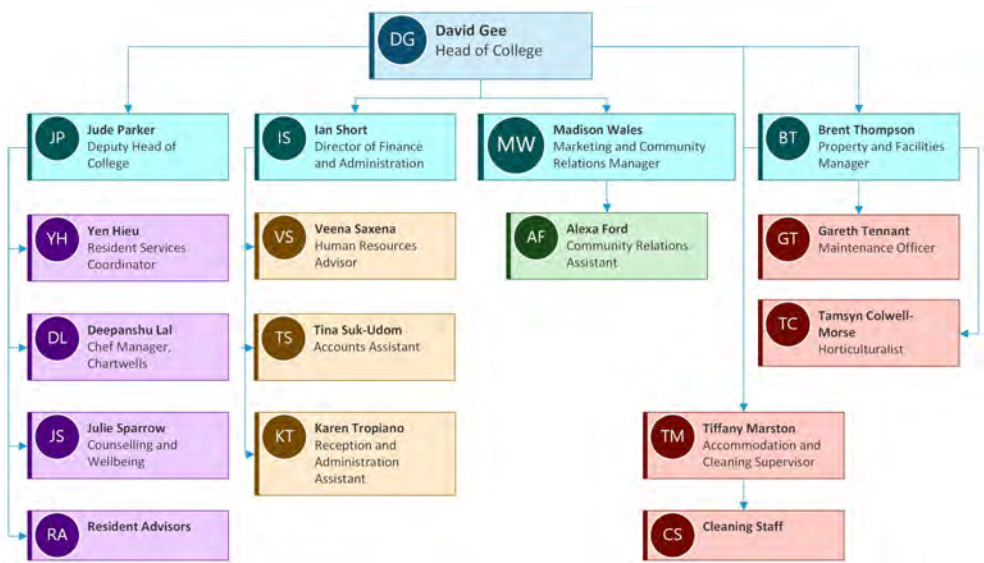
David Gee | Head of College



MEET THE STAFF

The staff at Trin want you to have the best experience possible. They provide a safe and caring environment for everyone so that you can live and study in an atmosphere of trust and self-reliance. All residents should feel free to approach a member of the team should you require assistance.

The team includes the following staff members:



RESIDENTIAL ASSISTANTS (RAs)

Residential Assistants (RAs) are experienced residential students who act as part-time staff and fulfill a duty roster throughout the week. They provide pastoral support to residents within their wings, organize events and activities, and carry out duties during out of office hours. RAs apply for this role each year and two Senior Residential Advisors oversee this team. The RAs will be part of your Orientation Welcome week, helping you to settle at Trin positively.

RA DUTY OFFICER HOURS

Monday to Friday overnight: 4.30pm to 08.30am

Saturday and Sunday 09:30am to 6.00pm; 6:00pm-09:30am.

Mobile Number: +61 419 950 286





ACCOMMODATION CONTRACT

Trin residents (both new and returning) are required to sign an Accommodation Contract. By signing this, you commit to paying for your accommodation during the contracted period, regardless of voluntary absence. The Contract must be signed before you move in. Once you accept your offer you will need to pay the applicable fees outlined in your Contract. You will be liable for the cost of any damage caused to Trin property and/or facilities incurred during your stay. Breaches of the Contract have consequence. These range from verbal and written warnings to immediate termination. Any resident found in breach of their Contract may be refused entry to the residence when applying for subsequent years.

You may only break your Contract period following a discussion with the Head of College. Residency is dependent on you being enrolled at a WA university. Any proposed departure due to special circumstances will be subject to acceptance and approval by him alone.

ACCESS

Lost access fobs must be reported to Residence Support Services immediately. If lost after hours, and you need access to the campus or your room, contact the Duty Officer RA on **+61 419 950 286**.

Lost entry fobs and keys will incur a replacement charge. Do not give access to anyone else, it is for your use only. The cost of a replacement fob is \$40 and replacement key is \$80.

ALCOHOL CONSUMPTION

The consumption of alcohol is permitted for residents of legal age, that being 18 years and over, but must be kept to a sensible level. The following rules apply:

- Alcohol must not be supplied to any person under the age of 18, nor must it be shared in a manner which makes it accessible to any underage person.
- Alcohol must not be supplied to any person who is intoxicated.
- Drunkenness is unacceptable and Contracts may be terminated on these grounds.

- Residents are not permitted to allow any non-resident who is under the influence of alcohol entry to the campus, their wing, or room, to visit or sleep.
- Drinking games and the use of implements (such as funnels) that encourage binge drinking and the excessive consumption of alcohol are prohibited. If found, these items will be confiscated.

If someone you know is being affected by the consumption of alcohol, you may like to seek assistance or advice from one or all of the following: your RA, Resident Support Services, Trin Counselling and Wellbeing Services, UWA Alcohol and other drug counselling services or a doctor.

APPROPRIATE USE OF INFORMATION AND COMMUNICATION TECHNOLOGY FACILITIES

As a student you are given access to Trin's wi-fi service and facilities to help you study, research, and work more effectively. However, restricting access, suspension or termination of enrolment, dismissal and/or criminal prosecution, may be imposed if you abuse these privileges and do not abide by Trin's policies and procedures.

All students of any university must comply with their institution's separate ICT Policies and Guidelines. For more information, visit: https://cybersecurity.it.uwa.edu.au/___data/assets/pdf_file/0020/3011447/UWA-Appropriate-Use-of-IT-Systems.pdf

BARBEQUES

Barbeques can be provided for specific activities and must be booked through Resident Support Services or the Senior Residential Advisors. All equipment needs to be thoroughly cleaned after use. No other form of outdoor cooking using a gas, wood or electric portable cooker is permitted.

BATHROOMS

Please ensure you remember the following when using the bathrooms:

- Please ensure you keep all surfaces clean, neat and tidy and this includes not storing items on windowsills, benches, shelving, sinks, cupboards and racking after using the bathrooms.

- Always turn the bathroom fan on and open the window before using the shower. Smoke alarm sensors are sensitive and can be triggered by excessive heat/steam. Please also remember to dry bench tops around basins thoroughly after use.
- No washing, hanging and drying clothes in bathrooms, please use external clotheslines, washers and dryers provided in the laundry rooms.
- Do not leave personal electrical items unattended while in use, (for example, hair dryers, straightener, curling wands or shavers). Please also remove after use.
- Use appropriate cleaning products and tools for that specific surface. Water is not sufficient to clean dirt, mould and soap scum. If you are unsure of what products and tools to use, please speak to Trin's housekeeping supervisor, Tiffany Marston **tmarston@trc.uwa.edu.au**.
- Ensure you clean up any mess you have made while using the bathroom facilities before exiting.
- Please report any maintenance as soon as possible to the email **maintenance@trc.uwa.edu.au**





BEDROOMS

The following are not permitted to take place in bedrooms:

- Drying clothes beside or near the heater or leaving heaters on unattended.
- Wedging open doors or prevent them from closing securely.
- Storing personal possessions of friends (this is prohibited in all parts of the residence).
- The subletting of the room to any other person.
- Allowing guests to live/sleep in the room.
- Using lighting and heating/cooling appliances not provided by the residence.
- Consuming food or storing it other than in sealed containers placing mattresses on the floor or removing them from the bedroom.
- String clothes lines.
- Hanging entry fobs/key lanyard on the outside of doors.
- Mattress protectors are provided and must be used appropriately as mattresses are not to be directly slept on. Please inspect your mattress carefully on both sides and report any damage or stains/mark. If on arrival you find that your mattress has stains/marks or damage that are not acceptable, please advise the housekeeping supervisor immediately.

Please ensure that all personal items are stored inside your bedroom.

You are not permitted to supply additional large pieces of furniture into rooms.

BICYCLES

Bicycles should be stored in the storage sheds provided. Bicycles must not be kept in your bedroom, in or near emergency exits, passageways, common areas, or stairwells as they cause a safety hazard. Residents may hire a bike from Reception free of charge.

CAR PARKING

Car parking is available free of charge for approved residents who display the correct parking permit. These are available from Reception and residents must provide proof of vehicle ownership at the time. Please note: parking is limited and is on a first come first served basis.

Residents with a Trinity Residential College parking permit cannot park in other student car parks at the University without obtaining that additional permit. Misuse of parking permits and breaches of the residence parking policy may result in loss of parking privileges and may incur a fine. Always lock your car and do not leave valuables inside.

CHECKING-IN AFTER HOURS

For information on after hours check-in please refer to the relevant FAQ on **pg. 42** of this handbook.

CLEANING, HYGIENE, AND SAFETY

We all have the responsibility of keeping common areas around the campus clean and tidy at all times. Bins are provided outside each wing for litter and room garbage.

Bedrooms and bathrooms are to be always kept clean and tidy for safety reasons, access may be required. Each resident is welcome to share the Rogerson Kitchen as a cooking area from time to time. Immediately after use, food preparation areas and stoves must be cleaned, food items stored and crockery, cutlery and utensils washed and put away. Dirty dishes must not be left in the sink or on bench tops. For health reasons, all food should be stored correctly if not currently being consumed. All rubbish and food scraps should be removed and placed in the bins outside. Do not allow rubbish to build up in your room. It is a health hazard!

All cutlery and crockery are to remain in the Dining Hall.

CLEANING

All rooms are cleaned once a week by the Trin cleaning staff, who will alert the Supervisor should there be any damage or serious lack of cleanliness in that room. Communal areas will be monitored regularly. A member of the Trin Executive reserves the right under the Contract to authorize immediate entry to a resident's room without prior notice if the circumstances so require; for example if a student's safety is deemed at risk or a student has not been visible for a concerning length of time.

CLEANING - CHARGES FOR DEFICIENT CLEANING

When a student leaves Trin, they are required to leave their room in the same standard of cleanliness and tidiness as they found it, at the start of their stay. A student's bond may be used for any damages, or excessive cleaning/tidying costs upon leaving the College, and the remainder refunded to them once completed.

COMMON ROOMS

Facilities include an indoor Badminton Court, outdoor Tennis and Basketball Court, Table Tennis, a Pool table, large Chess board, Music practice rooms, several pianos, drum kit and keyboard, a Study Resource Centre, large Dining Hall with study bays, indoor gym, TV lounges, shared kitchen, main laundry and wing laundries, and outdoor seating spaces.

The Jean Rogerson Common Room is home to STUMPS, our student-led supertime service, where you can buy snacks/drinks later in the evening. This is also used if you have friends who are visiting, and to contain noise of larger crowds of people, to minimise disturbance to other residents.

COMMUNICATION AND ISSUES

During your stay issues or problems could arise that you may have difficulty dealing with. These types of situations are usually directly related to living in a communal environment. Other issues may be simply related to maintenance of the residence, which are a little easier to handle.

Your Contract and this Handbook (inclusive of the Land and Traffic By-Laws) are designed to establish and reinforce standards of courtesy and acceptable behaviour. They include clear rules that cover a variety of possible infringements.

Minor disagreements

Minor issues, such as excessive noise, not cleaning an area used, or large groups of visitors, should be handled in the following way:

- 1) Speak to the people involved directly about the problem and try to resolve the smaller issues in a mature way. You can do this personally or ask your Wing RA/Duty Officer to assist you with a general meeting. It is important this meeting is open, friendly, and attended by all involved. Don't speak about anyone in their absence as this can cause problems if they hear the grievance or comments second hand. Talk about the issue out in the open and try to discuss the matter using inclusive language. Remember to arrange a time for a second meeting if needed, to see if the situation has improved and be sure to acknowledge if it has.
- 2) If your meeting is not successful and the problem persists, please seek the support of Resident Support Services. Staff members will facilitate another meeting if they feel it appropriate and will discuss with you some options to consider helping resolve the issue.
- 3) If the problem becomes persistent, the next step is for Resident Support Services to take further action they deem appropriate.

The information you receive through gossip may be wrong and may only worsen the situation. Seek clarification from your Wing RA or staff member on a situation that you feel is either unfair or not being dealt with in the correct manner.

COPYRIGHT

All students are subject to the provisions of the Copyright Act 1968, so it's essential to be aware of what you can and can't copy.

For further information on copyright restrictions and entitlements that apply to your university work, visit your own university's website. This fact sheet from UWA should help you to understand the topic: <https://www.student.uwa.edu.au/learning/resources/ace/respect-intellectual-property/copyright-rules>

DAMAGES

Damage to any part of the College, including walls, floors, equipment, furnishings, fittings, fixtures, carpet, or furnishings in the common areas, as well as the grounds or gardens, may be charged to the person(s) responsible.

In the case of damages to common areas, where the person responsible is unknown and does not come forward, CCTV may be used to investigate further.

DINING HALL

The Dining Hall is located centrally on the campus and caters all meals, breakfast, lunch, and dinner. There is a wide variety of food each day, and fruit, hot drinks, and water, is always available. You can make suggestions for food items you might like to see included or removed, in a Suggestions Book, which is always in there. It is important that you do not take crockery or cutlery to your bedroom. Mealtimes are a social occasion at Trin, and we want you to enjoy chatting to friends, making new acquaintances, and leaving enough utensils for everyone else.

There is a study area located within the Dining Hall, and you are welcome to use this at any time during the day. There are comfortable desks and seats, and obviously you can help yourself to refreshments when you need a break!

DISCRIMINATION, HARASSMENT AND THREATENING BEHAVIOUR

Any person who discriminates in any manner or threatens the safety or well-being of any resident(s) verbally, physically, sexually or in writing, may be subject to the immediate termination of their Contract. The Code of Conduct is outlined in the Contract you sign, and students are expected to behave in a considerate and mature way towards all others.

DRIVER'S LICENCE

If you intend to drive a vehicle, you should check if your current driver's licence is valid for use in Western Australia.

You can contact the Department of Transport on 13 11 56 or visit **transport.wa.gov.au/licensing/licensing.asp**.



ELECTRICAL SAFETY AND POWER OUTAGES

Your room is fitted with a Residual Current Device (RCD) for safety when using electrical equipment. Your RCD will switch off automatically if any item of equipment is malfunctioning or unsafe for use.

Power outages should be reported to **maintenance@trc.uwa.edu.au** during office hours, or your Wing RA/Duty Officer out of office hours, so that all electrical equipment in use can be checked for malfunction as soon as possible. Power can then be safely restored. Double adaptors are not permitted for use with electrical equipment in any residence.

Power boards are an acceptable option but must be fitted with on/ off switches to each power outlet on the board. Electrical power cords should be tucked safely away to avoid any tripping hazard.

Cables of any kind are not permitted to be run/laid outside of bedrooms or throughout the unit at any time.

Do not leave an air conditioner on if you are not in the room or use heaters to dry clothing as this is extremely unsafe and a possible fire hazard. The use of heaters other than those provided by Trin is not permitted.

EMAIL ACCOUNTS

Student email accounts, and the Facebook groups Trin Chat and Trin Life, are used regularly as methods of communication, both from staff to students and student to student.

Please ensure you give us your preferred email account when you check in, which is valid and that you check on a regular basis. In 2023, a new portal will be in use, and we will update all email addresses at that point, as this will become our main method of campus communication.

EMERGENCIES

For life-threatening emergencies (Fire, Police or Ambulance)

Call “000” from an external or mobile phone.

Only call “000” if you are seeking an emergency response from Police, Fire or Ambulance Services. For more information, visit police.wa.gov.au/Contact-Us.

If you have a speech or hearing disability the triple zero service “000” can be accessed via the National Relay Service, call **TTY 106**.

<https://nrschat.nrscall.gov.au/nrs/internetrelay>.

In all other campus security situations, you can contact the Duty Officer RA or UWA Security on **+61 8 6488 3020**.

For general police assistance Call **131 444** when it is not an emergency:

- Press ‘1’ if you require immediate police attendance
- Press ‘2’ to report an incident that does not require immediate police attendance or for general information police.wa.gov.au/Contact-Us.

For Crisis Care call **+61 8 9223 1111**, for the Samaritans **+61 8 9381 5555** or Lifeline **13 11 14**.

FAITH AND WORSHIP

Information regarding places of worship, faith communities and religious equity can be accessed via the Resident Support Services team.

FIRE SAFETY

Instructions to be followed in case of fire are on the inside of your bedroom door. Please read them carefully. Should the alarm indicate evacuation, do so in an orderly and swift manner. Congregate at the emergency assembly area until the all-clear is given. Practice evacuation drills will take place at random times each semester. Treat evacuation drills seriously. Any resident who activates the fire alarm for any non-essential reason – including tampering and/or misuse of the equipment, breaking glass alarms, as well as negligent behaviour, such as leaving food to burn, or leaving a hot shower running for too long without a fan on/window open – will be held liable and may be charged for the fire panel to be reset. This amount could be **up to \$1,337**.

Please note: the burning of candles or incense, the use of diffusers or humidifiers, or any other object that has either a naked or contained flame is prohibited within rooms as this is deemed a fire hazard.

Interfering with the closing mechanism on any door or obstructing the emergency exits are also considered breaches of the Contract. Objects that are found to be obstructing emergency exits or doorways will be confiscated. Any costs associated with inspecting, re-setting or re-calibrating any part of the system will be charged to the resident(s) responsible.

FURNITURE

Residents are provided with adequate furniture and are not permitted to bring any additional furniture or bulky items as they may not fit into the bedroom and storage is limited. Residents and visitors are not permitted to sleep on living room furniture. Living and bedroom furniture must not be removed from the common areas/bedroom or be placed on patios or external areas.

Please report any faulty equipment to maintenance immediately. Televisions are supplied in the common living areas.

GARDENS AND GROUNDS

All the outside spaces at Trin are for the enjoyment of residents and are to be always kept clear of rubbish. Vandalism of reticulation or plants is unacceptable as is littering. Please use the bins provided for your rubbish and recycle items in the yellow top bins.

GYM AND RECREATION FACILITIES

Trin has a range of fitness and recreational facilities available to residents, these include:

- A well-equipped gym
- Outdoor Tennis and Basketball court
- Outdoor social areas
- TV Rooms

- Study rooms
- Recreation Centre with Badminton Court, Table Tennis, Pool Table and Chess Board.

UWA also has an extensive Gym, and UWA enrolled students can pay for membership should they wish.

HEALTH SERVICES

If you require assistance, please call Healthdirect on **1800 022 222** for 24/7 health advice by phone or check their website for opening hours for nearby medical centres: healthdirect.gov.au. The UWA Medical Centre is accessible to UWA students and will bulk bill students with a Medicare Card, and International Students who have private health insurance with Allianz, Nib, or Medibank. Call them on **6488 2118** or www.studentservices.uwa.au/ss/medical.

- Curtin Health Services: <http://www.curtin.edu.au/students/personal-support/health/medical-centre/>
- Murdoch Health Services: <https://www.murdoch.edu.au/medical>
- Notre Dame Health Services: <https://uhs.nd.edu/services/>
- ECU Health Services: <https://intranet.ecu.edu.au/student/support/student-health>

HEATERS OR COOLERS

All bedrooms are supplied with reverse cycle air-conditioning. No additional heating or cooling equipment is permitted as it poses a safety hazard and increased utility charges. For this reason, they are not permitted and will be confiscated. Excess usage may result in charges. Please dry your clothes in the laundry area either on the clotheslines or by using the dryers provided.

ILLEGAL SUBSTANCES/IMPLEMENTS

Anyone found using, or in possession of, illegal substances or implements associated with their use will be dealt with by Resident Support Services and the relevant authorities.

This applies to any related items found during inspections. Immediate termination of the Contract may result from the use or possession of illegal drugs.

If someone you know is being affected by using illegal substances, you may like to seek assistance or advice from one or all of the following: your Wing RA, any other RA, Head of College, Deputy Head of College, Resident Services team, Trin Counsellor, your University Counselling Service, the UWA Safer Community Team and/or a doctor.

INDUCTION

You will attend the Orientation Welcome Week at the start of your stay at Trin. If you arrive during a semester, your RA will provide an induction to help you settle into Trin life. The information provided at an induction is to help familiarize you to the routines and events of campus life, and for your own safety. It will include critical resident information, such as what to do in the event of an emergency.

INFRINGEMENTS OF THE CONTRACT

You must not permit yourself to be forced or coerced by anyone into supporting, or not reporting, situations which are clearly a serious infringement of the Code of Conduct (like alcohol or substance abuse, shared rooms or overnight visitors). It may be difficult if you find yourself under pressure from your peers not to report the matter, but this type of stand over tactic is clearly harassment and should not be tolerated. You have a right to speak out.

We encourage you to come forward and talk confidentially about the situation. If the issue is of a very sensitive nature, you may wish to go straight to the Head of College personally or write a letter of complaint. Letters should be dated and signed by the complainant. The Resident Support Services team will then endeavor to assist with a resolution while respecting your confidentiality.

INTERNATIONAL STUDENT SUPPORT

International students are supported by a member of the Resident Services Support team and their Wing RAs, who guide you towards the many resources and opportunities on offer, as well as looking after your overall welfare. The UWA International Student Support Team also provide a wide range of services to assist you in your ongoing journey in a new country and can advise you on any area of concern. They can be contacted at help-international@uwa.edu.

au. Each university will have a similar support team and Resident Services will help you access them.

INSURANCE FOR PERSONAL PROPERTY

Residents should arrange their own insurance for personal property. Insurance is highly recommended. Trin is not responsible/liable for any residents' electrical equipment malfunctioning, property loss, or damage.

ISOLATION

Should a student need to be isolated for any reason at short notice, they will stay in their room and a bathroom will be allocated and all efforts made to facilitate this. Catered meals will be delivered to those students when isolating and support services made available to them.

KITCHENS

Always turn on the exhaust fan prior to cooking and never leave cooking food unattended. **Never attempt to extinguish an oil or fat fire with water and do not move burning pots or pans. Instead extinguish them with fire blanket affixed to the kitchen wall if possible.**

Only use approved plastic or glass containers in the microwave ovens. **Never place anything metallic in the microwave ovens.** Cover all containers being heated in the microwave to prevent food splatters. Food splatters cause rapid deterioration of the microwave so clean immediately after each use. Always cover food when stored in the fridge. Do not leave food in opened packaging or cans and place any remaining contents in a sealed container and refrigerate if required. Do not refreeze food that has been defrosted as this is considered a health risk. Regularly clear food that has expired or gone bad from the fridge and cupboards.

Please note: kitchen sinks are not to be used for personal bathing or for washing clothes, as this is unhygienic.

Your rubbish/waste bin should be emptied when required. Do not allow internal rubbish bin to overflow and become a health risk or hazard. Do not accumulate bottles, cans, boxes, plastic bags, papers, and magazines as it attracts vermin which is also a hazard.



LAUNDRY

The washing and drying machines located in the laundry are free for resident use only. Residents are required to purchase laundry detergents and softeners as these are not supplied.

To guard against theft of clothing and misuse of the laundry, do not provide access or allow non-residents to enter the laundry or leave washing unattended on the clotheslines. Clothes should be pegged, not draped, to the clotheslines. Please ensure you remove clothes from machines as soon as the cycle is complete. Clothes found lying around will be removed and treated as lost property. Do not string lines for drying clothes in your bedroom, the common areas, or balconies. Stand alone drying racks are supplied and take up little space.

MAIL

Parcels, express post, registered and certified mail are delivered weekdays to Reception and held for collection. You will receive an email via Reception when these items have arrived. For letters and regular mail, pigeonholes are located in the Resident Support Services area and sorted by surname. Mail will not be held or redirected after your departure. Once you depart, please change your address with us and with all relevant parties. You may wish to explore mail re-direct or hold options with Australia post. For more information, visit auspost.com.au/receiving/manage-your-mail/redirect-hold-mail.

MEDICAL ASSISTANCE

If you are feeling unwell you can contact your Wing RA, the Duty Officer, or a member of the Resident Support Services team to assist you in making a doctor's appointment or to arrange transport. If an ambulance is required for emergency medical attention, dial "000" and request an ambulance. You should provide all requested information to the operator.

In the case of illness that needs hospital attention but is not an emergency, transport to the hospital must be organised by you. We recommend the use of a taxi where this is appropriate. If you choose to go in a private vehicle, we recommend that a friend in addition to the driver accompanies you. The only transport in an emergency is an ambulance and staff may call an ambulance if they deem it necessary.

Ambulance costs are the responsibility of the person seeking, requiring or having been deemed to require urgent medical care. It is recommended that you have health cover that includes ambulance travel.

MAINTENANCE

Please report all maintenance requests as soon as possible by emailing **maintenance@trc.uwa.edu.au** . Please include a detailed description of the issue, the location, and any other information relevant to the issue, including photos if it would help.

All maintenance issues and faulty equipment must be reported immediately. Maintenance and faulty equipment not reported immediately that causes excessive damage may incur a charge. Replacement light globes for desk lamps and ceiling lights are available from the office. Maintenance required due to wear and tear will be repaired free of charge. Don't rely on claims from others that the report has already been made as this may not be the case. In case of an emergency maintenance issue after office hours, contact the Duty Officer.

NETWORK WIRELESS

The Trin wireless network provides students with enhanced teaching and learning opportunities through more flexible access to online materials. Wireless network connections are available across the Trin campus. You will be given your username and password when you check in to Trin. Our network name is **BigAir_Trinity_New**.

NOISE CONTROL

Noise control is essential in a communal environment. Residents should remember that we all have different levels of concentration. Some can study with noise, others cannot. Please practise consideration for others when listening to music or watching television. Unreasonable noise will not be tolerated. If a resident near you is making too much noise, approach them politely. If you do not receive a cooperative response, you should speak with the Duty Officer at the time or your Wing RA.

The following noise rules should be observed:

- Musical instruments such as guitars, drums or amplifiers should not be played in rooms, but can be used in the Music Rooms.
- The playing of music from sound equipment should not be heard in adjoining rooms.
- Room doors and windows should not be left open to allow noise into the Wing or campus.
- After **10:00pm**, there should be no noise around the campus.
- Please use the Jean Robertson Common Room (JRCR) to entertain your visitors instead of your room to allow residents who want to work quietly in their room to do so.

A total noise ban will take effect after **7:30pm** during examination periods. Noise will not be tolerated in any form during this period.

Residents should report any noise complaints as and when they occur. You should direct your complaints initially to the Duty Officer, your Wing RA, or if during office hours, to the Resident Support Service team.

OFFENSIVE MATERIAL

Displaying or distributing printed, electronic, or audio- visual material considered to be offensive will result in the offending material being removed and further action taken.

OUTDOOR EQUIPMENT

To ensure the safety of residents, staff, visitors, and the community, the following items are prohibited in or around the residence, unless part of a supervised activity: pools of any kind (wading, paddle or swimming), tents, portable shade structures, slippery slides of any kind, outdoor furniture or objects that are unsafe/broken.

PETS

Trin prohibits the keeping of animals in their room. Please do not encourage or feed stray animals as they may kill Australian native birdlife and suffer badly when deserted at the end of semester.

PHOTOGRAPHY

You may be asked to feature in photography during your stay at Trin. You will be asked for consent, and you have the right to refuse. All photos are handled in accordance with Trin's Privacy Policy.

PORTAL FOR RESIDENTS

We will soon launch a resident portal on StarRez which will be ready for use in 2023. This portal will primarily be used by the Admissions and Resident Support Services team and should help to streamline some of our college processes. Further information will be available soon.

POSTERS OR STICK-ONS

Please do not affix posters, pictures, stick-on hooks or brackets to walls, doors, ceilings or furniture of bedrooms or common areas. Any damage caused by these items, or the use of screws, Blu-Tac or other adhesive materials, will be charged on departure. A pin board is provided in every room for your use. Please leave the Fire Evacuation poster on the back of your door at all times.

PRINTING

Printing is available in the Resource Centre and is accessible using your fob. You will be shown how to do this as part of your induction process when you arrive.

PROPERTY CONDITION IN ROOM

All residents are required to inspect all areas of their bedroom when they arrive and note any items of concern.

We recommend that you pay particular attention to the following items: your study desk, your mattress (on both sides), floor coverings, lamp, wardrobe, pin board, fridge, and painted surfaces. Please report any damage or stains/marks to Resident Support Services.

On departure, your room will be checked and should be clear of all personal items. Rubbish must be taken to the bins outside the Wing, and property in the room should be free of damage/breakages/stains/marks that were not reported.

RENEWING YOUR STAY

Accommodation is not guaranteed for the duration of your studies.

Re-admission into the College is not automatic, you must re-apply.

Renewal applications will open in August/September. Your re-application will be assessed on your contribution to the College, need for continuing accommodation, and length of previous stay.

ROOM CHANGES

Generally, Trin residents do not change rooms in their first year at Trin. If there are exceptional circumstances, and you wish to change room at any time, you should talk to the Head of College outlining your reasons.

SAFETY

The Trin campus can only be accessed by a fob, which is given to you on arrival. Each gate is checked nightly, and the main entrance is locked. A Duty Officer is on call from 4:30pm – 08:30am and the Deputy Head of College resides on campus.

The UWA Security Staff can be contacted for any out of hours issues (**+61 8 6488 2222**) and ultimately, the Police can be called if deemed serious.

There are call points on site at entry gates which will connect you to the UWA Safer Community Team in the event of an emergency.

General Safety Tips

You can contribute significantly to your own personal safety by following a few important tips:

- Always be alert to your surroundings and the people around you.
- If you feel uncomfortable in a situation or with a person, leave and where possible contact the Duty Officer, or your RA.
- Please ensure that your bedroom door and exit/entry gates are kept locked/shut at all times.
- Immediately notify the Duty Officer or your RA if you see any suspicious activity, or anything else that appears to be unusual or looks out of place around the residence.
- Do not open your bedroom door without asking who it is.
- Avoid carrying large sums of money.
- Valuables and portable items left unattended or in view are susceptible to theft.

Respectful relationships

Trin is committed to providing a safe living and learning environment and has zero tolerance for sexual assault and sexual harassment. If you need assistance, please remember you are not alone. There are a range of services and support available for students. Your Contract outlines the expectations of all residents to respect others, and to form healthy relationships, as well as the process for disclosure.

In a life-threatening situation contact the police on “000”. If you, or someone you know is sexually assaulted or sexually harassed, you can disclose this to a member of the Resident Support Services team, the Head of College, or your RA. They will help you get the right support, even if the incident occurred in the past and/or did not occur on the Trin campus.

SANCTION FOR UNPAID FEES

Any resident who has not paid all the relevant fees or charges by the due date will be contacted by the Head of College to discuss the matter. Further action will be decided on a case-by-case scenario.

SHOPPING TROLLEYS

Shops are located within walking distance of the residence. Shopping trolleys must not be brought back to Trin. Removing a shopping trolley from the shopping complex is a criminal offence. Bringing and leaving shopping trolleys into the residence will be treated as theft and littering and offenders will be fined in accordance with the Land and Traffic By-Laws. *(This carries a \$500 maximum penalty).*

SMOKE-FREE CLEAN AIR CAMPUS

Trin is a smoke-free environment except for the designated outdoor smoking bench in East Quad and the Staff Carpark area. Residents who smoke must dispose of their cigarette butts in the tray provided at this space.

STUDENT EXPERIENCE

Being a student is a unique time in your life and presents many opportunities and challenges.

Trin offers a range of services and activities designed to help you cope with the transition to university and the expected requirements of you as a student. They will also help you get the most out of life on campus, make friends, continue to learn life skills, and be a contributing independent student. Make the most of everything you can while you are here!

Disability Services

Disability Advisors can help you to overcome difficulties with your studies that are related to a short- or long-term mental or physical disability or medical condition. At UWA, UniAccess can be reached at **www.uniaccess.uwa.edu.au**.

For up-to-date information on services provided, please go to your university's student support department, and get advice. You will be able to schedule an appointment with a Disability Advisor.

STUDENT WELLBEING AT TRIN

You're not alone at Trin. If you're struggling with a study or personal issue, or just don't know where to go or who to ask, our Student Wellbeing Counsellor can help. Our service is free and confidential for all Trin students. Bookings can be made online or via referral form.

Sometimes it's easier to talk with someone independent of family or friends. Our Counsellor will listen to your query or concerns and work with you to either resolve the issue or source other relevant information or assistance to get you back on track.

Hours: Monday and Thursday 9.00am–4.00pm. If you need help outside of these times you can contact Mental Health Emergency Services on **1300 555 788** which is free to call, or Lifeline on **13 11 14**.

TRESPASSERS

Trin grounds and facilities are private property and anyone who is not authorised to enter or has not been invited by a current resident will be deemed a trespasser and required to leave immediately. Failure to do so will result in the UWA Security Team and/or the police being called to remove any trespasser.

UNACCEPTABLE BEHAVIOURS

The following behaviours are unacceptable at Trin:

1. Actions which are threatening, humiliating or degrading to resident(s), visitors or staff.
2. Harassment or discrimination in any form (be it sexual, racial, verbal or physical).
3. Invasion of privacy (such as the inappropriate use of an image capturing device or the uninvited entry into a room of another resident).



4. Indecent behaviour, suggestions or exposure, including the displaying of sexually explicit or offensive material.
5. Consuming, manufacturing, distributing/selling or possessing an illegal substance within the residential area.
6. Possession of any offensive weapon within the residential area (including knives, pellet or air pistols).
7. Activities that endanger or potentially endanger residents, visitors or staff which are dangerous by their very nature (such as climbing on building structures, security fences and roofs).
8. Interference with residential safety equipment, fire, telephone, security or locking systems (such as giving access cards to other persons or leaving entry doors open).
9. Unacceptable noise such as slamming doors, disruptive visitors, loud music or after the 10:00pm noise curfew.
10. Drunk and/or disorderly behaviour that negatively affects other residents, visitors, or staff (through excessive noise, abuse, threats, intimidating behaviour or damage to property).
11. Deliberate damage to property within the residence, including defacing any residential property or signs with graffiti.
12. Refusal to follow a reasonable instruction from the Staff, RAs or the UWA Safer Community Team.
13. Behaviour which in the opinion of staff, is considered unconducive to maintaining a living environment in which the rights of fellow residents are fully respected.
14. Using social media networks (such as Facebook, WhatsApp, Instagram, TikTok, Weibo and Twitter) to promote unauthorised gatherings or activities within the residence.
15. Dishonesty and misrepresentation, particularly when it comes to knowingly furnishing false written or oral information, including false identification, to staff.
16. Failure to evacuate and/or follow instructions from RAs, staff or the Department of Fire or Emergency Services, in the event of a building evacuation.

These behaviours are not tolerated and will result in disciplinary action. This may include a written warning, a written apology from the residents involved or immediate termination of the Contract.

VISITORS

Visitors are welcome and are permitted between 8.30am and 10pm. They must abide by the following conditions:

- Remain in the company of the resident they are visiting.
- Show consideration to the other occupants of the residence
- Abide by the visiting hours permitted (between 8.30am and 10pm)
- Must not stay overnight unless the Wing RA/Duty Officer is aware and approves.
- Depart from the residence if they become intoxicated.
- Must purchase a \$10 meal voucher if eating Lunch or Dinner.

Remember that visitors are not residents and, as such, must act accordingly. Residents are reminded that visitors are their personal responsibility at all times and that any breaches of the above conditions, and those set out in the Contract will result in serious consequences.

VISITORS REQUESTED TO LEAVE

The RA team, and any member of staff at Trin reserve the right to request any visitor to leave the residence facilities and/or grounds. Failure to do so will result in the UWA Safer Community Team and/or the police being called to remove the visitor. Residents are reminded that they are responsible for the behaviour of their visitor at all times.



IMPORTANT DATES FOR 2023

| | |
|------------------------------------|-----------------------|
| Welcome Week and start of contract | 18-26 Feb |
| Semester 1 starts | 27 Feb |
| Semester 1 mid-sem study break | 29 May |
| UWA Exams commence | 3 June |
| Mid-year Break | 19 June |
| Semester 2 starts | 24 July |
| Semester 2 mid-sem study break | 4 September |
| Renewals due | Mid-to-late September |
| UWA exams commence | 28 October |
| UWA exams finish | 13 November |
| End of semester 2 contract | 24 November |
| Summer contract starts | 25 November |
| Summer contract ends | 17 February 2024 |

CHECK OUT/DEPARTURE PROCEDURE

ADVICE OF DEPARTURE TO THE OFFICE

All residents are given by Resident Support Services, their departure checklist. This guides you through the process of cleaning and tidying your room, leaving it in the same condition as you found it. Keys and fob must be returned to Resident Support Services during office hours.

INSPECTIONS ON DEPARTURE

You will need to ensure that your room is thoroughly cleaned, free of rubbish, and ready for inspection upon your departure. If you fail to clean the entire bedroom, a cleaning charge will be incurred. The bedroom will also be inspected for damage not reported at the commencement of your Contract. Any unreported damage more than fair wear and tear will be charged accordingly.

DEPARTURES OUTSIDE OF OFFICE HOURS

If you will be leaving outside of office hours, you are still required to notify Resident Support Services of your intended departure date and time. Upon your departure, you should leave your residence key and fob in one of the key boxes provided. These are located on the entry door to Resident Support Services and on the gate to the right of the Kitchen back door in the Resident Car Park.

DISPOSING OF UNWANTED ITEMS, LOST AND DISCARDED PROPERTY

Any unwanted items (like bedding, cooking equipment or clothing) can be donated to a charitable organization. Please ask for more information. Lost property or property left after departure is held for a period of 1 week. Property that is not claimed will be deemed as abandoned and will be disposed of or donated to charity. Large or an excessive number of items that are left in the bedroom, may incur a charge for removal/disposal. This includes storage cupboards, bicycles, and heavy bags.

CHANGE OF ADDRESS

If you are not returning to Trin the following semester, please ensure that you notify your change of address to anyone who may be sending you mail. We will not redirect mail after you have departed. All unclaimed mail will be returned to sender. You may wish to explore mail re-direct or hold options with Australia Post. For more information, visit auspost.com.au/receiving/manage-your-mail/redirect-hold-mail

KEY CONTACTS

| | | | |
|---|--|---|---|
| David Gee | Head of College | dgee@trc.uwa.edu.au | +61 8 9423 9423 |
| Judy Parker | Deputy Head of College, (Resident Support Services) | jparker@trc.uwa.edu.au | +61 8 9423 9410 |
| Karen Tropiano | Reception/Administration | ktropiano@trc.uwa.edu.au admin@trc.uwa.edu.au | +61 8 9423 9423 |
| Yen Hieu | Resident Services Coordinator; International Student Support | yhieu@trc.uwa.edu.au residents@trc.uwa.edu.au | +61 8 9423 9420 |
| Madison Wales | Marketing and Community Relations Manager | mwales@trc.uwa.edu admissions@trc.uwa. edu.au | +61 8 9423 9442 |
| Julie Sparrow | Counsellor | jsparrow@trc.uwa.edu.au | +61 8 9423 9444 |
| Brent Thompson | Property and Facilities Manager | maintenance@trc.uwa. edu.au | |
| Tiffany Marston | Accommodation and Cleaning Supervisor | tmarston@trc.uwa.edu.au | |
| Trin IT Support | | wifi@trc.uwa.edu.au | |
| | | | |
| TBC | Senior Resident Advisor | Argyll Ground Floor Flat | |
| RA Duty Officer (out of hours) | Duty Officer Mobile | | +61 4 419 950 286 |
| | | | |
| UWA Security | Out of Hours Emergency | | +61 8 6488 2222 |
| UWA Security | Non-emergency | | +61 8 6488 3020 |
| UWA Medical Centre | Located in Guild Village, UWA campus, office hours | www.studentservices.uwa. edu.au/ss/medical | www.studentservices.uwa. edu.au/ss/medical |
| UWA Counselling Services | Office hours only | www.counselling.uwa. edu.au | |
| International Student Support | UWA Guild Village, Shenton House. Office hours. | Help-international@uwa. edu.au | |



FREQUENTLY ASKED QUESTIONS

Before you arrive...

1. What should I bring to college?

- Pack formal clothes for our fun formal dinners (smart casual, you don't need to bring a suit!)
- Personal decoration for your room and uni supplies. Your room is furnished with a bed, desk, fridge and wardrobes and you'll receive bed linen, towels and some 'Trin' merchandise upon arrival.

2. Is there parking for my car?

We have a resident car park that is free for residents who successfully apply for a spot. When you arrive you will need to get a sticker from the front office as soon as you can, and display on your windscreen so you don't get fined for illegal parking.

3. What is the address of Trinity Residential College?

Our address is **230 Hampden Road, Crawley 6009, Western Australia.**

4. When should I arrive at Trinity Residential College?

Your contract starts on **Saturday 18 February 2023** which is the day you'll move in! We ask that all residents arrive **between 9am and 2pm**. Our team will be on-site ready to take you through the arrival process. We recommend that you get here early, as it will be a busy day! If for whatever reason you need to move in earlier, or later, please contact us.

5. Where should I go once I have arrived at Trin?

Once you've arrived, park in our conference and visitor car park, or along the street on Hampden Rd (you can park for free here for up to 3 hours). Then, follow the signs for 'Check-in Day' and advise a staff member that you are a new resident checking in! After checking in, we'll ask you to move your car to our resident's car park.

6. What if I am arriving outside of office hours?

If you're arriving outside of office hours, please email: **admissions@trc.uwa.edu.au** with an approximate date and time. Once you've arrived at our conference and visitor car park, follow the signs for 'Administration'.

You will find an intercom to the left of the sliding doors. Press the red button and the Duty Officer will then let you into the building and will show you to your room.

7. If I have family with me, can they stay with me for a few days?

We do have a motel on-site, which is for paying guests. Please check for availability should you wish to consider this option. Otherwise, we can recommend accommodation close by.

8. Are there any welcome, or orientation, activities?

Absolutely! O-Week is the best week of the year. We have attached a copy of our welcome week schedule for you to familiarise yourself with. You are encouraged to attend as much as you can as it is absolutely the best way to get to know people and help you feel at home. There are compulsory welcome sessions during O-Week that will cover some of the important topics of sexual consent and alcohol awareness. These sessions will provide you with an introduction to life at Trinity as well as an overview of your welcome week activities.

After you've arrived...

9. What do I do if I require help with something?

If there is something you are unsure of (and, remember, there are no stupid questions!), there are a few ways of finding help:

- If you have met your Resident Advisor (RA) and know where their room is, please feel free to knock on their door. It's what they are there for!
- If it is during office hours, please come over to Reception and a member of staff can help you. If it is After Hours (after 4:30pm) there will be an RA on duty; you can call them in the event of an emergency on **+614 419 950 286**. We recommend that you save this number in your contacts!

10. How do I get around without a car?

There are several bus stops located near the college. The buses are on a variety of direct routes and can take you to the Perth CBD, Fremantle, and other Perth universities. One of the best things about living at Trinity is that there is so much within walking distance! This includes Matilda Bay, UWA campus, Kings Park, and plenty of local shops and amenities. We are close to the City Centre too!

11. What is included in my room?

Your private bedroom is fully furnished with air-conditioning, a comfy bed, linen, pillow, shower towel, study desk, chair, lamp, wardrobe, bookshelf, rubbish bin and small fridge.

12. When and how often is my room cleaned?

Your room is cleaned weekly. Shared facilities are cleaned daily, Monday-Friday.

13. What if something is broken or not working in my room?

We have a dedicated maintenance team on staff who are here to help! If something is broken, missing or not working, please report it in an email to **maintenance@trc.uwa.edu.au**. Please remember that if you don't tell us about it, we can't fix it! In most cases maintenance issues will be rectified within 24 hours, depending on the issue. If you have reported a maintenance problem and feel that it has not been dealt with appropriately, please speak to a member of the Resident Support Services.

14. Can I request a change of rooms?

We put a lot of thought into where you live at Trinity, so it's unlikely that you'll need to change room. However, if you would like to discuss alternative options please contact David, our Head of College. Another great thing about living at Trinity is that the longer you live with us, the more likely you are to get a room upgrade! We don't charge for these upgrades as it's a way of supporting our long-term residents. All room changes are by request only and subject to availability.

15. Are there any additional costs such as bills?

We pride ourselves on being Perth's most affordable all-inclusive residential college! So, your utility bills (gas, electricity, and water) are all included in your weekly accommodation fee. Your internet is paid for at the start of each semester as part of your upfront fees. Most events are also included in the weekly fee, with a small number of optional activities on offer should you choose, at an additional or subsidized cost.

16. Can I have an overnight guest?

Yes, you can have one guest stay with you for a maximum of 2 consecutive nights. (Don't forget to give Admin and your wing RA some notice prior to them arriving!). You will need to provide them with their own bedding. They are welcome to eat with you in the dining room at a cost of \$10 per meal. Meal vouchers are available at reception or from your RA after hours.

17. When are mealtimes?

Meals are available in our dining room, located next to the main common room (JRCR) on the East Quad:

- **Breakfast: 7am–9am daily (Saturday is a continental)**
- **Lunch: 12pm – 2pm daily.**
- **Dinner: 5.30pm to 7:30pm daily (weekends until 7:00 pm).**

Brunch is served mid-morning on Sundays, as well as an early breakfast. If you are hungry, or thirsty, outside of these times, fruit, hot and cold drinks are available.

18. Is the menu the same every week?

No, the menu changes and there are lots of dishes to choose from daily.

19. What if I am vegetarian, vegan or have an allergy or intolerance?

Our menu caters to both vegan and vegetarians. Just be sure to let us know in your medical form so we can log this on your file. We also recommend that you take some time to introduce yourself, and discuss your requirements, with our Catering Manager during O-Week.

20. What if I can't make it to meals or if times clash with my class times?

There is an option to get your lunch packed for the day to take to Uni. If you will be late for dinner, you can request a late meal via a form in the Dining Hall that will be in the fridge when you return to campus. Just be sure to give us at least 24 hours' notice!

21. Can I invite my friend over for a meal?

Yes, you can! You can purchase a \$10 meal voucher from Reception during office hours (8.30am – 4.30pm) or from an RA after hours.

22. What food is available after hours?

For after dining hall hours, you can use the Rogerson Kitchen or any of the shared kitchenettes located in each wing. There is also a student-run café called STUMPS in the Common Room for food purchases. During exam times there is a late-night supper available.

23. What are the available amenities and facilities?

As part of your accommodation fees, you'll have access to:

- Free wi-fi, available across the College.
- Free-to-use laundry facilities.
- Free shared-bikes and access to hire College Row share cars.
- Health & wellbeing support.
- Shared Kitchens.
- Our lush grounds, which are perfect to kick a footy around, relax on bean bags, play games and more.
- Sporting Amenities and Facilities including full sized basketball court/ tennis court, badminton court, on-site gym, and free-to-use sporting equipment.
- Recreational Amenities and Facilities including Music room, TV and Common Rooms, foosball tables, pool tables, board games and more.
- Study Amenities and Facilities including printers, study pods, computers, presentation rooms and tutorial rooms in the Resource Centre and Dining Hall, free weekly tutorials in numerous subjects, academic advisors.

24. Where is the Laundry?

You can use our laundry for free as a Trinity resident! You'll have access to washing machines and dryers at:

- The West Quad laundry, located next to the Rogerson Centre and Sports Court
- On the top floors of Derry, Durrow and Iona wings
- The ground floor of Argyll.

Just remember to bring your own washing detergent and softener!
Open-air drying areas are located between South and Cook wings and at the back of Argyll Wing.

Irons and ironing boards are provided in each wing and the main laundry facility. Do not hang washing over balconies; we will provide you with an airing rack.

25. What is the weekly tutorial?

Weekly tutorials are taught by residents who have taken the same class and have scored a high distinction grade. These sessions are free to all residents and are determined by the resident community – so be sure to put in a request! We also run workshops to support residents with their transition to university.

26. Do I have to pay to participate in any activities?

Most activities are free. Trinity Residential College subsidizes activities that take place outside of the College, such as trips to Rottnest Island or paintball.

27. How often are the activities?

Normally, at least one per 2 weeks during semester.

28. What activities are available?

There is something for everyone! Activities range from sporting events to board games, formal dinners, community outreach programs, exploring Perth and more.

Here's some examples of what we have planned for semester two:

- Welcome week
- Intercollege events take place throughout the year and include Hockey, Football, Badminton, Frisbee, Basketball and Soccer.
- Wing and inter-wing events such as: Sushi Making, Tug-Of-War, Art and Music Competitions and more.
- Shave for a Cure
- Relay for Life fundraisers

- Proposal Week
- Trin's Hottest 100
- Formal Dinners, including Commencement Dinner, Themed Dinners and the Gala Ball.
- Nationality themed dinners.
- Outings outside of the College such as trips to Rottnest Island, Paintballing, a Swan Valley tour, fruit picking, and more.

29. Is attendance at Formal Dinners compulsory?

No, your attendance is not compulsory. However, formal dinners are really fun (and the food is great!) and are included in your fees.

30. Who plans the activities?

Our Resident Advisors and other residents organise our events. You will have the opportunity to be part of one of seven volunteer committees to help with planning activities. Staff will also assist where needed.

31. Can I make any requests?

Sure! Just share your thoughts / ideas with a staff member or your wing RA.





TRINITY

RESIDENTIAL COLLEGE

