



ST MARK'S COLLEGE

HANDBOOK

GUIDELINES FOR MEMBERS OF THE COLLEGE

A close-up photograph of a stone relief carving of the St Mark's College crest and motto. The crest is a shield with a griffin, and the motto 'SPERANT VIRTUS HUMUM' is carved on a banner below it. The stone is light-colored and shows signs of weathering.

2019

WELCOME!



St Mark's College

St Mark's College warmly welcomes those who are at College for the first time, and welcomes back our returning students for 2019.

St Mark's is a community whose life comes from its members. This Handbook provides the framework and guidelines for our members to live comfortably within, and contribute to, this vibrant and respectful community.

You are encouraged to make the most of the opportunities available to you at College. Through living a well-balanced life, you can be actively engaged in the array of sporting, artistic, spiritual, cultural and social activities on offer, whilst pursuing excellence in your studies.

This Handbook has been prepared to provide you with important information about living at St Mark's and to help you to understand how our community works.

Please note that nothing in these guidelines limits the absolute discretion of the Master and all sections should be interpreted as such.

St Mark's College acknowledges that the land we meet on is located on is the traditional lands for the Kurna people and we respect their spiritual relationship with their Country. We also acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

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From the Master



St Mark's College was founded in 1925 as the first university residential College in Adelaide. The College today combines the best of tradition with a modern and progressive outlook and is home to an active and vibrant student community of over 200 students.

The College motto *Spernit Virtus Humum* means 'excellence reaches for the stars', and I hope that you will commit yourselves to the pursuit of academic excellence during your residence. St Mark's provides a complete university experience – one that is shaped by the opportunities to engage in the academic, community service, social, cultural, sporting, spiritual and intellectual life of a busy residential learning community.

Every student entering the College and their parents must acknowledge that while the College will assist and encourage students in all aspects of their lives at university, the students are entering an adult environment and they must accept responsibility for their studies, their conduct, their grades and their own safety. All residents have rights and privileges and with them come responsibilities and obligations. Every resident has an obligation to demonstrate respectful, considerate behaviour when interacting with other residents, with staff members and with guests. A commitment to respect for self and one another ensures the caring and stimulating communal environment, which students need if they are to fulfil their academic potential and to achieve personal growth and maturity.

It is the College's hope that its residents will go on to become exemplary members of the disciplines and professions in which they have chosen to serve the community.

A handwritten signature in black ink, appearing to read 'R S Alwyn'.

R S Alwyn
January 2019

College Values and Identity

St Mark's College, the oldest of the residential Colleges in Adelaide, opened its doors to students in 1925. It became a co-residential College in 1982 and now provides accommodation for over 240 undergraduates, postgraduates, senior members and visitors. The College was founded in the tradition of the Anglican Church of Australia, but is freely open to university students of all faiths and nationalities. Its primary affiliation is with the University of Adelaide but is also affiliated with Flinders University and the University of South Australia.

Aims

St Mark's College exists to provide a supportive and stimulating environment in which each student may pursue their optimum academic achievement. While aiming at the pursuit of excellence in specific fields of study, the College also hopes to promote among its members a love of learning, and a critical approach to issues. The primary aims of collegiate life are to help engender in College members a strong sense of the responsibilities and rights of individuals living in a community with others, and to instil in them an equally strong sense of commitment to the common good of that community.

The College encourages its members to participate in the cultural, spiritual, social and sporting events, and values the contributions members make to the life of the College through that participation. By providing an atmosphere in which students are accepted as mature and self-responsible, St Mark's aims to make your stay at College a respectful, enjoyable, intellectual, and maturing experience.

Vision and Values

A world enriched by the leadership of our College community

We place importance on being a welcoming, diverse and inclusive community that:

- promotes intellectual enquiry and rigour, a love of learning and a culture of continuous improvement
- supports the well-being of each student to enjoy a healthy and happy College experience
- fosters respectful relationships and lifelong friendships
- expects personal and professional conduct characterised by fairness and integrity
- encourages a willingness to serve others and to give back to the community in a spirit of thankfulness
- cares about the environment and embraces the principles of ecological sustainability
- values the vision of our founders, our Anglican foundation and the best traditions of the College
- takes an active, progressive and outward-looking approach to life

These values guide the way we live together. We have a mutual responsibility to live according to them and to negotiate what it means to live together in our busy, energised and diverse community.

We always need to be able to answer the question ‘is the way I am living consistent with St Mark’s values?’ Living according to these key principles, rather than by a list of rules or prohibitions, is living as a values-based community.

College Coat of Arms and Motto

The College Coat of Arms was devised in the first year of the College (1925) from sketches made by T G B Osborn (an Honorary Foundation Fellow) and was formally granted by The College of Arms in London in 1951. The official scroll sealed by the Garter King of Arms is framed and displayed in the Ballroom. It features a rampant winged golden Lion, the emblem of St Mark, surmounted by an open book, symbolising learning.



The College motto, ‘*Spernit Virtus Humum*’, is from a famous ode in praise of youthful valour by the Roman poet Horace. The words can be translated in their ordinary meaning as ‘virtue spurns the damp earth.’ The words however have a broader meaning: ‘virtus’ includes concepts such as true human worth, valour and integrity; ‘spernit’ means rejecting or pushing away from; and ‘humum’ means earthly or baser thoughts and acts.

In 1993, long-term resident of the College, Professor Robert Ussher, Professor of Classics at the University of Adelaide, turned the motto into a positive affirmation with his translation which is now used by the College today:

Excellence reaches for the stars

College Governance

In September 2016, the College Council initiated an independent review of its governance structure to explore the appropriateness of maintaining the existing dual structure of a Council as well as a Board.

The review considered the needs of the College and its community and included extensive consultation with current Council and Board members and other key stakeholders. Further, it identified the strengths and weaknesses of both the existing and alternative structures and proposed several options and recommendations for updating the College's Constitution and its governance arrangements.

The preferred option, on balance, of both the Council and the Board was to amalgamate the Council and Board. This option was debated and discussed extensively throughout 2017 and 2018 with the Council accepting the need for change to modernise the College's governance.

In December 2018, Council members approved the proposed changes which were threefold:

- to amalgamate the Board and Council so that the College would be governed by a single Board, rather than a dual governance structure in the form of the Council and the Board;
- to appoint of a skills-based Board with appropriate experience, rather than a representative Board;
- a Board comprising seven to nine members

Further measures to strengthen the governance of the College include:

- A Board Charter which sets out the roles and responsibilities of the Board and management.
- The establishment of a Nominations Committee for appointing Board members.
- An outline of the skills sought to fulfil current requirements.
- The establishment of a stakeholder engagement framework.
- Key stakeholders will continue to be included in the proposed new governance structure through:
 - The Archbishop's ongoing role as Visitor to the College.
 - The Board composition retaining a position for at least one member with an association with the College (for example, an Old Collegian).

The current Board member are:

- Ms Linda Matthews (Chair)
- Mr Mark Penniment (Bursar)
- Dr Angela Evans
- Mr Alister Lee
- Mr Simon Murray

College Staff

Master



The Master is the Chief Executive Officer of the College and its academic head. The Master is responsible to the College Board for the good management of St Mark's in all its aspects, and spends more of her time on high level, strategic issues. The Master regulates the duties of members of staff, the selection of new students and in general all areas of College life where public accountability is required.

The Master is available to any member of the College on any matter at reasonable times, and meets regularly with the College Club President, the Committee and the Dean's

Leadership Team

Rose Alwyn was appointed as the eighth Master of St Mark's College (University of Adelaide) in 2008, and the first woman head of the College. A graduate of the University of Adelaide, her professional expertise is developed from wide experience in management, leadership and governance roles in the South Australian Not for Profit sector.

Rose has over twenty-five years' experience inspiring and working with young people, in an educative capacity and in leadership roles. Before becoming the Master of St Mark's, Rose was General Manager at the Service to Youth Council, one of Australia's leading organisations responsible for the delivering employment, training and social welfare initiatives to marginalised and disadvantaged young people.

Rose has been involved in of a number of public policy advisory committee in the education, employment and homelessness sectors. She has also held Board directorships in the not for profit sector specialising in Strategy, Business Planning and Social Justice Initiatives. She is the immediate Past President of University Colleges Australia, the representative professional body for Heads and Deputies of residential colleges and halls throughout Australia and a Board member of SHineSA.

Rose holds a Bachelor of Arts and a Masters in Business Administration from the University of Adelaide. She is also a Graduate Member of the Australian Institute of Company Directors.

Rose is committed to developing future leaders within the students in her care and extending to alumni across Australia and abroad. She has an appreciation of the characteristics of Millennials and the challenges they face, their attitudes and expectations of what the work/life balance means. Rose provides career advice and mentors young graduates in preparing them for, and then making the transition to work. This is underpinned by her understanding and experience in employers expect and her capacity to provide some practical strategies in how companies can optimise the development and performance of new recruits

Dean



The Dean of a university college has a special role, which has been traditionally associated with behaviour management, but at St Mark's the Dean has both disciplinary responsibilities and pastoral support functions and is responsible to the Master for the good order of the College. The role of the Dean includes fostering an environment conducive to academic excellence and building a sense of community spirit at the College. If the Master is away from the College, the Dean may act in the Master's

place.

Areti Metuamate is the new Dean having previously been the Deputy Master of St Albert's College in Armidale, NSW. He has experience in a number of university college settings, including as a student, committee member, RA, and then a staff member, and is passionate about building a culture of inclusiveness and respect of diversity. Areti brings experience as a member of a number of boards, and in public policy roles both in Australia and New Zealand. He completed a Bachelor of Arts with First Class Honours from Victoria University of Wellington and went on to complete a Master of Studies in defence and strategic studies, and then a Doctor of Philosophy (PhD) in pacific studies at the Australian National University. Areti is of Maori and Pasifika heritage, and is married to Wiradjuri academic and artist, Dr Jessa Rogers, with two step-sons, Eden & Fox, and a Belgian Shepherd called Willa. They live on site in Walkley Cottage.

Director of Learning



The Director of Learning is responsible for ensuring high-level academic support for students through the College's Academic Program, including academic tutorials, core skills training sessions and teaching support. The Director of Learning also facilitates outcomes for students in their transition from university to employment through the Professional Development Program, including professional skills training and the Professional Mentor Program.

Reporting to the Dean, the Director of Learning works collaboratively with the Dean and Master in developing strategic partnerships with universities, the professions and the wider community, with the aims of ensuring the best possible support for students during their studies and providing pathways into successful careers.

Ms Katherine Radoslovich was a St Mark's student in 2006-08. Ms Radoslovich completed her Bachelor of International Studies (Honours) in 2012 and her Bachelor of Development Studies in 2013, and is currently undertaking her PhD in the University of Adelaide's School of Sociology, Criminology and Gender Studies. Ms Radoslovich has worked for several State and Federal Government agencies, including as a Youth Worker for five years with the Wiltja Residential Program. She has also worked in East Timor, through the Australian Youth Ambassadors for Development Program, and undertook a student exchange in Hungary.

Chaplain



The Chaplain has a particular responsibility for the spiritual underpinnings of the College. This includes the conduct of the Commencement, Founders' Day and Final Services and regular Morning Prayer meetings in the Chapel, but also more generally, praying for the life of the College and for its staff and students and being available for advice and counselling of a personal and spiritual nature.

The Reverend Grant Moore and his wife Olwen live on site. Grant is also the Parish Priest at St Cyprian's Anglican Church in Melbourne Street, North Adelaide, and can identify with the nuances of student life as he recently completed his honours degree in Theology. Grant has had extensive experience in both the private and public education sector having been a teacher for 40 years, his most recent role as Head of Senior School.

College Staff

**note the catering and cleaning is provided by external contractors.*

Director of Development and Marketing	Ms Sarah Hampel
Property Manager	Mr Richard Foster
Bursar	Mr Mark Penniment
Finance Officer	Ms Lorraine Burgess
Receptionist	Mrs Anne Verwey
Librarian	Mrs Pirjo Rayner
Archivist	Mrs Monica Smith
Grounds staff	Mr Marcus Verwey Mr Tony Zander Mr Richard Weiss Mr George de Bono

Please note that the College front office staff are able to pass on general messages to the Master or Dean and book appointments in their calendars, but both the Master and Dean have an 'open door policy' meaning students are welcome to pop in and chat at anytime. Please see the front office staff if their doors are physically closed and they will advise you of a good time.

Academics in Residence

St Mark's College is privileged to host visiting academics and researchers from around the world. In 2019 we will be joined by Indigenous scholar and artist Dr Jessa Rogers Metuamate and molecular microbiologist Dr Layla K Mahdi. These scholars are highly knowledgeable and talented in their fields and are able to provide guidance and support in your studies.

Dr Jessa Rogers (Metuamate) *BCI, BEd (Hons), MEd, PhD, CF*



Dr Jessa Rogers is a Wiradjuri academic, artist, and Churchill Fellow, currently working for PriceWaterhouseCoopers Indigenous Consulting. Dr Rogers sits on the Nursing and Midwifery Board of Australia, and the Steering Committee of Future Earth Australia, and recently completed a 3-year term on the National NAIDOC Committee, and a year on the ACT Ministerial Advisory Council for Women.

In 2017-18, Dr Rogers was a Fulbright scholar based at Harvard University. Her academic work has an interdisciplinary Indigenous studies focus; her PhD from the Australian National University saw her develop an arts-based Indigenous research method (Photoyarn) which she used to understand boarding school experiences of young Indigenous women in Australia, Aotearoa-New Zealand, and Hawaii. Dr Rogers has been recognised with a number of awards, including the Australian Dreamtime Scholar of the Year in 2017, and National NAIDOC Young Person of the Year in 2010.

Dr Layla K Mahdi *BSc (Hons), MSc, PhD, MASM*



Dr Mahdi is a teaching and research academic in medical molecular microbiology, who has worked in universities, research centres and teaching hospitals. Currently Dr Mahdi works as a Research Fellow at the Australian Centre for Antimicrobial Resistance Ecology (ACARE), at the University of Adelaide. She was previously at the University Southern Queensland. Dr Mahdi receives research grant funding from national and international bodies and is a co-inventor in 3 Patents. She publishes regularly in First Rate Specialist and Non-specialist Journals, and her papers are highly cited.

Following completion of her PhD, Dr Mahdi took up a position as an Assistant Professor with the University of Al-Nahrain Medical College in Iraq, where she combined teaching activities with research in the field of Molecular Microbiology. In 2006 she joined the University of Adelaide after being awarded an Endeavour Postgraduate Fellowship. She lived at St Mark's as a member of the Senior Common Room for a number of years from 2006.

Senior Residents

The Dean's Leadership Team

The Dean's Leadership Team is the student leadership body appointed by the College to work collaboratively with the Dean, the Director of Learning, and the College Club Committee to provide a high level of pastoral and academic support to members of the College.

ASSISTANT DEAN



In 2019 the Assistant Dean is Sarina Ferguson. Sarina is in her fifth year of a Bachelor of Laws at the University of Adelaide and is in her fifth year at College. She also holds a Bachelor of Commerce (Accounting) and is an experienced tutor. The primary role of the Assistant Dean is to assist students in various ways when needed, to encourage behaviour in line with the College Code of Conduct and to liaise between the College staff and students. The Assistant Dean works closely with the Head Residential Advisors to ensure every student is safe and supported at College. In addition, the Assistant Dean participates in meetings of various bodies, carries out inspections of College property and undertakes some administrative duties.

HEAD RESIDENTIAL ADVISORS



Leading the Residential Advisor Team, Head Residential Advisors Erin Widdison and Brady Martin work with the Dean and Assistant Dean to ensure that every student can thrive at St Mark's College, and that the Residential Advisors are supported in their roles. Erin and Brady are both senior students in their fourth year at St Mark's. Erin Widdison is a fourth-year medical student and was on the Charitable Foundation Committee in 2018. Brady is an Honours year Engineering student and was a Residential Advisor in 2018. Both look forward to supporting you this year.

WELLBEING AND SCHOOLS COORDINATOR



The Wellbeing Team, led by the Wellbeing and Schools Coordinator, provides pastoral support to students, in addition to the support received from their Residential Advisors and the Committee. This year the Wellbeing Team is led by Nicki Bakaj. Nicki is an experienced Residential Advisor and academic tutor. She is in her fourth year at College, studying a Bachelor of Science.

SENIOR ACADEMIC TUTOR



In 2019 the Senior Academic Tutor is Alexandra Kenny. Ally is a fourth year Bachelor of Law/Bachelor of Commerce student. She is passionate about Tax and Commercial Law and has completed internships with KPMG and Duddy Shopov Lawyers. She is a highly engaged member of the College community – she was a Residential Advisor in 2018 and the College Club Treasurer in 2017, and tutors Contract and Commercial Law and Accounting. Ally is extremely organised and has a deep empathy for others. Her role is to assist students in the positive transition from school to university life and provide support to ensure academic success and resilience. Working closely with the Director of Learning, the portfolio includes coordinating the tutorial program and ensuring all students are aware of and able to access the academic support at the College.

HEAD MEDICAL TUTOR



In 2019 St Mark's College has introduced the role of Head Medical Tutor. Working closely with the Senior Academic Tutor and the Director of Learning, Head Medical Tutor Alasdair Leslie will lead a team of six tutors to provide a comprehensive medical tutorial program. Alasdair Leslie is an extraordinarily high achieving fourth year student. He won year level Academic Colours in 2017 and 2018 and has a passion for supporting his peers and giving back to College. Head Medical Tutor is a logical progression for Alasdair, who has tutored medicine at College since 2017. Alasdair brings innovation and enthusiasm to the role and has already begun implementing new structures and content to the medicine tutorial program.

HEAD FACULTY MENTOR



Each student in College is a member of an academic faculty, where they can collaborate with and support their peers studying similar fields. In 2019 there will be 14 academic Faculties, each lead by a senior student. These Faculty Mentors provide students with guidance and support in their degrees, and work to build collegiality among faculty members. Faculties hold multiple career development, academic and social gatherings throughout the year.

This year the Faculty Mentors are led by Head Faculty Mentor Callum Kain. Callum is a fourth year Bachelor of Science/Bachelor of Teaching student and received an academic commendation in 2018 and 2017. Callum was a Residential Advisor in 2018 and is experienced in supporting others. He will be a great mentor and leader in 2019.

The St Mark's College Club Inc.



The College Club is an incorporated association consisting of all undergraduate members of the College. At the end of each year it elects a President, Vice President, Secretary, Treasurer, Male and Female Sports Officers, Male and Female Equity Officers, Male and Female Social Officers, Arts and Culture Officer, Merchandise Officer and Sponsorship / Charitable Officer who are together responsible for the management of Club affairs in the ensuing year.

The Committee arranges cultural, social and sporting functions, manages Club finances, and is responsible for representing the interests of all Club members and seeing that rules of conduct are observed by all. This responsibility includes the upgrade, care and maintenance of all Club property and rooms used by the Club. The Charitable Foundation is an off-shoot of the College Club responsible for coordinating the College Club's charitable activities.



Images: The College Club Executive – President Evie De Jager, Vice President Tom Edney, Secretary Chelsea Hammond and Treasurer Lachlan Clark.

The members of the College Club Committee for 2019 are:

President	Ms Evette de Jager
Vice President	Mr Tom Edney
Secretary	Ms Chelsea Hammond
Treasurer	Mr Lachlan Clark
Female Sports Officer	Ms Renae Feder
Male Sports Officer	Mr Riley Glynn
Equity Officers	Ms Carmen Joubert
Equity Officers	Mr Joshua Phillips
Female Social Officer	Ms Taylor Jackson
Male Social Officer	Mr Nicholas Marzohl
Arts and Culture Officer	Ms Yardley Smeaton

Merchandise Officer
Sponsorship / Charitable Officer

Ms Bonnie Seagrim
Mr Ben Jenner

The Charitable Foundation Committee for 2019 is:

Charitable Foundation President
Charitable Foundation Secretary
Charitable Foundation Treasurer

Ms Meekah Zangari
Ms Arna Westhead
Mr Drew Guegan-Brown

Residential Advisors

Ten Residential Advisors (RAs) have the responsibility of providing care and assistance to students of the College in Hawker Annex, Newland, Memorial and the East Wing buildings. Hawker House and the Flats also have Residential Advisors (FRAs) who perform a similar role and are available to assist those students living in Hawker House or the flats.

The RA's are available to help other students in the proximity of their rooms and to see that behaviour is in accordance with the Values and Standards of the College. They are a first point of contact for personal and academic problems and can advise students on the existing support structures within the College.

Newland

A Floor / Walkley (A1)
B Floor (B1)
C Floor (C1)

Eliza Glascott
Bronte Phillips
Henry To

Memorial

J Floor (J 6/8)
K Floor (K1)
L Floor (L1)

Billy King
Lucinda Bunge
Eliza Kennedy

East Wing

EW First Floor (EW06)
EW Second Floor (EW23)

Ben Pater
Hannah Bradshaw
Meekah Zangari
Ashlee Nichol

Hawker House
Flats

Images: Residential Advisors (in list order)





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led by Nicki Bakaj and works closely with the Dean, and other members of the Dean’s Leadership Team, to coordinate physical and mental health support activities for students. This includes organising Wellness Week before exams, organising guest speakers and workshops, developing health and fitness programs such as gym and yoga classes, and supporting everyone to be healthy and happy at College. Joining Nicki on the team in 2019 are College Club Committee Equity Officers, Carmen Joubert and Joshua Phillips, and Fitness and Gym Officers, Taylor Hand and Kane McAskill.



Images: Carmen Joubert, Kane McAskill, Taylor Hand and Joshua Phillips

Academic Tutors

Agriculture, Viniculture and Animal Science

Ms April Catford + Ms Mary Williams (external)

Allied Health
Business School

Ms Lucy Bunge and Ms Bronte Phillips
Ms Sarina Ferguson, Ms Alexandra Kenny, Mr Corey Kirkham (external) and Mr Benjamin Joy

Creative Arts

Mr Ryan Casey and Mr Josh Phillips (peer contacts)

Engineering, Computer Science and Mathematics

Mr Connor Bakaj (external), Mr Alexander Makarowsky (external), Mr Brayden Jenke (external) and Mr Ben Cmrlec

Health and Medical Sciences

Dr Layla Mahdi, Mr Ryan Morrow and Ms Olivia Watt

Humanities and Social Sciences

Ms Kathy Radoslovich, Ms Georgina Morphett (external) and Ms Hannah Bradshaw

Law

Ms Ella Graham, Ms Molly Healy, Ms Ally Kenny, Mr Josh Schulz (external), Mr Lachlan McLeod (external) and Ms Georgina Morphett (external)

Medicine and Dentistry	Mr Alasdair Leslie (head tutor), Ms Eliza Kennedy, Ms Niamh Rees (external), Ms Danielle Boniface, Ms Isobel McFarlane and Mr Lukas Egger
Nursing and Midwifery	To Be Appointed
Physical Sciences	Mr Callum Kain, Ms Lacey Burston, Ms April Catford and Mr Tristan Sudholz (external)
Psychology	To Be Appointed
Teaching	Mr Callum Kain and Ms Ash Bruorton

Faculty Mentors

Agriculture, Viniculture and Animal Science	Mr Peter Jealous
Allied Health	Ms Meekah Zangari and Ms Madeleine Whitehouse
Business School	Mr Andrew Vogelsang and Ms Lexie Hards
Creative Arts	Mr Ryan Casey
Engineering, Computer Science and Mathematics	Mr Ben Cmrlec and Mr Wilson Bindi
Health and Medical Sciences	Mr Ryan Casey and Mr Chad Lennon
Humanities and Social Sciences	Ms Ella Graham and Ms Hannah Bradshaw
Law	Ms Molly Healy and Ms Beth Leese
Medicine and Dentistry	Ms Abbey Van Vugt and Ms Ashlee Nichol
Nursing and Midwifery	Ms Morgan Hill and Ms Alana Winter
Physical Sciences	Mr Callum Kain
Psychology	Ms Nicola Badran
Teaching	Mr Callum Kain and Ms Tessa Megaw

Senior Common Room (SCR)

The Senior Common Room is located on the first floor of Downer House. Senior Common Room members are the most senior members of College, and are responsible for guiding the undergraduate student body in their understanding and implementation of the College's values. SCR membership is by invitation of the Master. The SCR facilities may be used by SCR members and their guests, and have the right to dine at High Table each night. SCR members are exempt from kitchen duty.

Members of the SCR in 2019 are;

- The Master, Ms Rose Alwyn
- The Dean, Dr Areti Metuamate
- Dr Jessa Rogers-Metuamate
- The Director of Learning, Ms Katherine Radoslovich
- Mr Tristan Sudholz
- The Chaplain, the Rev'd Grant Moore
- Mrs Olwen Moore
- Dr Layla K Mahdi
- The Assistant Dean, Ms Sarina Ferguson
- Ms Erin Widdison
- Mr Brady Martin
- Ms Alexandra Kenny

Middle Common Room (MCR)

Unlike the JCR and the SCR there is no actual physical room called the Middle Common Room at St Mark's. The MCR is rather a category of persons with the status of Middle Common Room membership according them limited use of some SCR facilities, the right to dine at High Table once per week and exemption from kitchen duty. MCR Members are usually graduates, or undergraduate members of the College doing their fourth or more senior year of a Bachelor degree, or with long membership of College.

Membership is a privilege which can only be taken up on the invitation of the Master.

Academic Life

Academic life and the pursuit of knowledge is at the heart of College life. The College provides an exciting and inclusive academic environment, enabling our students to engage with their peers, academics and professionals from a wide range of disciplines.

Our students are supported in the transition from secondary education to university study, and in the important transition from university life to professional careers. Our Academic Program supports our students in the diverse academic challenges of university life. The high level of participation and commitment to the program contributes to the rich intellectual life of the College.

Academic endeavour and achievement are celebrated as inherently valuable and as pathways to the achievement of our students' goals beyond university.

- *Tutorial Program* – Weekly tutorials in a wide range of subjects, conducted by senior students, postgraduate students and academics (see more below).
- *Faculty Mentor Program* – All new students are mentored by senior students enrolled within the same (or a closely related) discipline.
- *Peer Assistance* – The College has a strong culture of students assisting and supporting each other to succeed academically.
- *Port'n'Talk Series* – An opportunity to hear interesting speakers from all walks of life, in a relaxed and informal atmosphere.
- *Academic Visitors* – Contributions from visiting academics who may assist, through occasional lectures and teaching, in the academic and intellectual growth of all students.
- *Career Development Program = Incorporating training sessions, the Professional Mentor Program and other professional development opportunities.*

The primary aim for all students in the College should be to do well in their studies throughout the year. If any resident feels in need of further assistance, the College will do what it can to supplement the tuition provided by tertiary institutions. Students are expected to contact the Director of Learning to seek advice regarding their academic program or any aspect of their academic progress. Students must advise the Director of Learning of any changes made to their academic program.

Senior Academic Tutor (SAT)

The 2019 Senior Academic Tutor is Ally Kenny. Their primary responsibility is the coordination and promotion of the academic tutorial program, a copy of which is available on the Downer House noticeboard. At the commencement of each semester, the SAT will collect and collate data relating to the subjects for all students, and establish a tutorial program, which meets the needs of all students, ensuring the College's commitment to the pursuit of optimum academic achievement. The SAT is supported by and works closely with the Director of Learning and the Master with regard to the College's academic program.

Learning and Well-being Check-Ins

An important part of the College structure for assisting the tuition process is the Learning and Well-being Check-In. Each semester every student will be required to meet with the Master, Dean and Director of Learning, to discuss their academic progress, career goals, and their overall health and wellbeing. The Check-In lasts for around 10 minutes, with follow-up meetings scheduled as required.

The Learning and Well-Being Check-In is a formal meeting and students appearing before it are required to wear their academic gowns. However, the atmosphere is friendly and relaxed, and the meeting is designed to support all students in their academic endeavours. Students are expected to speak frankly about their academic progress, as well as their feelings regarding life at College and their future career plans.

Academic Tutors

The College appoints a number of resident academic tutors in various subjects. Precise arrangements will be made and announced early in the first term.

A detailed list of Senior and Middle Common Room members, as well as resident tutors, together with their areas of academic expertise and contact details are posted on the noticeboard in Downer House, the College portal and Facebook.

Where there is sufficient demand for tuition in a subject for which the College is unable to offer academic support from its own resources, an external tutor may be engaged to provide formal in-College tuition.

It is expected that students experiencing difficulties with their courses consult the Director of Learning in the first instance, or the Master. The Director of Learning's door is always open, and she is available to discuss academic matters at any time during the year.

In addition, first year students will find that there are usually senior students at the College studying similar courses, who will be pleased to help in whatever way they are able. Such informal assistance is often very effective and is an extremely valuable part of College life.

Academic Results

At St Mark's, we want all of our students to succeed in their studies to the best of their abilities. There is also a strong community interest in good results as this encourages the achievement of excellence by all. Each year you are required to complete an exam authorisation form which permits the universities to provide the College with your examination results to assist us in monitoring general and individual progress.

The academic results of all students are reviewed by the Master, the Dean and Director of Learning at the end of each semester.

A student's continued residency is dependent upon satisfactory academic performance and continued engagement with their studies.

Students who do not pass all of their subjects or otherwise demonstrate poor academic performance will be counselled by the Master and Director of Learning and will be placed on Academic Probation for a period of one semester to allow time to demonstrate significant academic progress.

If after a period of academic probation, a student has failed to meet the negotiated improvements in academic performance, their residency may be terminated at the discretion of the Master.

The College will provide all available support to students to meet their academic expectations, but it is ultimately the student's responsibility to engage with their studies and proactively seek help as required.

Students must also be aware that where their university considers that they are making unsatisfactory progress, they may be precluded from study and prevented from studying in their program for a period of two years.

A record of poor academic progress, or preclusion from studies by a university, will prevent a student from being granted re-admission to College.

Any student wishing to nominate for a position on Committee must meet the College's expectations with regards to academic performance and have passed the majority of their studies at the time of nomination.

Scholarships, Bursaries and Prizes

A number of scholarships, bursaries and prizes, awarded on the basis of academic and other merit (including personal contribution to the College and wider communities, and financial need) have been generously given to St Mark's College by various benefactors over past years.

Awards are made by the College Scholarship Committee and/or panels established under the conditions of the award and are available to all undergraduate members of the College and students intending to enter the College. Some scholarships require applications and notice of these is given at appropriate times during the year whilst others are by selection.

Notices concerning scholarships will be posted in Term 1 (middle of March) and Term 3 (beginning of September).

St Mark's College Faculty Mentoring Program

The Faculty Mentoring Program coordinated by the Director of Learning and SATs is an integral component of the College's commitment to developing the individual as a whole.

Academic Ambassadors are senior students of the College appointed by the Master, committed to the education and personal development of each resident in the St Mark's College community. The College Mentoring Program is a year-long program, specifically for the benefit of first year students but also for all members of the College to assist in their transition to life at University and College and their engagement with their studies.

The appointed Faculty Mentors are students who have experience and understanding of the university and College, who will listen to questions and find ways of helping students to resolve issues and find information and solutions.

College Life

College life is diverse, and all students are encouraged to be involved at whatever level they choose. From move in day until Final Dinner, the calendar is packed with different events and traditions.

Code of Conduct

St Mark's College is an educational community in which all conduct is expected to be based on respect and consideration for others. All students are role models in the community and as such should be aware of their behaviour at all times. Therefore, all students should project a positive image within the College, while at University, and to the general public. College students are expected to maintain the highest standards of honesty, integrity and mutual respect in all dealings with the College, and to behave in accordance with the College Handbook and the *Vision, Values and Guidelines* of the College.

This Code sets out the behaviour and conduct expected of members of the St Mark's College student community. It also sets out the processes applicable or available where there have been potential or alleged breaches of the Code and describes the range of consequences that may follow if a student is found by the College to have breached the Code.

The College has a variety of contractual and statutory relationships with its students. The College also has a general responsibility to ensure that the College, as an educational community, functions on the basis of respect and consideration for others. These two factors mean that the application of this Code to specific conduct is not based upon a person having to make a complaint, although a complaint process is available. The College itself, once aware of a possible or alleged breach of the Code, may decide to investigate, make a determination and impose consequences on any student found to be in breach of the Code. In addition to the complaint and support procedures available through the College's pastoral care provisions, broad community-based mechanisms for information, support and complaint remain available to resident students at any time.

The student *Code of Conduct* is available in Appendix A.

Welcome Week

St Mark's Welcome Week incorporates both training and social events and is designed to help you feel completely prepared for College life.

Welcome Week commences with two full days of training, with additional training sessions provided throughout the week. This training incorporates overviews of College procedures and structures, information about the College's tutorial and academic support systems, information about well-being and mental health support services, alcohol awareness training, sexual assault support and ethical bystander training, fire safety training and other relevant inductions. This training is compulsory for all new students.

Alongside this training, the College Club Committee arranges a series of events and activities designed to enable new students to meet each other and returning students, and to develop a sense of the College as a community with traditions and values to uphold. A wide variety of events

are planned to maximise the opportunity for all new students to become involved with, and feel part of the College.

College Welcome Week events are scheduled around university orientation activities, so that no student has any reason to miss preliminary university lectures. All new students should participate in College Welcome Week activities as much as they are able. Participation helps to build a sense of involvement in, and confident belonging to the College, as well as facilitating the development of friendships. Participation is, however, always a matter of personal choice.

The atmosphere, while sometimes frenzied, is friendly and non-threatening. All students and participants in Welcome Week are reminded that no form of intimidation or victimisation is tolerated at St Mark's College.

For everyone, Welcome Week means recognising many new faces around College, so that all have the best possible opportunity to familiarise themselves with each other. Visitors are only permitted between 9.00am and 5.00pm during this week and guests are not permitted to participate in Welcome Week activities. Past students, while normally always welcome, are not permitted to attend any Welcome Week functions as the activities exist primarily to make new students comfortable in the current College environment. Opportunities to meet with the Old Collegians will arise later throughout the course of the year.

All students have the potential to make a positive contribution to Welcome Week and we look forward to your involvement.

Links between colleges

St Mark's College is one of six institutions in Adelaide affiliated with University Colleges Australia; the others being Aquinas College, Flinders Hall, Lincoln College, St Ann's College, and Kathleen Lumley College (KLC is for postgraduate students only and not involved in most inter-College arrangements). Flinders Hall is at Flinders University whilst the other five are all located in North Adelaide. College heads meet regularly to discuss a range of matters connected with the Colleges. College Clubs each have four delegates on the South Australian Association of University College Clubs (SAAUCC); the College Club President, two Sport Officers, and one General Committee member. SAAUCC arranges the inter-College sport competition and it is the custom for each College to host the SAAUCC Executive Committee for dinner once a year.

Some inter-collegiate rivalry and competition in sport, debating, academic results and general achievement can be beneficial as it is stimulating for all concerned. Inter-College competition should take place within an overall framework of inter-College friendship. Words and actions which are destructive of that framework are not acceptable. Particularly unacceptable is inter-College raiding of any kind, involving trespass into other Colleges and the possibility of physical assault, theft, vandalism, harassment, or damage to property. Such actions are strongly condemned by all Colleges and all College Club Committees. Members of St Mark's found to have engaged in such raids will be fined and dealt with most seriously. If it can be established that members of St Mark's College have taken part in such an intrusion, but identities are not known, the College Club will be fined an appropriately large amount.

Members of the College visiting other colleges must adhere to the rules of the college being visited.

Arts and Culture

St Mark's College provides students with a range of opportunities to pursue their creative and artistic passions. This includes the College Choir, Arts Evenings (for music and spoken performance), an annual College play, art exhibitions, inter-college Battle of the Bands, and an annual Variety Evening. In addition to structured events, students are encouraged to pursue individual musical and artistic practice or join one of Adelaide's many community art and music groups.

The College's Arts and Culture program is led by the Co-Directors of Performing Arts and the College Club Committee Arts and Culture Officer. In 2019 these posts are held by Matt Halligan, Mostyn Jacob and Yardley Smeaton. They work with to coordinate the overall program, and also help the Choir Master, production directors and arts evening coordinators to produce high quality entertainment.

The College Choir practises regularly and performs at College events such as Cathedral services and Arts Evenings. Details of rehearsals will be posted early in Term 1 and further information can be obtained from Choir Master Ryan Casey.

The College Play is held in second semester and notices for auditions will be posted by the directors. Anyone interested in participating, either as a performer or in a backstage role, should contact the directors.

Information about other events will be circulated throughout the year. For more information about access to facilities, contact the Dean or Director of Learning.

Sport

Throughout the year the five undergraduate SAAUCC colleges compete in a variety of sports, with the overall winner being awarded the Mr Ian Douglas Irving High Table Cup. Competition for the Cup is very spirited. St Mark's College students are encouraged to become involved, both as players and regular spectators.

Competitions are held in swimming, tennis, debating, netball, volleyball, table tennis, basketball, soccer, hockey, Australian Rules football, and athletics. In some categories there is a separate men's and women's event, otherwise teams are mixed. Most inter-College sports are played on midweek evenings or Sundays, freeing dedicated competitors to play for the College as well as in University or State Association sports, usually played on Saturdays.

Social Events

Throughout the year the College Club Committee will organise a number of social events, which are open to all residents. Examples of events include the College Ball, Charitable Foundation Pond Parties, movie nights, quiz nights and pub nights. These social events present members of the College with an opportunity to relax and unwind and are a valuable means of socialising with fellow collegians. Smaller events are also organised periodically by Residential Advisors and Faculty Mentors and are valuable for getting to know your floor and study peers.

Events may be held on College grounds or off-site, in North Adelaide or the CBD. Students are advised to be mindful of their personal safety and that of fellow collegians on the way to and from

offsite events. Shuttle bus services to St Mark's, when available, should be used and students should not walk home alone.

For the consideration of students' personal safety and the quiet enjoyment of our neighbours, Bagot Street is not to be used as a thoroughfare on the way home from the O'Connell Street precinct. Any harassment or disturbance caused to our neighbours will result in disciplinary action being taken.

Publications

The annual College magazine, *The Lion*, was first published in 1948. Prior to this, College events had been recorded in the "St Mark's College Record" since 1925. The Lion is intended to serve as a record of the year's events. It is edited by a student or group of students, elected each year by the College Club. The magazine offers some scope for the literary, journalistic and photographic talents of members of the College.

Each year the College Club produces *The Cub* which provides first year students with an introduction to the Club and also to Adelaide. With recommendations for favoured cafes and pubs, it is your first stop to know where to go and what to do in Adelaide.

Dining

All meals during the academic year are provided. All are served in the dining hall or on rare occasions in the JCR when the Dining Hall is required for another purpose.

Footwear must be worn in the dining hall at all times. Academic gowns and appropriate dress are required for Formal Hall; at other meals dress should be of a reasonable standard. Phones are not permitted in the dining room (except for the Duty Tutor phone). Breaches of dining etiquette can be sanctioned in line with the College's *Behaviour Management Policy*.

It is your responsibility to ensure that items (e.g. crockery, cutlery, glassware) are not removed from the Dining Hall, and if you see someone who is in breach of this, you should notify an Assistant Dean or the Dean so the matter can be addressed.

All students are expected to behave with courtesy and respect for the rights of others at meal times. The throwing of food or other objects in the Hall is strictly forbidden and will result in fines as per the College's *Behaviour Management Policy*.

Students bringing guests to meals should sign for them in the Guest Book located next to the bain marie. They will be charged for the guest's meal, or the charge will be added to your account. Guests are not able to attend Formal Hall.

Any suggestions or complaints in regard to catering should first be directed to the Food Committee or the Dean. The comments book in the Dining Hall should be respected and both positive and constructive feedback is welcomed. Only entries with a name given will receive a response.

Meal times

Breakfast

Monday to Friday:	
Continental breakfast	7:00am – 9:30am
Cooked breakfast	7:30am – 9:00am
Weekends:	
Saturday (continental breakfast)	7:30am – 9:00am
Sunday brunch	10:00am – 12:30pm
Vacation and swot vac	7.00am – 9.30am

Lunch

Monday to Friday	12:15 – 1:45pm
Saturday	12:00 – 1:00pm
Vacation and Swotvac	12:00 – 1:00pm

Dinner

Monday to Thursday (<i>academic term</i>)	Formal Dinner, seated by 6.25pm
Friday and Saturday	6:00 – 7:00pm
Sunday	5:30 – 6:30pm
Vacation and swotvac periods	6:00 – 7:00pm

The Dining Hall closes 15 minutes after the end of the above serving times.

Formal Hall

Referred to as “Formal Hall”, the formal dinner is an important aspect of College life when students are required to observe respectful standards of dress and behaviour. In keeping with the tradition of the world’s leading colleges, St Mark’s College students are required to wear academic gowns to dinner on Monday to Thursday evenings and on special occasions.

All students should be punctual for Formal Hall. A bell is rung five minutes before the Master, Dean and other members of the Senior Common Room and guests of the High Table enter the Hall. Students must arrive before the High Table, and should remain standing until after grace has been said. In the interim, the President and other members of College may make announcements about College activities and other relevant matters. Formal Hall lasts for 30-45 minutes, and all students are expected to remain seated until the President (or their delegate) stands to leave.

There are a number of rules surrounding the Dining Hall that must be observed at all times and these will form part of your introduction to the College. Breaches of dining etiquette can be sanctioned as per the *Behaviour Management Policy*.

After those to be seated at High Table have taken their places, the President of the College Club says a Latin grace:

“Benedictus benedicat per Iesum Christum Dominum nostrum”

Meaning “Let us bless and be blessed through Jesus Christ our Lord”

Special Meal Arrangements

Lunch on the Go

‘Lunch on the go’ is available to students who are not able to return to College for lunch. The salad bar will be open at breakfast, providing provisions for you to make a sandwich or salad. You are required to sign to declare that you will not be returning for lunch. The catering staff make adjustments to their catering based on the number of students who have taken a packed lunch, so it is important that you do not also have lunch at College.

If your university timetable precludes you from having any cooked lunches at College (ie. you attend university at Roseworthy campus), please speak to the Dean to make alternate arrangements.

Early, late and missed meals

While the College encourages students to attend Formal Hall as often as possible, meals can be provided for students who are unable to attend because of other commitments.

Late meals are a concession, and not an alternative to Formal Dinner.

Applications for early or late evening meals must be made through the College office before 3.30pm on the day for which the request is made, or an application may be made to the Master for the whole term. New applications must be made at the beginning of each semester.

Should you not be able to attend brunch on weekends, you can make arrangements directly with kitchen staff the night prior to obtain breakfast provisions.

Note that no rebate of fees will be provided for missed meals as the College prepares sufficient food for all resident students for each meal.

You are expected to provide your own plates or container if not eating a meal in the Dining Hall or Late Meals Room as cutlery and crockery is not to be removed from these areas at any time.

Vegetarian meals and special diets

The College provides vegetarian, gluten free, lactose free, vegan and Halal meals for students who advise the College of their dietary requirements on their College application form. Kitchen staff will also try to assist students for whom a special diet has been prescribed by a doctor or dietician.

Meals for guests and others

Guests (accompanied by and signed in by a resident) may eat in the Dining Hall for most meals except Formal Hall and special occasion meals. There will be a charge for such meals that may be paid in cash or charged against the student's account.

Breakfast: \$10.00 per person

Lunch and Dinner: \$15.00 per person

Light refreshments

Tea, coffee and fruit are available in the late meals room throughout the day. These provisions are not provided as an alternative to meals and stocks will not be replenished on request.

Kitchen Duty

All undergraduate students in College, except members of the College Club Committee, members of the MCR and students who are exempt by nature of their position at College are required to contribute one night per term in the kitchen as a community service to keep costs to a minimum. Rosters are organised by the College Office staff and students failing to attend for rostered duty will be fined \$100.00 for each occasion AND be required to do another duty at a later date.

College Facilities

Academic Centre

The Ian and Pamela Wall Academic Centre is open to students 24 hours a day and provides an air conditioned, quiet location for study and research.

Apart from special text books and rare books, all publications can be borrowed using a personal library card given to you on arrival each year. For security reasons, an RFID system is in place to monitor books being borrowed or taken from the Academic Centre. Students will be charged for the cost of a replacement book should they not return a borrowed book.

As well as its collection of books in most areas of study, and of general works, the Centre also contains many reference works and sets of past exam papers. It subscribes to a number of journals, magazines and newspapers, and its collection is regularly updated by new acquisitions. There is also a fiction collection.

The Library Reserve collection houses rare or specialised textbooks suited to various professions such as the health sciences, engineering, and viticulture. The collection is housed in shelves along the southern wall of the Centre, and books can be borrowed for short periods of time. The collection also houses various anatomical models available for student use. These resources are a valuable asset of the College and students are encouraged to utilise them.

Students may use the catalogue to access the Library collection via the student portal or the desktop located next to the Librarian's office.

Learning Commons

2019 will see the opening of our new 'Learning Commons', a modern space designed to provide you with individual and group work spaces. Whether it is on the balcony overlooking the tennis courts, or in a break-out room, this space is great for you to use if you prefer to study outside of your bedroom, or if you just enjoy studying around others. The Learning Commons is located above the Dining Hall.

Sport, Recreation and Exercise Facilities

The Allister McLeod Gymnasium provides a first class fitness facility for all students. Prior to first use, and being granted access to the gym on your access card, students are required to agree to the *Gym Policy* as available in Appendix H.

Other sporting facilities include grass tennis courts, volleyball nets, a table tennis table, foosball and a full-sized billiard table.

If you need support using the gym equipment or designing a personal fitness program, talk to the Fitness and Gym Officers. In 2019 they are Taylor Hand and Kane McAskill.

Users must ensure that gym equipment and other recreational equipment/facilities are properly cared for and stored neatly after usage.

Noise and music should be kept to a reasonable level so as not to disturb others and fines will be issued by the Dean and Assistant Dean for breach of this. Any damaged or malfunctioning equipment must be reported to the Fitness and Gym Officers (for gym equipment) or the Dean or Property Manager (for other facilities) immediately to ensure that this facility is maintained to an optimal standard.

Music Rehearsal Rooms

There are several rooms available for music rehearsal around the College including the Ballroom (with baby grand piano) and the adjacent Council Room and Chapel (with upright piano). Use of these rooms should be coordinated through the Dean. Users are responsible for ensuring that instruments and rooms are properly cared for and rooms are tidied and locked up after use. Equipment is left in rooms at the student's own risk. No equipment should be left in the Ballroom or the Council Room as these areas are frequently used for other purposes.

Chapel

The Chapel, once a coach house and horse stable, was re-designed by a resident of the College in the 1970s, Mr Hugh G B Wilkinson. The three stained glass windows are the work of the artist, Mr Cedar Prest.

All students, whatever their beliefs, may use the chapel for personal prayer and meditation. It has long been the Anglican practice to welcome at worship those Christians from other denominations and traditions.

There are two important occasions at which attendance is required of all students. They are the Commencement Service, held on the Sunday before Semester I begins, and the Final Service held on the last Friday of Term 4, immediately prior to the Final Dinner. Both services are conducted in the neighbouring St Peter's Cathedral.

The Founders' Day Service is held on a Sunday near St Mark's Day (25th April each year). This service is held in the Chapel or Ballroom and all students are invited to attend. Many Old Collegians and friends of St Mark's attend this service which is followed by a unique and special morning tea around the pond.

Students may also attend regular services at the Cathedral, which is adjacent to the College, or the Chaplain's church, St Cyprian's Anglican Church, Melbourne St, North Adelaide, or at a church or worship assembly of their own tradition or faith. Services at St Cyprian's are on Sundays at 9.30 am and Wednesdays at 12.15 pm, with a family service on the first Sunday of every month at 11.00 am.

An Anglican Morning Prayer service (duration of 10 - 15 minutes) will be held in the Chapel at 8.00 am every Monday and Tuesday morning from February until November, with the exception of the holiday breaks. All staff and students are welcome to attend. Personal prayer requests can be forwarded to the Chaplain, and if you would like a short, private communion service at any time, alone or with friends or family he would be happy to make arrangements.

Junior Common Room (JCR)

The JCR is a common area for all students of the College. The room features a pianola, dart board, foosball table, table tennis tables, couches, television (including a Foxtel subscription) and a full sized billiard table.

The pianola was originally presented to the College in 1925 by Mrs C W Hayward. Significant upgrades to the billiard table, pianola and the purchase of a PA system has been made possible through the generosity of an Old Collegian, Mr Andrew Taylor. All facilities in the Junior Common Room are for the use of members of the College, and members should treat them with care and respect.

All equipment is to be taken care of properly and equipment (i.e. billiard cues, balls etc.) returned to their proper place. Table Tennis tables are to be used for the purpose of table tennis only and should be folded up when not in use. Each year, the College Club elects a curator to take on the responsibility of ensuring the JCR is maintained appropriately.

Senior Common Room (SCR)

This room, which is on the first level of Downer House, is for the use of Senior Common Room members and invited guests. The Master, the Dean, Director of Learning, the Assistant Dean, some senior students and academic visitors are members of the SCR during their time in College. Members of the Board and Fellows of the College are Honorary Members.

Mail and packages

Mail for students is deposited in alphabetical order in the racks provided under the Downer House stairs.

Any packages delivered for you will be kept in the office and you will be notified by email when there is an item for collection. Items can be collected during business hours, and whilst every effort will be made to ensure that items are safe, the College cannot take responsibility for lost or stolen items.

Ballroom and Council Room

This historic room on the first floor of Downer House is used for meetings devoted to the arts, to hear guest speakers and music practice. The Council Room, adjacent to the Ballroom can be used for official College Club Meetings, music practice and academic tutorials. Students wishing to book this space for approved meetings should speak with the Dean.

The Ballroom and Council Room are booked from time to time for external functions and events.

Tennis Courts

Central Courts

Three grass tennis courts are available for use by all members of the College and they are marked for tennis in first and fourth terms. Tennis and volleyball nets are stored in Newland, and students are welcome to use them, on condition that they are promptly disassembled and returned

following use. All players should play tennis and other games barefoot or wear footwear which will not damage the lawn. Players should take care when throwing, batting or kicking balls around not to put them through windows, on roofs or cause other property damage. Should a student cause damage to surrounding buildings, they should immediately report it to the Assistant Dean or Dean, and they may be liable for damages.

Students must not use the tennis courts as a thoroughfare from the Dining Hall to Memorial. Fines are applicable for students found in breach of this as per the College's Behaviour Management Policy.

Master's Court

Students are welcome to play tennis on the court in front of the Master's Lodge but must seek prior permission from the Master.

Laundry

The College provides laundry facilities for all students and washing machines and dryers are located in the laundries of all the main residential buildings. There is no charge for using the washing machines. Dryers are located in the laundries on the two top floors of both Newland and Memorial, in East Wing and ground floor of Hawker House, and require \$1 per load. Washing machines and dryers should only be used between 7am and 10pm, for the noise consideration of other residents.

Fines may be issued for use outside of these hours. Laundry must not be dried on the balconies or patios facing on to Kermode Street and fines will be imposed on students of flats who breach this request.

College Grounds

The College has immaculate gardens which students should take pride in, as a lot of time and effort is put into their maintenance. Students are requested to not remove flowers or plants from the gardens, and those found doing so will be fined, at the discretion of the Dean. All students of the College are asked to help care for grounds and buildings by keeping rooms tidy, by putting rubbish into rubbish bins, and by not leaving any litter such as cans, foodstuffs and wastepaper lying around the grounds. The College also provides recycling bins for bottles (10c deposit containers), glass and paper at the entrances to the main residential buildings and in the Academic Centre.

Please ensure that pedestrian movement is over pathways only, not across tennis courts, and that bare feet or appropriate footwear which will not damage the grass is worn on tennis courts.

The College has a considerable area of lawn which enhances its appearance and provides a variety of retreats where students can study or relax. It puts considerable effort into keeping these lawns in good condition. It requests all students to treat the lawns with care and, in particular, not to wear pathways across them or to damage them through sporting activities.

Communal areas in the College including corridors, bathrooms, stairwells, library and common rooms cannot be cleaned if left unreasonably untidy. All users should feel a personal responsibility for seeing that they are properly looked after. Students who organise events in the

rooms and grounds of the College are responsible for seeing that the area is made clean and tidy afterwards. Failure to take responsibility for communal areas may result in sanctions as per the College's *Behaviour Management Policy*. Collegians are reminded that areas of the buildings and grounds maintained in a substandard state reflect poorly upon not only the individual, but the College as a whole.

Where the College Club arranges an event, those officials of the Club responsible for organising the event must make arrangements for clean-up afterwards. Cleaners are not required to clean up vomit; those responsible for the mess are expected to clean it and may incur penalties, at the discretion of the Dean. The College considers vomit a hazardous waste and an appropriate charge will be incurred for the College having to deal with that waste as per the College's *Behaviour Management Policy*.

The College Bell

The College Bell was presented in 1958 by Essington Lewis (1881-1961), the eminent Australian industrialist. The gift was made while his son, Mr Robert Lewis, was the Master of St Mark's. Having sustained many years of ringing, the Bell has sustained some damage and a replacement is currently being sourced.

The Bell is not to be rung unless to warn of a genuine emergency or danger. The Bell must not be rung before 8.00am or after 8.00pm, except for the purposes of notifying students of an emergency or important announcement.

Out of Bounds Areas

Students are not permitted on roofs, in ceilings, in underground spaces, in the maintenance workshop, in the grounds of the Lodge or Dean's Cottage, or in the main kitchen.

Students are also not permitted to enter another student's room without their express permission: an unlocked door does not constitute permission. Accessing unauthorised areas of the College is grounds for disciplinary action as per the College's *Behaviour Management Policy*.

Car Parking

The College has a multi-level car park to provide parking for 100 cars. Car parks are allocated by the Dean based on need and service to the College and the payment of a parking fee. Whilst the car park is secure, all car owners are advised to take care when locking their car, ensuring all valuables have been removed. Access to the car park is issued with a signed agreement containing details of the conditions and liability. All vehicles parked on College grounds are at their owner's risk.

Students are to park in their allocated car park only. A car park contact list is posted on the Downer House noticeboard, detailing the contact details of all occupants of the car park. Should another person occupy your allocated park, students are encouraged to use this list to contact the other party to resolve the issue amicably. If the issue cannot be resolved, or is a repeat problem, the Assistant Dean or Dean should be informed promptly, who will likely recommend a fine as per the College's *Behaviour Management Policy*. Repeat offenders may have their car parking privileges removed, at the discretion of the Dean.

Members of the College should make clear to their visitors that parking spaces on campus are not available for visitors and that they should park in the street.

Bicycles

Students with bicycles are asked to keep them in the locked bicycle shed adjacent to Hawker Annex. Keys to the shed can be obtained from the College Office for a deposit of \$10.00, refunded when the key is returned.

For safety reasons, you are not permitted to leave bicycles in corridors or other public areas of residential buildings. Students are advised to insure their bicycles as the College is not responsible for any bicycles stolen from this area. All bikes are stored at the owner's risk.

Archives

The historical records of St Mark's, kept in the archives of the College, contain details of its life back to 1925. Records include correspondence, enrolments, photographs and financial data. The archives room is located in Walkley Cottage.

Students are encouraged to contribute photos and files to the archives and the College's record. Any submissions can be provided to the Archivist through the front office.

External use of College facilities

From time to time, the College will hire its facilities to third parties for conferences, functions and events. The revenue generated from this is critical to the College providing affordable accommodation for students. Students should be welcoming and accommodating of any external parties using facilities as they are effectively subsidising your stay at College.

While external use of facilities will be considerate of College resident's priorities (such as the need for Academic Centre use during exam periods), any issues and feedback should be directed to the Dean to ensure external use of facilities is not negatively impacting on students.

Health, Safety and Well-being

St Mark's College is committed to ensuring the health and safety and well-being of the working environment for its staff and other workers, students and visitors. The College is committed to working safely and expects staff and other workers, students, and visitors to the College to also view this as a collective and individual responsibility. The College's HS&W policy can be found in Appendix D.

Student well-being

Counselling

Members of the College experiencing personal or academic problems can seek help from the Master, the Dean, the Director of Learning, the Assistant Dean, Head Residential Advisors and Senior Academic Tutor, the male and female Equity Officers of the College Club, the Well-Being and Schools Officer, any member of the College Club Committee, Academic and Residential Advisors and their assigned Faculty Mentors.

There are Counselling Centres at each of the three universities. Details can be found with the other important contact numbers in Appendix P.

Any members of the College who are troubled should seek help. Do not try to bear the pain alone. Speak to friends and/or speak to senior students who are available to help you. Likewise, do not hesitate to seek help if you are worried about study issues such as organising work, concentrating or motivating yourself.

Residential Advisors

The Residential Advisors are fellow students able to help and to advise on the benefits of collegiate life. This may involve reminding others of the College rules and of the responsibilities associated with living as part of a community and requiring them to live up to those responsibilities.

In addition to those loosely defined tasks, they perform significant duties for their areas of the College.

- RAs are Fire Wardens for the floor in which they live. Students should contact an RA if they notice any problems with fire safety equipment, or anything else related to the personal safety of any individuals of the College;
- RAs have possession of a first aid kit and have undertaken a basic first aid course to ensure they are confident in administering basic first aid.
- RAs hold a Master Card for the floor and building in which they live. This card is to be used to assist students in gaining access to their rooms should they lock themselves out. Students who misuse this service experience consequences in line with the *Behaviour Management Policy*.
- RAs maintain the good order of the Academic Centre. Students should contact an RA if there are any problems with students' conduct in, or use of, the Academic Centre.

Duty Tutors

The Duty Tutor conducts regular checks of the College in the evening and on weekends and ensures that any incidents are reported to the designated Assistant Dean and logged on the Duty Tutor shift sheet. Any breaches of security are also reported by the University of Adelaide Security Services, to the College staff and the University Security Diary.

The Duty Tutor can be contacted via mobile: 0438 827 376

All RAs and many senior students form part of the Duty Tutor system, which is operational each night of the week outside office hours and all weekend.

The Duty Tutor is also in possession of a Master Card to assist students locked out of their rooms. Students are reminded to contact their RA or a RA in their building prior to the Duty Tutor. Fines will be issued to students who make a habit of contacting the Duty Tutor without genuine reason.

Medical (Health Problems)

Students who are sick should, if they need assistance, advise the Dean directly or via a friend. Students should use the medical practitioner of their choice, but if they are looking for one in North Adelaide, Dr C Kim Bennett 6/147 Ward Street, North Adelaide can be contacted on 8267 5480. The University of Adelaide (North Terrace Campus, 8313 5050) and UniSA (City East and City West Campuses, 1300 172 996) also operate medical clinics, which typically bulk bill for Australian students.

Please see the contact list in Appendix K for further medical contacts.

The Royal Adelaide Hospital operates an Accident and Emergency Department on North Terrace (8222 4000).

North Adelaide Dental Care at 155 Archer Street, North Adelaide can be contacted on 8267 1894 for any dental care if a local dentist is required. Emergency dental care is also available through the Adelaide Dental Hospital (1300 008 222) at a reasonable price within office hours.

Mental health

In the event of a mental health crisis, any one of the Dean, the Chaplain or the Master should be contacted immediately. Various organisations exist to assist in the event of an emergency or crisis;

Headspace: 1800 063 267 or <https://www.headspace.org.au/headspace-centres/adelaide/>

Lifeline: 13 11 14 or www.lifeline.org.au

Suicide Callback Line: 1300 659 467 or www.suicidecallbackservice.org.au

Beyondblue Help Line: 1300 22 4636 or www.beyondblue.org.au

Remember, you do not have to deal with these issues alone, the College has an immense support network available to help you in any situation.

Absence

If students are intending to leave the College for some time during the period when they would be expected to be there, it is advisable to let their RA and the Dean know when they will be away. Even if the absence is only likely to be short, it is best to let someone know. This will particularly help in the case of an emergency situation.

Sexual harassment and sexual assault

Respectful Communities are based on respectful relationships, which in turn is embodied in the College's Values. St Mark's College is committed to best-practice management to minimise the incidence and effects of sexual assault and sexual harassment and will not tolerate sexual misconduct of any kind. We work cooperatively with the universities to ensure best practice education and responses to issues of sexual assault and sexual harassment.

Any student who experiences or witnesses sexual harassment or sexual assault should be confident that they will be listened to, they will be supported, and they will be believed.

Students are encouraged to report concerns or disclosures to the Dean, Master or a trusted student within the College and will be supported if they wish to report or disclose to the university or police. The College takes a trauma-informed approach where support for survivors is paramount and will be at all times the focus of our approach in preventing and reporting.

Sexual assault and sexual harassment is contrary to the stated values of St Mark's College, and it is unlawful. The College encourages individuals to act against sexual assault and sexual harassment and both policies and useful fact sheets can be found in Appendix E.

Alcohol

St Mark's recognises that there is social and legal recognition of responsible consumption of alcohol by adults. Students who are at College and over the age of 18 are legally entitled to purchase and consume alcohol.

It is the responsibility of students to ensure that everything is done to minimise the harmful effects of alcohol and that the College's Alcohol Policy (see Appendix F) is adhered to and enforced. The aim of the Policy is to encourage students to make informed choices about the use of alcohol.

Consumption of alcohol at St Mark's College must be seen in the wider context of a community recognition and concern about the harmful physical, behavioural and social effects of excessive alcohol consumption. The College holds the view that the excessive consumption of alcohol is not an acceptable rite of passage in itself and that such behaviour can lead to the point of harming self and/or others.

The excessive use of alcohol does not diminish a resident's personal responsibility for observing community rules and expectations.

Under no circumstances is anyone under the age of 18 permitted to consume alcohol on College premises or at College events, and no individual is permitted to supply alcohol to someone under the age of 18.

See Appendix F for the full policy.

Drugs

The College does not condone the use of any prescribed drugs for purposes and by individuals other than those specified by a medical practitioner. The use of illegal substances is not permitted by any student, staff member or resident of the College at any time or by any individual on the College premises or attending a College event.

The sale or dealing of any illegal substance or prescribed substance by a College resident will result in immediate suspension and likely permanent expulsion from the College.

See Appendix G for the full policy.

Privacy Policy

The College takes privacy seriously and is committed to protecting information about its current and past students, and those associated with St Mark's. A copy of the College's Privacy Policy is available from our website and is presented in full at the end of the Handbook under Appendix J.

Social Media Policy

As a means of communication, social media is an increasingly prevalent and powerful method. St Mark's College acknowledges that the College, its staff and students use social media and the College also seeks to engage with its students and the broader community through social media. Social media can blur the lines between one's personal and professional expression. All members of College must think carefully about their conduct online so as to preserve and protect individual reputations and the reputation of the College.

While social media creates new tools, the same laws, policies, professional expectations, and guidelines for interacting within and outside the College community apply online. The College community remains responsible for the same things and needs to follow the same behavioural standards when using social media, including the student Code of Conduct, Residential Terms and Conditions, College Handbook and other policies.

See Appendix K for the full policy.

Security and safety

It is important that all students are aware and vigilant at all times about their safety and security, as well as that of others and the security of the College grounds. Remaining vigilant at all times is critical to provide a safe and secure environment for all students and staff.

External doors to buildings must not be left open or propped open in any way. Perimeter pedestrian gates and car park gates must also be kept closed at all times. Fines will apply, at the discretion of the Dean, for leaving external building doors and gates open.

The University of Adelaide Security Service make twice nightly patrols and are on call for urgent matters. If you have any concerns they can be contacted on 8303 5990 or mobile (24/7) 0438 412 776.

Smart Card Lock System

The College has a Smart Card system as the locking device for all individual student rooms, building entrance doors, pedestrian gates and other common areas in College. Please report any faulty door locks or gates to the Assistant Dean or Property Manager who will arrange to have this fixed as a matter of priority.

Lost Cards

Due to the importance of effective security measures, it is critical that students advise the College Office as soon as possible if they lose a card. If a card is lost when the College Office is closed, students must advise the Assistant Dean or Dean as soon as possible. Lost cards will be deactivated and replaced with another. There will be a replacement fee of \$10 for lost cards and those found to be abusing the system will face consequences in line with the *Behaviour Management Policy*. College security is an issue that must not be taken lightly.

DURING BUSINESS HOURS: If you are locked out during normal business hours, please visit the Office for a temporary key card in order to retrieve your card from your room or to have time to search for your card. Temporary cards are provided for a short period only and will be deleted from the system should they not be returned.

OUT OF HOURS: If you are locked out of your room and live on a floor, contact a Residential Advisor in your building who can provide access. If you live in a flat or Hawker House, please contact the Duty Tutor or your RA.

Master Cards

Any individual in control of a Master Card must take the safety of the Master Card and the security of the College seriously. Any misuse of a Master Card is considered a serious breach of the College *Behaviour Management Policy* and will result in Sanctions. Under no circumstances is a Master Card to be given to anyone other than the designated card holder.

Room Privacy Lock

All student rooms are fitted with a privacy override lock which is located on the inside of your door. When this privacy lock is activated, no other key card, including the Floor Tutor and Duty Tutor master cards, will open the door aside from your own. If you accidentally lock yourself out and your privacy lock has activated, you will need to contact the Dean for access.

Please take care not to accidentally switch the privacy lock on, it is intended only for use when the resident is in their rooms and does not want to allow access to other guests.

Audit Trails

The College's smart card system enables the College to interrogate door locks and make an audit trail if it becomes necessary owing to a security breach. This is a significant enhancement to personal security and safety, as well as that of our buildings and grounds.

Room Safety

Students should observe the following for their safety and the safety of others, particularly at night time:

Individual Rooms

- Keep individual rooms locked, whether occupied or not, including when the occupant is only briefly absent;
 - Do not tamper with door locks to prevent them from being secured;
 - Establish the identity of visitors before admitting them;
 - Report malfunction of locks, smart cards, doors and windows, and key card loss promptly to maintenance via the portal or by sending an email to maintenance@stmarkscollege.com.au;
- If living in a ground floor room, ensure that windows are locked when the room or flat is unoccupied.

Corridors and Bathrooms

In order to maintain the security of communal areas the following should be adhered to:

- Be prudent and observant when using corridors, stairways and bathrooms at night;
- Report any light malfunction in these areas promptly to maintenance;
- Ensure windows in ground floor bathrooms and utility rooms are locked or jammed at night and when the rooms are not in use.

Grounds

There is no completely secure physical barrier to entry into the College grounds and strangers are still able to come in through the front entrance. Students observing strangers in the grounds during daytime should politely enquire whether they have business in the College and, if necessary, point out that the College is private property. If students feel uneasy about doing this, but consider there is reason to be suspicious of the stranger's presence, they should contact a member of staff or senior student.

At night time, students should not approach strangers by themselves if there could be any danger, but should seek assistance from other students, the Residential Advisor, the Duty Tutor or the Assistant Dean, and if necessary call University security (0438 412 776) or the police (131 444 or 000). When moving through the College grounds at night, students should at all times be observant and prudent.

Failed or dim lights in the grounds should be promptly reported to maintenance via the student portal or by emailing maintenance@stmarkscollege.com.au.

Moving to and from College at night

Students should exercise care and common sense at all times and prioritise their personal safety. Travelling together and making use of public transport and University security services are good options, rather than to take risks. Students should not walk home through the parklands at night.

The University of Adelaide and University of South Australia (City East and City West Campuses) provide a free night time security escort service to anywhere in the Adelaide CBD and North Adelaide, including to St Mark's College, from the security office of each university.

For more information, please visit the University websites:

Adelaide University: <http://www.adelaide.edu.au/security/services/bus.html>

University of South Australia: <http://w3.unisa.edu.au/facilities/security/escorts.asp>

Fire

All students of the College should be familiar with the contents of the Fire Safety Notice placed near room doorways and in common areas.

Students should always be conscious of fire risk in College buildings and should act to prevent fires. Please note:

- Smoking is not permitted in any area of the College.
- No paper or other material should ever be burnt in any room
- Radiator (bar) heaters are not permitted in rooms for fire safety reasons.
- Candles are not permitted in bedrooms or communal areas except at the High Table during Formal Hall.

Students should familiarise themselves with all exit routes in the buildings they occupy, and with the location of fire extinguishers and other fire related equipment. All residential buildings, flats and common areas have sprinklers and both internal and external alarms which can be heard outside the buildings and are connected to the SA Metropolitan Fire Service.

Improper use of fire equipment, including covering detectors, setting off alarms and the misuse of fire extinguishers, is a most serious offence and could easily endanger lives and property and will result in sanctions under the College *Behaviour Management Policy*. This behaviour could lead to expulsion from the College and may involve the offender being extensively liable for damages.

False alarms not triggered by technical faults in the alarm system and which lead to the dispatch of the MFS, result in fines to the value of the MFS call out fee (approximately \$800). Where such an alarm is triggered from an individual room or flat, the occupant(s) of the room will be required to pay the amount of the fine. Where the person responsible for triggering an alarm in a public area can be ascertained, he or she will be required to pay the fine. When an alarm is triggered by intent or carelessness but the culprit cannot be determined, the College Club will be required to pay the fine.

Alarms can occasionally be triggered by steam in bathrooms or excessive deodorant so it is important that exhaust fans are switched on when students are taking showers.

Fire Drills

Fire drills will be held from time to time and it is compulsory for all students on College grounds to participate in these. When evacuating buildings, students should assemble at particular locations immediately to facilitate the process of ensuring the evacuation of all students has been complete. When evacuating, students should follow the procedures set out in the Fire Safety

Notice for each building and take direction from the Fire Wardens. New students will be instructed in fire safety procedures in College during O'Week. Returning students should familiarise themselves with the fire safety equipment in their vicinity, and be aware of activities that may accidentally set off a fire alarm.

Each building and floor has an assigned Fire Warden (see Downer House noticeboard) whose responsibility is to coordinate fire safety and evacuations. All occupants of each building have responsibility both for their own safety and the protection of others at all times, including in an emergency situation.

If you witness misuse of fire equipment or notice a fire hazard, please notify a Warden. The Fire Wardens should be able to advise others on fire safety measures, should keep an eye on the status of fire equipment, and in an emergency should do all possible to ensure complete evacuation and then account for occupants at the evacuation point.

Assembly points for the various buildings are as follows:

Dining Hall & Library	Tennis courts
East Wing & car park	Tennis courts
Downer House/JCR	Driveway
Hawker Annex	College Green to north east of building
Hawker House	Car park to south of building
Flats	College Green to south of building
Lodge	College Green to north of building
Memorial	On tennis courts towards south side
Newland	Tennis courts towards east side
Walkley	Driveway

In a fire emergency evacuation, students should follow the directions of a Warden and do what is possible to ensure those in neighbouring rooms are alerted. Actions should include shouting "Fire" loudly and continuously banging on room doors while passing on their way to an exit.

If awakened by smoke, students should not immediately open their room door but should first feel the door to see if it is hot. If it is hot, the door should not be opened. Blankets should be placed along the bottom of the door and the room occupant should escape or call for help from the window. Also check for electric shock through the door handle with the back of the hand.

Administrative Matters

Admission

Every applicant for admission to the College must provide references or furnish evidence of good character and strong academic standing. In deciding upon admissions, consideration will be given to order of application, character, scholastic attainments, length of proposed residence, and such other matters as the Master may deem appropriate.

Unless a special exemption is granted, students must have qualified for admission to the University of Adelaide, Flinders University, or the University of South Australia.

Fees

Accounts

When confirming your admission to College this year, you agreed to the Student Residential Agreement Terms and Conditions, a copy of which can be found in appendix B. Please refer to this Agreement with regards to early termination of the Agreement or changes in your university enrolment.

As a resident, you have an account with the College. This is a record of all transactions for items such as accommodation fees and other sundry purchases. Accounts left unpaid at the end of an Agreement are automatically forwarded to a debt collection service for recovery and collection costs may be added to the account.

Students, other than approved short term or one-semester contracted students, are required to be in residence, and pay fees, for the whole period of the academic year, being 40 weeks from mid-February through until end of November, including swotvac and examination times. Payment is requested by the advertised due dates and penalties are imposed for late payment.

University colleges are not hotels or boarding houses, nor are they profit making institutions. To survive and keep their fees as low as possible, they need to be assured of filling their available rooms throughout the year with a stable membership. That is why College insists on a full year residence for most of their members, making exceptions only for certain specified one semester students, usually international students on short term study trips.

Membership of the College is therefore subject to completion of the abovementioned Student Agreement.

Costs

The College is a not-for-profit body. The fees it charges depend upon the expenditures it incurs, less the income it earns from conferences and other sources. Everything that increases expenditure, such as the destruction, defacement or other damage of College property, the removal and non-return of crockery and cutlery from the Dining Hall, waste of water and electricity, littering etc., ultimately leads to increased fees which disadvantages everyone. All members of the College are asked to help reduce the upward pressure on fees by not adding to avoidable costs.

Withdrawal from College

The budget of the College is based on minimising fees while avoiding an operating deficit. This careful planning assumes that rooms will be occupied throughout the year. If a student wishes to withdraw from College, therefore breaking the Residential Agreement, or if they forfeit their place as a result of negligence, anti-social behaviour or poor academic performance, they will not receive any reimbursement of fees.

A resident, upon signing the Residential Agreement is bound to pay fees for the duration of that Agreement. However, the Board, in its absolute and unfettered discretion, may waive some or all of any unpaid fees after due notice has been given by the resident.

Requests to consider withdrawal and fee relief must be made in writing to the Master. All requests must set out in detail the facts and circumstances of the situation.

If the College chooses not to grant any reimbursement of fees, the resident must pay out the balance of the Residential Agreement.

Rooms

Each student is allocated their own furnished room, including bed and desk. A number of flats, comprising separate study/bedrooms and lounge/kitchen facilities are available for senior students. Groups of rooms are serviced by a common bathroom and a utility room which has a fridge, microwave and kettle for resident use. Automatic washing machines, clothes dryers (\$1 per cycle) and ironing facilities are also provided. Students are asked to keep these facilities clean and tidy not only for themselves but for the convenience of all. Students' rooms are their private living area, privacy should be respected and, except in an emergency, no-one should enter a resident's room without the permission or invitation of that resident.

Rooms are equipped with basic furnishings. Additional large furniture, such as couches or arm chairs, is not permitted to be brought to College. Students are invited to make their rooms more personal and cosy by bringing their own rugs, bedcovers, wall hangings, etc. They are also asked to be careful not to damage the walls, doors or other parts of the room in doing so. Adhesive tape, nails, or other things which could damage paint work etc. should not be used and damage will be billed to the resident. Rooms are inspected by staff before occupation each year and each room inventory report notes the condition of the room and its contents. Students will be asked at the beginning of the year to complete an online room inventory condition report to confirm that they agree with the status of the room and its furniture and fittings.

It is the student's responsibility to remove all rubbish from the room, clean surface areas, empty cupboards and fridges and ensure all areas are left as they were found at the start of the year. The contingency fee paid by students is then used to repair any damage to rooms.

Repair/replacement costs include;

Desk chair replacement	\$60.00 per chair
Clean carpet	from \$50.00 per room
Mattress protector replacement	\$25.00 per item
Door/wall damage	cost of repair
Damage to furniture	replacement cost of item
Additional room cleaning	\$50.00 per hour (<i>as required</i>)

Students are asked to take pride in the appearance of their rooms, to keep them clean and tidy as well as cosy and personal, and to look after both their own and College property with care and attention. This includes keeping communal areas on floors tidy and free of rubbish and laundry. Untidiness makes the job of the cleaners more difficult and, if extreme, will result in a room not being cleaned. Damage to College property, even if the cost of repair is recovered from a resident, ultimately leads to increased College expenditure and eventually to increased fees.

During vacations, rooms and common areas should be left clean and tidy, but you are not required to vacate or pack up your belongings.

Flats and rooms will be inspected by the Assistant Dean or the Dean at the end of each semester, or as the need arises, and regular crockery inspections will take place throughout the year and student's fined for any breach of this condition.

Electrical fittings in rooms must not be altered in any way and care should be taken not to waste power or overload the circuits.

Students are asked to turn off electric heaters, lights, radios etc. when they leave their rooms. The East Wing has been fitted with card readers which ensure that electrical items are not being used when the resident has left the room.

Room Allocations

An offer of residency is for a place in the College, not for a specific room.

The allocation of your room is at the discretion of the Master. New students are allocated a room for the duration of the year. Changes to room allocations during the term of your residency will not be considered except under exceptional circumstances. An application for such a change should be made in writing to the Dean.

Towards the end of a student's year in College, if applying to continue residency for the following year, a student is given the opportunity to request building and room preferences to assist the Dean with the allocation of rooms. Preferences are no guarantee of allocation to a particular room or flat, and consideration must be given to the number of single rooms required for new students.

Initial room allocations are provisional and will be reviewed following the release of results in December/January each year and the Dean and Master reserve the right to make alternations to the room allocations at any time.

If a room should become available for any reason during the year, students may apply to the Dean for that room.

After prior academic achievement, the following criteria (in no particular order) applies:

- A desirable balance of gender, age, cultural, regional or scholastic background for each floor or building
- Seniority (the length of time the resident has lived at the College)
- Election to a position on the College Club Committee
- Incumbency (i.e. students who choose the room they occupied the year before)

- Prior records of behaviour
- Active contribution to the College community
- Particular concerns regarding health or disability
- Preference for a particular building

A large portion of College accommodation is self-contained apartments. Students form a syndicate and lodge a joint application. Such accommodation is also allocated according to seniority, taking into account the total points of the joint applicants. Each flat has its own bathroom, living room and kitchen, in addition to separate bedrooms. This accommodation provides an opportunity for a little more self-sufficiency, while still offering all the benefits of collegiate living.

Room Cleaning Arrangements

The College contracts *Academy Cleaning Services* to clean the College. Contract staff clean bathrooms and empty students' rubbish bins twice a week, and vacuum students' rooms once a week. Students will be advised at the beginning of the academic year the day on which their rooms will be vacuumed and it would be appreciated if on that day students could make sure that all areas are clear so there is easy access for staff.

The cleaners have the right to refuse to clean excessively untidy and dirty rooms.

Students are requested to assist in the care and maintenance of their rooms by cleaning up any accidental spills themselves and by occasional cleaning in between the visits of contract staff. If there are any complaints in regard to room cleaning the matter should be referred to the Dean.

Should you require cleaning equipment, please contact the Head Residential Advisors or the Assistant Dean who can provide a vacuum cleaner and basic cleaning supplies.

Utility rooms on each floor of the main residential buildings are the responsibility of all students on the floor, not the College cleaners, and must always be left clean and tidy after use. This includes laundry left in machines for an excessive period that may be thrown out.

In the case of flats, students are responsible for the cleaning of communal kitchen and cooking equipment, kitchen benches and kitchen rubbish bins, not the College cleaners.

At the conclusion of the academic year, it is expected that all students leave their room, flat and common areas as they were found at the start of the year and completely free of any personal belongings. Bins must be emptied and all rubbish removed prior to departure. Skip bins will be provided for this purpose. You will be charged for any additional cleaning required if you leave your room in an excessively messy state and any property left behind will be disposed of at your cost.

Vacation Storing and Packing

You are free to come and go from your room for the entire academic year of 40 weeks. The College does not require you to vacate your room during the vacation periods.

Very limited amounts of space exist in College for the storage of belongings over the summer break. For this reason, students are expected to remove items and store them off site. At the

discretion of the Dean, some storage space may be made available for students travelling overseas, if possible. However students are warned that any belongings stored in College over the break are stored here at the owner's own risk.

Maintenance of Rooms

Any damage to, destruction or malfunction of College property, including faults in the plumbing and electrical systems, whether caused by wear and tear, accident or otherwise should be reported as soon as possible to maintenance. You will receive an email at the commencement of the year with your login details in order to electronically log a maintenance request. Whether or not anyone is to blame, prompt and accurate reporting means less inconvenience to yourself and other students, less risk of injury, further damage and/or further expense, and less likelihood of misunderstanding between students and staff.

Maintenance and repairs are expensive items on the College budget and unnecessary maintenance costs ultimately hurt all students. Where there is damage to a room not attributable to fair wear and tear, the contingency fee paid by the resident will be used to pay for it with further charges being imposed if necessary.

Where damage to other College property caused deliberately or carelessly occurs, the student responsible will be fined an amount sufficient to cover the cost of repair or of tidying up, plus a penalty as per the College's *Behaviour Management Policy*. Where the person responsible cannot be found, the College Club will be asked to accept responsibility and pay for the damage.

You are obliged to allow staff of the College to enter your room at all reasonable times (accompanied by you only where this is practical) for the purpose of inspection, cleaning and repair. Authorised College staff hold the necessary master cards for such purposes.

Insurance

The College is not responsible for theft or damage of a resident's personal belongings. Insurance to cover theft or damage of personal property is the responsibility of each resident. It is also recommended students are covered by ambulance cover in case of need.

Information technology

An IT levy of \$185 (*incl. GST*) for the 40 week year will allow you access to the College network. Access to the Internet is in accordance with the College's *IT acceptable use policy* (see appendix J) which you agreed to abide by in your beginning of year contractual agreement and which is available on the student portal. You will be notified if your account shows activity related to illegal downloads, or if your usage is considered to be excessively high. In such cases, your access speeds will be slowed significantly for a 24 hour period and you will be contacted by the Dean to discuss your usage.

200 pages of printing will be provided per calendar month, and additional quotas can be purchased from the office in blocks at 10c per page.

The IT infrastructure is provided to facilitate education and research and provide support to resident students and resident academics in their studies. College IT facilities must be used in a manner consistent with the learning and teaching purposes for which they were established and

in a manner consistent with any regulations governing their use. Access to the College IT system is a privilege extended by the College and is not an unfettered right of students. The College reserves the right to revoke IT access if it is considered that a resident is abusing this privilege.

APPENDIX A: Code of Conduct



St Mark's College

CODE OF CONDUCT

Student Code of Conduct

This Code applies to all members of the St Mark's College student community.

All members of the St Mark's College student community must act in accordance with this Code, as well as the Code of Conduct issued by the member's University. The Code assumes the commitment of every student to advocate and practise respect for all people, regardless of gender, race, religion, disability, marital status, sexual orientation or any other attribute.

All students are expected to maintain appropriate behavioural standards, and to be role models for others, aspiring to demonstrate the highest level of personal integrity at all times. Members of the St Mark's College community must express such commitment actively in their actions and words. They must respect the rights of all other members of the College, while also acting in accordance with the laws of the wider Australian community.

Agreeing to abide by this Code of Conduct is a requirement for students becoming members of St Mark's College, and abiding by this Code is a requirement for students remaining members of St Mark's College.

Members of the St Mark's College student community must abide by the *Vision, Values and Guidelines* of the College, as agreed at the commencement of each academic year. In addition, students of St Mark's College must practise:

Respect for and responsibility to self

It is expected that St Mark's College students will always behave responsibly in looking after themselves. They are responsible for their own conduct at all times and they are expected to know and adhere to this Code.

Respect and empathy for, and responsibility to others

St Mark's College students should demonstrate respect, empathy and consideration for others, so that all may live, study and work in harmony, and so that community members of every background may feel respected, safe and included. St Mark's College students should permit others to live and study in a safe, respectful environment and are entitled to expect such an environment for themselves.

Bullying, discrimination, harassment, hazing, vilification, assault and victimisation are expressly prohibited.

Students should be aware that their statements and actions have an impact upon other members of the College and on the reputation of St Mark's College as a whole. Students should ensure that they act and speak in such a way as not to bring disrespect upon themselves, upon others or upon the College, nor bring the College into disrepute. This includes posts on social media sites which may cause distress to other students or staff or bring the College's name into disrepute.

Ethical and honest behaviour

St Mark's College students must behave with personal integrity and honesty. They must accept the consequences of their own actions, apologise where appropriate, and practise ethical and responsible behaviour in their dealings with others. At all times, and in all dealings with external parties, St Mark's College students must uphold the good name of the College. No use of the College's name, coat of arms, logos, or other identifying emblems may be made without the express, prior, written permission of the Master.

Guidelines for Compliance with the Code of Conduct

The Following sections of the Code outline expectations of the College with regards to student behaviour and consequences for Breaches of the Code.

Noise

All students of the College should be able to expect peace and quiet throughout the College but above all in their rooms and in the Academic Centre and during swotvac study periods. The College exists to facilitate study and academic achievement, and noise is counterproductive to this. Students wishing to listen to music/watch movies/play console games etc. at a level which is higher than the confines of their room allow should use head phones. All students are required to regulate their own behaviour in terms of any noise that interferes with other students' right to study or sleep. Disruptive noise can emanate from music, loud laughter, yelling, and unnecessary banging of doors, to name but a few. The noise of small social gatherings (as distinct from parties, see below) should be confined to room level. While there will no doubt be some flexibility in the observance of such guidelines in the daytime and early evening, this should be strictly observed between 10.00pm and 7.00am.

During SWOTVAC study periods, all students are expected to observe the College's no noise policy which will be monitored by the Assistant Dean and your Residential Advisor. This policy is for the benefit of all students and applies to all regardless of whether you have exams or not.

To make a lot of noise and disturb others is an act of selfishness. Collegiate living is based on recognition of the equal rights of all. If any nearby resident complains about the noise you are making, you should heed their complaints and reduce the noise accordingly. Students will be subject to consequences in accordance with the *Behaviour Management Policy* if they are persistently disturbing other students.

Students are expected to monitor noise at all times and go to a venue outside of the College if they feel that their behaviour may disturb other people.

It is essential that students are particularly diligent in remaining quiet and orderly when returning from the O'Connell Street precinct, especially on pub nights, for the courtesy and consideration of our neighbours.

Parties

One of the sacrifices of living in a residential community is that parties in resident's rooms cannot be held whenever someone feels like it. The official College definition of a party is a gathering of six or more people in a room, flat, or otherwise bounded space, making noise that is disruptive to others. We ask that you move off-site on such occasions.

Students are, however, expected to exercise discretion with regards to the nature of a social gathering. A Floor Meeting is, for example, not considered to be a party if floor business is the subject of discussion and the group is not making noise that is disruptive to others. Likewise, a meeting of the Book Club would not necessarily be a party if no noise were being made that might be disruptive to others.

Parties will only be approved following permission from the Dean or Assistant Dean which must be granted at least 24 hours in advance. The host is responsible for the behaviour of guests and is responsible for ensuring that noise and behaviour of the attendees does not disturb others, that College property is not damaged, and for ensuring a thorough clean-up afterwards.

In the case of impromptu parties (those arranged with less than 24-hours' notice) the Assistant Dean must be immediately informed to request permission. Impromptu parties should not be a regular occurrence. Failure to inform the Assistant Dean of an impromptu party is unacceptable and will result in the event being dispersed and action taken in accordance with the *Behaviour Management Policy*.

Please note that during the 'swot vac' and exam period, any social gathering must be conducted off-site. Failure to observe this will result in consequences in accordance with the *Behaviour Management Policy*. Disruptions during 'swot vac' are considered a serious breach of the Code.

Alcohol

St Mark's College recognises that there is social and legal recognition of responsible consumption of alcohol by adults. Students who are at College and over the age of 18 are legally entitled to purchase and consume alcohol.

It is the responsibility of students to ensure that everything is done to minimise the harmful effects of alcohol and that the *St Mark's College's Alcohol Policy* is adhered to and enforced. The aim of the Policy is to encourage students to make informed choices about the use of alcohol.

Consumption of alcohol at St Mark's College must be seen in the wider context of a community recognition and concern about the harmful physical, behavioural and social effects of excessive alcohol consumption. The College holds the view that the excessive consumption of alcohol is not an acceptable rite of passage in itself and that such behaviour can lead to the point of harming self and/or others.

The excessive use of alcohol does not diminish a resident's personal responsibility for observing community rules and expectations.

Under no circumstances is anyone under the age of 18 permitted to consume alcohol on College premises or at College events, and no individual is permitted to supply alcohol to someone under the age of 18.

Smoke-Free Campus

St Mark's College wants to encourage healthier lifestyle choices for students, staff and the wider community. The College has a legal responsibility to provide a safe workplace and to protect staff, students and visitors from the serious health risks associated with exposure to second hand (passive) smoke, as medical evidence is irrefutable that second hand smoke causes serious diseases and harm to others, including non-smokers.

Smoking is not permitted anywhere on College grounds. Failure to comply will result in consequences as outlined in the *Behaviour Management Policy*.

The College actively supports students who want to stop smoking. Please visit [Quit SA](#) or speak with the Master or Dean for advice and support.

Drugs

The College does not condone the use of any prescribed drugs for purposes and by individuals other than those specified by a medical practitioner. The use of illegal substances is not permitted by any student, staff member or resident of the College at any time or by any individual on the College premises or attending a College event.

The sale or dealing of any illegal substance or prescribed substance by a College resident will result in immediate suspension and likely permanent expulsion from the College.

Please refer to the *St Mark's College Drugs Policy*.

Visitors

The College is your home and you are of course entitled to invite guests to visit you. However, you also have to remember that the College is home to many others and you have a responsibility to ensure that the behaviour of your guests will not disturb or offend other College members. If you wish to have an overnight guest, you must seek prior permission from the Dean and the Assistant Dean will be notified in order to accurately account for all students in an emergency situation. Students are reminded that under no circumstances is sub-letting of one's allocated room or flat allowed. If you have guests to a meal at College, you must sign for them in the guest book provided and you will be charged for their meal.

Students receiving outside guests at night should always escort them within residential buildings from and to external doors, and should ensure that external doors are kept locked.

Students are responsible at all times for the behaviour of their guests and they should not be left unsupervised at any time. Students are not to share their key cards or leave doors open or in any way interfere with the security of buildings and rooms.

Pets

Students are not permitted to have pet animals with them in College.

Dress

The College does not have a dress code, however there are circumstances where specific attire is required. Students are required to wear academic gowns to Formal Hall. Students are also expected to wear appropriate dress underneath their gowns.

There are other College occasions when formal dress is required and you will be notified in advance of these occasions.

As per the College's Health, Safety and Well-being policy, Students are required to wear footwear for all meals and events in the Dining Hall, in the Academic Centre and in the communal and administrative areas of Downer House.

Breaches of the Code

Successful community life in College depends on the respectful, responsible and cooperative conduct of individual residents. Behaviour management interventions may be required from time to time when students are unable to progress in their studies or exhibit unacceptable behaviours. Examples of unacceptable behaviours include those that jeopardise the safety of others; bring the College or the universities into disrepute; discriminates against any individual or group on the basis of gender, race, religion, disability, marital status, sexual orientation or any other attribute; and those that breach the College's Student Code of Conduct or result in property damage.

On taking up a place at College, students are asked to agree to the statement of *Vision, Values and Guidelines*. This indicates that they will abide by the College's expectations of acceptable resident behaviour. Students who breach these guidelines and expectations should expect consequences for their misconduct to be imposed by the College. The College will treat all possible breaches of the Code seriously. Responses to breaches of the Code will be determined in line with the College's *Behaviour Management Policy*. A record of poor conduct may prevent a resident from being granted re-admission to College.

Unauthorised activities

Neither the College nor its insurers take any responsibility for death, injury, loss or damage which occurs as a result of, or in connection with, an unauthorised activity. Students involved in such activities will be subject to one or more of the following; fines, suspension from privileges including attendance at events, a behavioural contract and probation, unpaid community service, suspension from the College, or expulsion from the College. An unauthorised activity is any activity not authorised by the Dean or Assistant Dean.

This means that any student or group of students arranging, contributing or taking part in such an activity will be personally responsible and therefore, individually liable for any action for damages, injury or death either directly or indirectly caused by or in the course of such activity, without the benefit of insurance.

Application for re-admission

Students are asked to re-apply for admission to College for the following year in the latter part of Semester II. It should be noted that a record of poor conduct, and/or unsatisfactory academic progress may require conditions attached to continued residency or prevent a resident from being granted re-admission to College.

Readmission is always at the discretion of the College.

Membership Roll

All new members of the College are required to sign the Membership Roll.

In signing the Roll members give the following undertaking:

***"Upon my enrolment as a Member of St Mark's College,
I agree to be bound by and to obey honourably the
guidelines and rules of the College and to do all in my
power to uphold and promote the honour of the
College."***

APPENDIX B: Behaviour Management Policy

Behaviour Management Policy

If you need help or support, contact;

- **The Master, Rose Alwyn** 0488 265 892
- **The Dean, Areti Metuamate** 0425 505 222
- **The Director of Learning, Katherine Radoslovich** 0417 105 498

About the Policy

This Policy is available on the St Mark's College [student portal](#).

This is a stand-alone Policy. As far as possible, it is consistent with the College's health, safety and welfare management system and with student and staff codes of conduct.

Statement of Commitment

St Mark's College is an adult student living and learning environment. Students are required to adhere to the College's *Student Code of Conduct* and *Vision, Values and Guidelines*.

Successful community life in College depends on the respectful, responsible and cooperative conduct of individual residents.

Behaviour management interventions may be required from time to time when students are unable to progress in their studies or exhibit unacceptable behaviours. Examples of unacceptable behaviours include those that jeopardise the safety of others; bring the College or the universities into disrepute; discriminates against any individual or group on the basis of gender, race, religion, disability, marital status, sexual orientation or any other attribute; and those that breach the College's Student Code of Conduct or result in property damage.

Who is covered by this Policy

This Policy covers the behaviour of St Mark's College students for the duration of their residency at the College.

Definitions

College	St Mark's College Inc of 46 Pennington Terrace, North Adelaide SA
Resident	All residents of the College
Student	A student resident of the College
Student Body	Any student resident of the College
Board	The Board of St Mark's College Inc

The Policy

The College has a responsibility to ensure that our community lives in harmony and any conduct and behaviours that disrupt that harmony must be addressed.

The purpose of behaviour management interventions within the College environment is to disrupt inappropriate behaviour, rectify the behaviour and to restore normal community function.

Misconduct that will result in behaviour management interventions include but are not limited to:

MINOR MISCONDUCT

- Excessive noise
- Anti-social behaviour
- Lack of Dining Hall etiquette
- Failing to secure buildings, bedrooms or gates
- Failure to comply with reasonable instructions relating to conduct on College grounds, eg. Entering out of bounds areas, inappropriate use of tennis courts, not wearing shoes in required places, removal of items from the Dining Hall or Late Meals Room without permission
- Display of inappropriate materials (e.g. unauthorised posters)
- Parking in an unauthorised location
- Any other behaviour which does not align with community expectations and the College's *Vision, Values and Guidelines* and which is determined by the Dean to be minor in nature.

SERIOUS MISCONDUCT

- Breaches of the *Student Code of Conduct* or any of the College's policies, including
 - Alcohol Policy
 - Drugs Policy
 - Hazing Policy
 - Sexual Assault Policy
 - Sexual Harassment Policy
 - Social Media Policy
- Any illegal behaviour, including but not limited to;
 - Possession, use of or dealing illegal drugs
 - Violent or threatening behaviour
 - The possession of a firearm or any device created to cause injury or menace
 - Vandalism of any kind
 - Tampering with fire safety equipment
- Hazing
- Harassment or assault of any kind, including sexual harassment or sexual assault
- Public display or distribution of pornography
- Urinating or vomiting in inappropriate locations
- Trespass or damage to any other university college
- Any action which endangers the safety or welfare of College students

- Offensive and foul language (whether spoken or written), including songs, chants or printed materials
- Property damage
- Inappropriate use of master cards
- Theft, misuse or vandalism of College or public property
- Excessive noise or disruption during the swotvac period
- Persistent minor breaches
- Any other behaviour which does not align with community expectations and the College's *Vision, Values and Guidelines*.

Senior Residents who commit serious misconduct will be removed from their position if their behaviour impacts their capacity, or perceived capacity, to undertake the responsibilities of their role. Students who commit serious misconduct may be precluded from nominating for a leadership role.

Behaviour Management Strategies

The following definitions outline the sanctions for any student of St Mark's College who engages in conduct requiring behaviour management interventions to be taken. The Dean can exercise discretion in relation to an appropriate sanction.

Where appropriate, members of the College Club will be notified of breaches of behaviour and sanctions applied.

	Behaviour Management Strategies	Communication to student body	Communication to College Board
Minor Misconduct	Warning, fine, restitution	Anonymised detail of misconduct and consequence will be reported to the student body at the next College Club General Meeting	Master's report at the next Board meeting
Serious Misconduct	Restitution, fine, suspension, expulsion, removal from Senior Resident position	Notification to the student body will have due regard for the right to privacy of all parties involved and where concerns exist, the student body may not be notified	Immediately to Board Chair
Illegal Behaviour	Expulsion	The student body will be notified of the expulsion of a student but in the interest of privacy for all parties involved further details may remain confidential	Immediately to Board Chair

Warning

A warning to the student that he or she is engaging in misconduct by violating the *Student Code of Conduct, Vision, Values and Guidelines*, rules, or policies and that continuation or repetition of misconduct may result in further consequences.

Restitution

Restitution is requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct. This includes individual responsibility as well as group responsibility. This may be required in conjunction with other consequences, depending on circumstances of the particular situation. Failure to make restitution as directed is a serious misconduct matter.

Fine

A fine (monetary or community service) may be issued in relation to inappropriate behaviour or breaches of Code of Conduct or any rules or policy of the College. This fine is to be paid in cash or through unpaid service to the College as negotiated with the Dean. This may be required in conjunction with other consequences, depending on the circumstances of the particular situation. Failure to pay a fine, or complete service hours, as directed is a serious misconduct matter. The Dean will provide written notification when a fine has been fulfilled.

Suspension

Suspension involves termination of residential student status at the College for a specified time period. Suspension does not mean automatic return to College at its conclusion. Suspension may be lifted, extended or expulsion may occur.

Expulsion

Expulsion involves termination of residential status at the College permanently. This requires a student to vacate the premises by a specific date and not to return to St Mark's or attend any events associated with the College for a predetermined time frame.

Academic Misconduct

A student's continued residency is dependent upon satisfactory academic performance and continued engagement with their studies.

Students who do not pass all of their subjects or otherwise demonstrate poor academic performance will be counselled by the Master and Director of Learning and will be placed on Academic Probation for a period of one semester to allow time to demonstrate significant academic progress.

If after a period of academic probation a student has failed to meet the negotiated improvements in academic performance, their residency may be terminated at the discretion of the Master.

The College will provide all available support to students to meet their academic expectations, but it is ultimately the student's responsibility to engage with their studies and proactively seek help as required.

All students are reminded that they must adhere to their University's policies and expectations relating to academic integrity. Any instance of plagiarism or breach of academic integrity, including reports or allegations of academic integrity from the student's University, will be treated as an instance of serious misconduct and subject to consequences in line with this Policy and that of the host University.

Principles

In the event that a behaviour management intervention being required, the following principles will apply;

- Instances of student misconduct can be referred to the Dean from a wide variety of sources, including but not limited to staff, students, Heads of other colleges or a member of the wider community.

- An appropriate behaviour management intervention will be determined on the basis of facts of that particular situation. A student who is accused of misconduct will be given an opportunity to respond and to participate in the assessment process.
- The Dean, in assessing the information provided and making a determination, can impose measures of varying severity. These include a warning, restitution, fine, suspension or expulsion as detailed in this Policy.
- All decisions will be communicated in writing to the student/s involved.
- Persistent unacceptable behaviours may result in an escalation of consequences.
- A serious incident of misconduct may result in immediate suspension or expulsion, notwithstanding that a student may not previously have come to the Dean's attention for any other instance of misconduct.
- The duration and timing of a suspension will be at the Dean's discretion and the College will work with the student to find suitable temporary accommodation.
- The terms of a suspension will involve exclusion from the College buildings and grounds, and failure to comply with this condition is considered serious misconduct.
- The Board will act as a referral body should there be any matter that a student may wish to have reviewed. The Board will determine the form such review will take, and inform the relevant student(s) and the Master.

Procedural Fairness

The College will respect the rights of respondents throughout any investigation and disciplinary processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and disciplinary processes, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities.

Roles and Responsibilities

The College is responsible for implementing this Policy and responding to disclosures and reports of misconduct.

Every person covered by this Policy (see **Who is covered by this Policy** above) is responsible for familiarising themselves with and adhering to this Policy.

Seeking Support – within the College

The College encourages anyone who is concerned about themselves or their peers to seek support as soon as possible, so that they can be helped and supported. The following people at the College have received appropriate training in this area:

- Master
- Dean
- Director of Learning
- Chaplain
- Assistant Dean

- Residential Advisors

Seeking Support – other sources

Aside from the many sources of support at College, there are many other support services for anyone affected by misconduct or who needs support in modifying their behaviour.

Support persons at College can help anyone affected to access these services.

[University of Adelaide counselling service](#)

[University of South Australia counselling service](#)

[Flinders University counselling service](#)

[Equal Opportunity Commission \(SA\)](#)

[SA Police – Emergency assistance \(including ambulance\): phone 000; non-urgent police assistance: phone 131 444](#)

[Legal Services Commission of SA](#)

Policy Review

This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

Appendix to Behaviour Management Policy

2019 Schedule of fines for incidents of minor misconduct

Breach	Fine
Excessive noise	\$50
Excessive noise between 10.00pm – 7.00am	\$100
Inappropriate or offensive language	\$50
Disorderly and anti-social behaviour	\$100 - \$200
Lack of Dining Hall etiquette	
- Not wearing shoes	\$20
- Using mobile phone (<i>DT phone exempt</i>)	\$20
- Wearing non-religious or cultural headwear	\$20
- Throwing food in the Dining Hall	\$50
Removal of crockery and cutlery from the Dining Hall	\$20
Failure to secure buildings, bedrooms, flats or gates	\$20
Failure to comply with reasonable instructions relating to conduct on College grounds	
- Entering out of bounds areas	\$100
- Inappropriate use of tennis courts, including as a thoroughfare	\$10
- Not wearing shoes in Downer House	\$5
Display of inappropriate or unauthorised materials in public areas, for example event posters or advertising for external activities	\$25
Failing to clean up communal areas following an event	\$200 + cost of clean up
Parking in an unauthorised location	\$50
Failure to attend kitchen duty	\$50 + additional shift
Property damage	
- Desk chair replacement	\$60
- Carpet clean	\$50 per room
- Mattress protector replacement	\$25 per item
- Door/wall damage	\$25 + cost of repair
- Damage to furniture	\$25 + cost of repair/replacement
- Additional room cleaning	\$50 per hour

In consultation with and at the discretion of the Dean, monetary fines can be converted to community service (eg. Kitchen duty, work on the grounds, library tasks or external community service).

Funds raised from the collection of student fines will be directed to student educational activities and resources.

Any resident can report inappropriate behaviour and any staff member or senior resident can recommend to the Dean that a fine be imposed.

APPENDIX C: Student Agreement Terms and Conditions

St Mark's College Student Agreement Terms and Conditions 2019

This Student Agreement (“the Agreement”) is between St Mark’s College Inc and the student. It comprises;

- The St Mark’s College Student Agreement Terms and Conditions 2019
- [The College Fees 2018 \(needs updating\)](#)

Once the student has electronically signed the Agreement, they are entering into a legally binding contract between the student and St Mark’s College Inc. The College reserves the right to cancel the student offer of a place at the College if the Agreement is not signed by the date stipulated.

The student should therefore ensure that they have read, understood and agree to all the terms and conditions in these documents before signing the Agreement.

This Agreement does not, and is not intended to create a tenancy of the premises. The student occupies their room and has access to common areas of the College but does not have exclusive possession of the premises.

In case of a student being a minor (under 18 years of age), the College will require a parent or other adult to act as guarantor for the student’s obligations under this Agreement.

1. DURATION OF THE COLLEGE YEAR

The College year is 40 weeks and an offer and acceptance of a place at the College is therefore a commitment to pay all College fees for the full 40 weeks unless otherwise arranged and confirmed by the College.

Approved single semester students will be granted a 20 week contract. Prior to approval, the student must provide evidence that they will be completing the requirements of their degree at the end of the first semester or that they have been accepted into an approved study abroad program for that semester. Approval is not guaranteed and any request for consideration for approval must be made by the end of the first term. A student who does not gain approval will be responsible for the payment of their fees for the full 40 weeks of the agreement.

Should a semester-only student decide to extend their contract for an additional semester, they should apply to the Master in writing by the end of the first term to guarantee a place. After this date, the room may be filled by a new incoming student and a student place can no longer be guaranteed.

2. TERMINATION OF AN AGREEMENT

A student who wishes to end their Agreement and leave College prior to the end of the College year must advise the Master as soon as possible. Whilst the College will make every effort to fill the student place, the student is responsible for the payment of their fees until such time as the place has been filled.

2.1 Termination of an Agreement at a student's request prior to the start of the College Year.

All students are permitted to withdraw from the Student Agreement by emailing the College Office or providing notice online by 5.00pm on new date. The security deposit of \$300 is refundable, however the administration fee of \$200 is not refundable.

Any student who seeks to withdraw from College after ___, will be responsible for all fees and charges under the Agreement unless the College can find a replacement student. The College will notify the student in writing when they will be released from their liabilities and responsibilities as regards to fees.

The administration fee (\$200), security deposit (\$300) and the residency bond will not be refunded. If after commencement of the semester, mandatory upfront fees will not be refunded.

Should a student need to withdraw from university for medical or compassionate reasons, early conclusion of an Agreement will be considered at the discretion of the Master. The student will be liable for an additional six weeks of College fees from the date of the withdrawal and the bond will not be refunded.

2.2 Terminating an Agreement by St Mark's College

The College may terminate an agreement in writing immediately if a student is found to be in serious breach or persistent breach of the St Mark's College Code of Conduct, as detailed in this Agreement (section 4) and the College Handbook 2019.

If the Agreement is concluded under this clause, the student and or parent/guardian will continue to be liable for the College fees until the end date of the Agreement unless and until such time as the student has been replaced by another student. There is no obligation on the College to replace the student.

The bond and mandatory fees will not be refunded.

The College reserves the right and has the sole discretion to accept the most suitable replacement applicant and will not be obliged to accept any student until all outstanding accommodation fees and all other fees and charges you are liable for under this Agreement are paid.

2.3 Conclusion of Agreement as student no longer fit and proper to remain at College

A decision about readmission or conclusion of a student's Agreement will take into account whether or not the student is suitable for membership of St Mark's College, including consideration of the student's behaviour/s and its impact on the College community, including risk to others.

The Master has absolute discretion to refuse readmission or terminate the Agreement of any student who fails to respond adequately to guidance and counselling in relation to behavioural problems or would otherwise be deemed unsuitable for living in the College community.

If the Agreement is terminated under this clause, the bond and mandatory fees will not be refunded.

In exceptional circumstances such as severe illness and hospitalisation, parents, guardians or nominated next of kin may be contacted by the Dean or nominee. Where a student has indicated that other matters can be discussed with nominated people, the Dean or nominee may undertake to do so in the best interests of the student.

3. READMISSION

The Agreement is for one residential year only (40 weeks). Readmission in the following year is normally contingent upon students having;

- Observed all Rules and Conditions as stated in the College Handbook;
- Met all payments of due accounts in accordance with the Schedule of Fees;
- Attained a satisfactory pass rate in their academic studies;
- Enrolled in a full time degree course for the subsequent year;
- Completed the relevant application process by the specified due date.

4. ST MARK'S COLLEGE CODE OF CONDUCT

Students must at all times, conduct themselves as per the College's Code of Conduct, found in the Handbook provided to the student on arrival.

The Code sets out the behaviour and conduct expected of members of the St Mark's College student community. It also sets out the processes applicable or available where there have been possible breaches of the Code, and describes the range of consequences that may follow if a resident is found by the College to have breached the Code. The College has a variety of contractual and statutory relationships with its students. The College also recognises a general responsibility to ensure that the College, as an educational community, functions on the basis of respect and consideration for others.

All students are expected to fulfil appropriate behavioural standards, and to be role models for others, aspiring to demonstrate the highest level of personal integrity at all times. Members of the St Mark's College community must express such commitment actively in their actions and words. They must respect the rights of all other members of the College, while also acting in accordance with the laws of the wider Australian community.

Agreeing to abide by this Code of Conduct is a requirement for students becoming members of St Mark's College, and abiding by this Code is a requirement for students remaining members of St Mark's College.

The College will treat all possible breaches of the Code seriously. However, the College recognises that students' conduct may be regarded, in any given circumstance, on a scale from minor to extremely serious. For that reason, the processes to be applied in determining whether a breach of the Code has occurred, and what the consequences of any established breach should be, are matters reserved to the discretion of the College.

St Mark's College is a values-based community and in accordance with our values, the following are wholly unacceptable either within College or the wider community:

- Offensive language
- Excessive noise and anti-social behaviour
- Any illegal behaviour, including but not limited to;
 - Possession, use of or dealing illegal drugs
 - Violent or threatening behaviour
 - The possession of a firearm or any device created to cause injury or menace
 - Vandalism of any kind
- Harassment of any kind, including hazing or victimisation
- Sexual Harassment and Sexual Assault
- Bullying or discrimination of any kind
- Tampering with fire safety equipment
- Any action which endangers the safety or welfare of College residents or damages the College's reputation.

On taking up a place at College, students are asked to agree to the *Vision, Values and Guidelines*. This indicates that they will abide by the College's expectations of acceptable behaviour. Students who breach these guidelines and expectations should expect penalties to be imposed by the College. A record of poor conduct may prevent a student from being granted re-admission to College.

When signing this Agreement, the student also agrees to not use their room for any illegal or harmful purpose and further agrees not to use the room for commercial activities. They agree to return the room/flat to the condition in which the room/flat was first provided (except for fair wear and tear) at the end date of the Agreement period.

APPENDIX D: Vision, Values and Guidelines

St Mark's College is committed to being a leader among university residential colleges in Australia, fostering the growth and development of each individual within a collegiate community through active encouragement and support, the provision of a diverse range of activities and experiences, and an emphasis on maintaining the highest of standards in all pursuits and relationships.

A world enriched by the leadership of our College community

We place importance on being a welcoming, diverse and inclusive community that:

- promotes intellectual enquiry and rigour, a love of learning and a culture of continuous improvement
- supports the well-being of each student to enjoy a healthy and happy College experience
- fosters respectful relationships and lifelong friendships
- expects personal and professional conduct characterised by fairness and integrity
- encourages a willingness to serve others and to give back to the community in a spirit of thankfulness
- cares about the environment and embraces the principles of ecological sustainability
- values the vision of our founders, our Anglican foundation and the best traditions of the College
- takes an active, progressive and outward-looking approach to life

These values guide the way we live together. We have a mutual responsibility to live according to them and to negotiate what it means to live them together in our busy, energised and diverse community. We always need to be able to answer the question 'is the way I am living consistent with St Mark's values?' Living according to these key principles, rather than by a list of rules or prohibitions, is living as a values-based community.

Our values underpin the best of St Mark's College.

APPENDIX E: Health, Safety and Well-being Policy

(In accordance with the Regulations of the Work Health and Safety Act 2011)

Introduction

St Mark's College is committed to ensuring the health and safety and well-being of the working environment for its staff and other workers, students and visitors. The College is committed to working safely and expects staff and other workers, students, and visitors to the College to also view this as a collective and individual responsibility.

Policy Scope

This policy applies to all persons who undertake St Mark's College related activities, use St Mark's College facilities and/or are employed or engaged by the College or affiliated with the College in any capacity. This includes but is not limited to employees, Board members, volunteers, students, visitors or third parties engaged by the College under a contract of service or contract for service.

Policy Principles

St Mark's College aims to minimise the risk of injury and illness to our employees and other persons by adopting a planned and systematic approach to the management of health, safety and well-being including the identification, assessment and control of hazards.

The College will monitor and evaluate activities to ensure its commitment to continuous improvement.

The College will communicate and consult with all employees and key stakeholders and encourage their contributions to processes affecting the health, safety and well-being of all staff and students at St Mark's College.

Commitment

St Mark's College recognises its responsibility under the *Work Health and Safety Act (2011)* and associated legislation. Officers of the College, including members of Board, Council, the Master, the Dean, the Bursar, student leaders and Supervisors all have a key responsibility with regard to ensuring the health, safety and welfare of staff and other workers, students, and visitors to the College. In fulfilling this responsibility, there is a duty to exercise due diligence in providing and maintaining so far as is reasonably practicable, a working environment that is safe and without risks to health.

All persons identified in the scope of this policy must comply with Work Health and Safety systems, procedures and processes in accordance with all relevant legislation and the WHS handbook.

St Mark's College is committed to:

- Undertaking risk management activities to identify, assess, and control risks to persons in the work environment, including regular review of changes to work methods and practices;
- Compliance with all relevant legislation;

- Ensuring that plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
- Providing, monitoring and maintaining systems for the safe use, handling, storage and transportation of plant, equipment and substances;
- Maintaining safe systems of work, the work premises and the work environment, including systems to adequately manage an emergency response;
- Providing adequate facilities to protect the welfare of all employees and students;
- Providing appropriate Health and Safety training to all employees;
- Providing relevant information and appropriate supervision and training for all staff and students;
- Providing adequate resources, including finances, to facilitate the fulfilment of the College's Work Health and Safety (WH&S) responsibilities;
- Regularly reviewing and evaluating work health and safety systems including audits and workplace inspections;
- Providing adequate training in the safe use, handling and disposal of electrical equipment and chemicals;
- Providing and maintaining Personal Protective Equipment (PPE).
- Responsibility and Accountability

The Master and members of the Board have ultimate responsibility for the implementation and review of the College's Health, Safety and Well-being (HSW) policy, and delegation of HSW management responsibilities. In fulfilling the objectives of this policy, the College is committed to regular consultation with staff and students to ensure that the policy operates effectively and that health and safety issues are regularly reviewed. The College will consult so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter.

In this regard, all managers, supervisors and student leaders are responsible and accountable for day-to-day HSW within their areas of responsibility, and have the authority to fulfil those responsibilities. The Health, Safety and Well-being Committee is available to consult and advise regarding specific HS&W matters and to assist with the development and implementation of HS&W systems procedures and programs.

Supervisors/Assistant Dean/Tutors/Residential Advisors

In their own interests and as a legal obligation, Supervisors/Assistant Dean/Tutors and Residential Advisors have a responsibility/duty of care for:

- the effective implementation and regular reference to this Work Health and Safety policy;
- providing a safe environment and safe systems at work;
- adopting measures to minimise the risk of harmful effects of fire or explosion;
- ensuring systems or equipment provided for HS&W purposes are not misused;
- reporting any accident or near miss to the Dean of St Mark's College;
- ensuring that all employees under their control work in a safe manner and are instructed in the safe and proper use of any equipment under their control;
- ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health and safety at work or the safety of any other person at work.

Employees

In their own interests and as a legal obligation, employees have a responsibility/duty of care to

- ensure the effective implementation and regular reference to this Health, Safety and Well-being policy;
- ensure that the agreed procedures for consultation as defined in the *Work Health and Safety Act 2011* and related Code of Practice are followed;
- take all reasonable care to protect their health and safety at work;
- ensure that no other person is endangered through any act or omission at work;
- ensure that that all equipment provided for health and safety purposes is used correctly;
- ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health and safety at work or the safety of any other person at work;
- obey all instructions issued to protect their own and all others health and safety at work;
- report or make recommendations to their supervisors, as they deem necessary, to avoid, eliminate or minimise any hazards of which they are aware, regarding their working conditions or methods;
- maintain a tidy work area;
- Use appropriate PPE equipment as directed.

Students/students

In their own interests and as a legal obligation, students have a responsibility/duty of care to

- take all reasonable care to protect their health and safety while in residence;
- ensure no other person is endangered through any act or omission while in residence;
- ensure that all equipment provided for health and safety purposes is used correctly and not misused or bypassed;
- ensure that they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health and safety or the safety of any other person whilst in residence;
- report or make recommendations to their Assistant Dean/Tutors, as they deem necessary, to avoid, eliminate or minimise any hazards of which they are aware;
- Report all accidents or near misses to the Dean of St Mark's College;

Maintain a tidy work area.

St Mark's College Health, Safety and Well-being Committee

The College's Health, Safety and Well-being Committee must be consulted regarding the College's Work Health and Safety policy and procedures.

The College's Health Safety and Well-being Committee provides a consultative mechanism for all staff, contractors and students.

The College's Health Safety and Well-being Committee will discuss and make recommendations to promote work health and safety best practice to ensure the health, safety and welfare of staff and other workers, students and visitors to the College.

Contractors and Sub-Contractors

Contractors and Subcontractors are considered to be workers within the College environment, as defined within the *Work Health and Safety Act 2011*. They are required to comply with the College's HS&W policy and procedures and must take reasonable care of themselves and others in the workplace.

They must:

observe directions on health and safety from designated officers of the College

not bypass or misuse systems or equipment provided for HS&W purposes

report any unsafe incidents or conditions that come to their attention.

Review

Key Performance Indicators (KPIs) will be identified and targets set to monitor and improve overall HS&W performance.

This policy will be regularly reviewed as required by legislation and organisational changes or, as a minimum, every two years.

Essential Supporting Documents

The list of essential supporting documents provides the College with practical guidance and detail on how to comply with the requirements of this policy. Their application is essential to understanding and implementing the policy, and must be referred to in conjunction with the policy.

[WHS Act 2011](#) and [WHS Regulations 2012](#)

[WHS Act 2011 Model Codes of Practice](#)

Asbestos register

The College maintains an asbestos register which is accessible by students by contacting the Property Manager.

APPENDIX F: Sexual Harassment and Sexual Assault Policies

SEXUAL HARASSMENT POLICY

If you need help or support, call:

- **1800RESPECT**
- **The Master, Rose Alwyn** **0488 265 892**
- **The Dean, Areti Metuamate** **0425 505 222**
- **The Director of Learning, Katherine Radoslovich** **0417 105 498**

The Policy

This Policy is available on the St Mark's College [student portal](#).

The College has also produced [Factsheets](#) on Sexual Harassment and Sexual Assault outlining:

- what constitutes sexual harassment and sexual assault, and
- what to do if you experience or witness any of those things.

This is a stand-alone Policy. As far as possible, it is consistent with the College's health, safety and welfare management system and with student and staff codes of conduct.

Statement of Commitment

St Mark's College is committed to best-practice management to minimise the incidence and effects of sexual harassment.

We are committed to:

- a whole-of-community approach to preventing and responding to sexual harassment
- a zero-tolerance policy towards sexual harassment
- providing evidence-based education and training for staff and students throughout their time at College, and
- providing trauma-informed support for survivors, internally and/or through referral to professional support services.

We recognise that sexual harassment can have traumatic and devastating impacts on people experiencing or witnessing such behaviour.

Who is covered by this Policy

This Policy applies to all St Mark's College staff and students, and to their visitors and invitees, on College grounds.

It also applies to everyone (College staff, students and their visitors and invitees) attending and/or participating in College events and activities, whether held on or outside College grounds.

What is covered by this Policy

This Policy applies to any and all forms of **sexual harassment** (see **Definitions** below) perpetrated by, experienced by or witnessed by anyone covered by this Policy.

Disclosure and Reporting

This Policy draws a distinction between **disclosing** and **reporting** (see **Definitions** below).

This Policy covers how to disclose and how to report sexual harassment to the College and how the College will respond.

Disclosing and reporting to external agencies are not governed by this Policy, but this Policy is not intended to preclude or inhibit in any way any disclosing or reporting to any external agency.

Sexual harassment is unlawful. A complaint process is available through the Equal Opportunity Commission (SA).

Procedural Fairness

The College will treat complainants and respondents in accordance with accepted principles of procedural fairness.

We acknowledge that complainants should not be adversely treated or affected in any way as a result of choosing to disclose or report sexual harassment.

The College will respect the rights of respondents throughout any investigation and disciplinary processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and disciplinary processes, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities.

The College cannot pursue any formal investigation or disciplinary process where a report is made anonymously or without identifying the respondent, but the information will still be used for the purposes of the College's risk identification, assessment and prevention strategies.

Roles and Responsibilities

The College is responsible for implementing this Policy and responding to disclosures and reports of sexual harassment.

Every person covered by this Policy (see **Who is covered by this Policy** above) is responsible for familiarising themselves with and adhering to this Policy.

Particular office-holders mentioned in this Policy have the particular roles and responsibilities set out in this Policy.

Definitions

College	St Mark's College of 46 Pennington Terrace, North Adelaide SA
Complainant	Person who personally experiences or personally witnesses sexual harassment and who makes a disclosure or report.
Disclosure/Disclosing	Any disclosure by a complainant to a support person of sexual harassment experienced or witnessed by the complainant; any disclosure of the same by a support person to another support person.
Report/Reporting	A formal report by a complainant to the College, as provided for in this Policy, of sexual harassment experienced or witnessed by the complainant.
Respondent	Person who has, or allegedly has, perpetrated sexual harassment.
Sexual harassment	As defined in the <i>Sex Discrimination Act 1984</i> (Cth).
Support person	Any person to whom a disclosure of sexual harassment is made.

What behaviours are classified as sexual harassment

This Policy adopts the definition of sexual harassment in the *Sex Discrimination Act 1984* (Cth).

Sexual harassment can take many different forms – it can be obvious or indirect, physical or verbal, repeated or one-off. It can be perpetrated by a person of any gender against a person of the same or any other gender.

Sexual harassment can include:

- Staring or leering
- Unnecessary familiarity, such as deliberately brushing up against someone, or unwelcome touching
- Suggestive comments or jokes
- Insults or taunts of a sexual nature
- Intrusive comments or questions about someone's private life
- Displaying material of a sexual nature, such as posters or magazines, or social media posts
- Sending emails or text messages, or sharing photos or social media posts, of a sexual nature
- Making comments or advances or suggestions of a sexual nature on social media
- Accessing sexually explicit internet sites
- Requests for sex or repeated unwelcome requests to go out on dates

- Criminal sexual behaviour, such as physical assault, indecent exposure, stalking or obscene communications.

Seeking Support – within the College

The College encourages anyone who has experienced or witnessed sexual harassment to seek support as soon as possible, so that they can be helped and supported.

We recognise that sexual harassment can be traumatic and that persons affected often find it difficult to talk to someone else about what has happened.

Disclosing

Anyone who experiences or witnesses sexual harassment can talk to a support person about what happened/what is happening, about how they feel and about what help and support they may need without having to make a formal report – this is called *disclosing*.

When it comes to disclosing, the most important person is the complainant. What/how much the complainant discloses is up to the complainant. The role of the support person is to listen and to offer help and support.

Anyone (a relative, friend, or other trusted person) can be a support person.

The following people at the College have received appropriate training in this area, and anyone who has experienced or witnessed sexual harassment can seek help and support from these people at any time:

- Master
- Dean
- Director of Learning
- Chaplain
- Assistant Dean
- Residential Advisors.

The College's priority is the health, safety and well-being of the person who has experienced or witnessed sexual harassment, and the most important thing is to ensure that they are safe and supported.

The College acknowledges that disclosure of sexual harassment can also be traumatic for support persons. Support persons can also seek support from other support persons.

The complainant can ask the support person to keep the disclosure confidential, and that will be respected, except to the extent that the support person may need to disclose details in order to protect any person from a risk to safety, health or well-being.

The opportunities for the College to provide appropriate support, investigate effectively, and identify and respond to risks and incidents, may be limited if incidents are disclosed anonymously or confidentially or without all of the details. In such cases, the College will still use the *de-identified* disclosure (i.e. without disclosing the identity, or any details that may suggest the

identity, of any person involved in the incident/s) for the purposes of the College's risk identification, assessment and prevention strategies.

For the same purposes, any member of staff of the College to whom a disclosure of sexual harassment is made is required to provide *de-identified* notice of the disclosure to the Master and/or the Dean.

The College may also provide *de-identified* disclosure to the universities (The University of Adelaide, The University of South Australia and/or Flinders University) as required or appropriate.

Reporting

A complainant may choose to make a formal report of sexual harassment – this is called *reporting*. Reporting can happen at any time, whether before, after or instead of disclosing.

A support person cannot make a report of sexual harassment disclosed to them, because the College cannot be sure that the complainant wants that formal step to be taken. A support person can assist a complainant to make a report, including be with the complainant when the report is made.

The Specific Points of Contact at the College for reporting are the Master and the Dean.

A report can be made to the Master or the Dean in person or over the phone or in writing:

- Master, Ms Rose Alwyn: master@stmarkscollege.com.au / 0488 265 892
- Dean, Areti Metuamate: areti@stmarkscollege.com.au / 0425 505 222

The College will acknowledge receipt of the report, acknowledge the complainant's experience and make clear that the complainant's safety and well-being is the first priority.

A complainant is free to change their mind about the report at any time, including to withdraw it or to say that they do not want any further action taken. That decision will be respected and the College will still provide support, information and advice to the complainant.

The complainant can make a report anonymously, or without reporting all of the details, and that will be respected, except to the extent that the Master/Dean may need to take action to protect any person from a risk to safety, health or well-being.

It may be important to report an incident as soon as possible, so that the College can provide appropriate support, investigate effectively, and identify and respond to safety risks. Having said that, the College recognises that reporting can be traumatic and is ultimately the decision of the complainant, and the College does not impose any time limit for reporting.

The opportunities for the College to provide appropriate support, investigate effectively, and identify and respond to risks and incidents, may be limited if:

- a report is made anonymously, confidentially or without all of the details
- significant time has passed between incident and report

- the complainant and/or the respondent is/are no longer at the College, and/or
- information is disclosed to the College by a support person in the absence of the complainant.

Where reports are made anonymously, confidentially or without all of the details, or where information is disclosed to the College by a support person in the absence of the complainant, the College will nevertheless use the *de-identified* report/information for the purposes of the College's risk identification, assessment and prevention strategies.

The College may also provide *de-identified* reports/information to the universities (The University of Adelaide, The University of South Australia and/or Flinders University) as required or appropriate.

Specific process for responding to a report

Instances of sexual harassment reported to the College will be handled sensitively, discretely, fairly, objectively and without bias.

Counselling support services will be offered throughout the process, irrespective of whether the complainant wishes to take the matter further.

1. Initial assessment

The Master/Dean will promptly and fairly conduct an initial assessment, which at minimum will include taking measures necessary or appropriate to:

- protect any person from a risk to safety, health or well-being, and/or
- assist in the effective implementation and progress of any subsequent investigation or disciplinary process (whether to be conducted by the College or an external agency).

As part of the initial assessment, the Master/Dean will consider the scope and timing of further action, taking all the circumstances into account.

The Master/Dean will respect the wishes and choices of the complainant as to how the matter is dealt with, to the furthest extent possible – but the College (as part of its commitment to providing a safe place for students and staff to live, work and study) retains a discretion to take such action (which may include referring the matter for investigation and/or action to police or other external agency) as may be necessary or appropriate in the exercise of the College's duty to take reasonable care to avoid a foreseeable risk of harm to students, staff or visitors.

2. Further action

The College commits to providing support and assistance (separately) to the complainant and to the respondent (where known) throughout the process, including in understanding options, by providing relevant information in a timely way, in accessing support services, and in dealing with external agencies (where applicable).

The College will assist complainants and respondents to access support services (including medical and legal services), but is not able to provide financial assistance to complainants or respondents for such services. The College cannot advocate for either party where that might compromise the impartiality, or appearance of impartiality, of the College's processes.

The College will inform, and keep informed, both the complainant and the respondent about applicable policies and processes, investigation outcomes, and any action the College proposes to take. Throughout, the complainant remains free to change their mind about the report at any time, including to withdraw it or to say that they do not want any further action taken; that decision will be respected and the College will still provide support, information and advice to the parties.

College sanctions and disciplinary action are at the discretion of the Master, taking into account all information provided by both parties and all the circumstances.

The College does not have control over external agencies' responses to any report of sexual harassment made to external agencies.

Seeking Support – other sources

Aside from the many sources of support at College, there are many other support services for anyone affected by sexual harassment.

Support persons at College can help anyone affected to access these services.

[Yarrow Place Rape and Sexual Assault Service](#)

[University of Adelaide counselling service](#)

[University of South Australia counselling service](#)

[Flinders University counselling service](#)

[Equal Opportunity Commission \(SA\)](#)

[1800RESPECT – National Sexual Assault, Domestic Family Violence Counselling Service](#)

[SA Police – Emergency assistance \(including ambulance\): phone 000; non-urgent police assistance: phone 131 444](#)

[Legal Services Commission of SA](#)

Policy Review

This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

Sexual Assault Policy

If you need help or support, call:

- **National Sexual Assault, Domestic Family Violence Counselling Service 1800RESPECT (1800 737 732)**
- **Yarrow Place Rape and Sexual Assault Service 1800 817 421 (toll free in SA)**
Yarrow Place provide a 24-hour crisis response service (medical and counselling services for recent sexual assault), professional counselling and the collection of forensic evidence as requested by those people who have made, or wish to make, a report to the police.
- **SA Police 000 (emergency), 131 444 (non-emergency)**
- **The Master, Rose Alwyn 0488 265 892**
- **The Dean, Areti Metuamate 0425 505 222**

The Policy

This Policy is available on the St Mark's College [student portal](#).

The College has also produced [Factsheets](#) on Sexual Harassment and Sexual Assault outlining:

- what constitutes sexual harassment and sexual assault, and
- what to do if you experience or witness any of those things.

This is a stand-alone Policy. As far as possible, it is consistent with the College's health, safety and welfare management system and with student and staff codes of conduct.

Statement of Commitment

St Mark's College is committed to best-practice management to minimise the incidence and effects of sexual assault.

We are committed to:

- a whole-of-community approach to preventing and responding to sexual assault
- a zero-tolerance policy towards sexual assault
- providing evidence-based education and training for staff and students throughout their time at College, and
- providing trauma-informed support for survivors, internally and/or through referral to professional support services.

We recognise that sexual assault can have traumatic and devastating impacts on people experiencing or witnessing such behaviour.

Who is covered by this Policy

This Policy applies to all St Mark's College staff and students, and to their visitors and invitees, on College grounds.

It also applies to everyone (College staff, students and their visitors and invitees) attending and/or participating in College events and activities, whether held on or outside College grounds.

What is covered by this Policy

This Policy applies to any and all forms of **sexual assault** (see **Definitions** below) perpetrated by, experienced by or witnessed by anyone covered by this Policy.

Disclosure and Reporting

This Policy draws a distinction between **disclosing** and **reporting** (see **Definitions** below).

This Policy covers how to disclose and how to report sexual assault to the College and how the College will respond.

Disclosing and reporting to external agencies are not governed by this Policy, but this Policy is not intended to preclude or inhibit in any way any disclosing or reporting to any external agency.

Sexual assault is a crime. Sexual assault may be reported to SA Police.

Procedural Fairness

The College will treat complainants and respondents in accordance with accepted principles of procedural fairness.

We acknowledge that complainants should not be adversely treated or affected in any way as a result of choosing to disclose or report sexual assault.

The College will respect the rights of respondents throughout any investigation and disciplinary processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and disciplinary processes, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities.

The College cannot pursue any formal investigation or disciplinary process where a report is made anonymously or without identifying the respondent, but the information will still be used for the purposes of the College's risk identification, assessment and prevention strategies.

Roles and Responsibilities

The College is responsible for implementing this Policy and responding to disclosures and reports of sexual assault.

Every person covered by this Policy (see **Who is covered by this Policy** above) is responsible for familiarising themselves with and adhering to this Policy.

Particular office-holders mentioned in this Policy have the particular roles and responsibilities set out in this Policy.

Definitions

College	St Mark's College of 46 Pennington Terrace, North Adelaide SA
Complainant	Person who personally experiences or personally witnesses sexual assault and who makes a disclosure or report.
Consent	has the meaning given by law (and see "Consent" below)
Disclosure/Disclosing	Any disclosure by a complainant to a support person of sexual assault experienced or witnessed by the complainant; any disclosure of the same by a support person to another support person.
Report/Reporting	A formal report by a complainant to the College, as provided for in this Policy, of sexual assault experienced or witnessed by the complainant.
Respondent	Person who has, or allegedly has, perpetrated sexual assault.
Sexual assault	Rape, indecent assault or any other sexual offence at common law or as proscribed by the <i>Criminal Law Consolidation Act 1935</i> (SA).
Support person	Any person to whom a disclosure of sexual assault is made.

What behaviours are classified as sexual assault

Sexual assault can include anything sexual that makes a person feel scared or uncomfortable.

Sexual assault can take many different forms. It can include:

- Any sexual activity without informed consent
- Touching any part of a person's body in a sexual way without their consent
- Exposing one's genitals or 'flashing'
- Watching a person when they are naked or doing sexual things
- Taking off a condom before or during sex without the other person's consent
- Posting sexual pictures of a person on the internet or sharing them via social media
- Making someone watch or be in pornography (videos or photos of sex or sexual things)
- Sexual harassment
- Sexual coercion

Rape and other sexual offences, including indecent assault, are proscribed by the *Criminal Law Consolidation Act 1935* (SA); any conduct or activity that would constitute such an offence, or constitute sexual assault at common law, constitutes sexual assault for the purposes of this Policy.

Consent

Consent to sexual activity means consent to sexual activity at that time with that person.

Consent means more than just saying yes or not being forced – it needs to be informed. 'Informed consent' means there is nothing stopping the person from giving consent or understanding what they are consenting to.

Informed consent cannot happen if the person is:

- passed out or unconscious, including because of drugs, alcohol or a violent assault
- asleep
- conscious, but unable to say what they want or do not want, including because of the effects of alcohol or drugs
- tricked or otherwise under a false impression about who the other person is
- too scared to, or otherwise unable to, say no or refuse or resist.

Other things to know about consent

Consent needs to happen every time – agreement to sex at one time is not agreement to sex at any other time.

Everyone needs consent – consent cannot be assumed between people in a relationship.

Consent has to happen at every step – agreement to one sexual thing is not agreement to any other sexual thing.

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

Make sure the other person is consenting – each and every time a person engages in any sexual activity, they must always have the other person's consent.

Going ahead with sexual activity knowing that the other person does not consent is criminal, but it is also criminal to proceed with sexual activity:

- being aware of the possibility that the person might not be consenting, or
- not giving any thought to whether or not the person is consenting.

Seeking Support – within the College

The College encourages anyone who has experienced or witnessed sexual assault to seek support as soon as possible, so that they can be helped and supported.

We recognise that sexual assault is traumatic and that persons affected often find it difficult to talk to someone else about what has happened.

Disclosing

Anyone who experiences or witnesses sexual assault can talk to a support person about what happened/what is happening, about how they feel and about what help and support they may need without having to make a formal report – this is called *disclosing*.

When it comes to disclosing, the most important person is the complainant. What/how much the complainant discloses is up to the complainant. The role of the support person is to listen and to offer help and support.

Anyone (a relative, friend, or other trusted person) can be a support person.

The following people at the College have received appropriate training in this area, and anyone who has experienced or witnessed sexual assault can seek help and support from these people at any time:

- Master
- Dean
- Director of Learning
- Chaplain
- Assistant Deans
- Head Residential Advisors
- Residential Advisors.

The College's priority is the health, safety and wellbeing of the person who has experienced or witnessed sexual assault, and the most important thing is to ensure that they are safe and supported.

The College acknowledges that disclosure of sexual assault can also be traumatic for support persons. Support persons can also seek support from other support persons.

The complainant can ask the support person to keep the disclosure confidential, and that will be respected, except to the extent that the support person may need to disclose details in order to protect any person from a risk to safety, health or wellbeing.

The opportunities for the College to provide appropriate support, investigate effectively, and identify and respond to risks and incidents, may be limited if incidents are disclosed anonymously or confidentially or without all of the details. In such cases, the College will still use the *de-identified* disclosure (i.e. without disclosing the identity, or any details that may suggest the identity, of any person involved in the incident/s) for the purposes of the College's risk identification, assessment and prevention strategies.

For the same purposes, any member of staff of the College to whom a disclosure of sexual assault is made is required to provide *de-identified* notice of the disclosure to the Master and/or the Dean.

The College may also provide *de-identified* disclosure to the universities (The University of Adelaide, The University of South Australia and/or Flinders University) as required or appropriate.

Reporting

A complainant may choose to make a formal report of sexual assault – this is called *reporting*. Reporting can happen at any time, whether before, after or instead of disclosing.

A support person cannot make a report of sexual assault disclosed to them, because the College cannot be sure that the complainant wants that formal step to be taken. A support person can assist a complainant to make a report, including be with the complainant when the report is made.

The Specific Points of Contact at the College for reporting are the Master and the Dean.

A report can be made to the Master or the Dean in person or over the phone or in writing:

- Master, Ms Rose Alwyn: master@stmarkscollege.com.au / 0488 265 892
- Dean, Dr Areti Metuamata: areti@stmarkscollege.com.au / 0425 505 222

The College will acknowledge receipt of the report, acknowledge the complainant's experience and make clear that the complainant's safety and wellbeing is the first priority.

A complainant is free to change their mind about the report at any time, including to withdraw it or to say that they do not want any further action taken. That decision will be respected and the College will still provide support, information and advice to the complainant.

The complainant can make a report anonymously, or without reporting all of the details, and that will be respected, except to the extent that the Master/Dean may need to take action to protect any person from a risk to safety, health or wellbeing.

It may be important to report an incident as soon as possible, so that the College can provide appropriate support, investigate effectively, and identify and respond to safety risks. Having said that, the College recognises that reporting can be traumatic and is ultimately the decision of the complainant, and the College does not impose any time limit for reporting.

The opportunities for the College to provide appropriate support, investigate effectively, and identify and respond to risks and incidents, may be limited if:

- a report is made anonymously, confidentially or without all of the details
- significant time has passed between incident and report
- the complainant and/or the respondent is/are no longer at the College, and/or
- information is disclosed to the College by a support person in the absence of the complainant.

Where reports are made anonymously, confidentially or without all of the details, or where information is disclosed to the College by a support person in the absence of the complainant, the College will nevertheless use the *de-identified* report/information for the purposes of the College's risk identification, assessment and prevention strategies.

The College may also provide *de-identified* reports/information to the universities (The University of Adelaide, The University of South Australia and/or Flinders University) as required or appropriate.

Specific process for responding to a report

Instances of sexual assault reported to the College will be handled sensitively, discretely, fairly, objectively and without bias.

Counselling support services will be offered throughout the process, irrespective of whether the complainant wishes to take the matter further.

1. Initial assessment

The Master/Dean will promptly and fairly conduct an initial assessment, which at minimum will include taking measures necessary or appropriate to:

- protect any person from a risk to safety, health or wellbeing, and/or
- assist in the effective implementation and progress of any subsequent investigation or disciplinary process (whether to be conducted by the College or an external agency).

As part of the initial assessment, the Master/Dean will consider the scope and timing of further action, taking all the circumstances into account.

The Master/Dean will respect the wishes and choices of the complainant as to how the matter is dealt with, to the furthest extent possible – but the College (as part of its commitment to providing a safe place for students and staff to live, work and study) retains a discretion to take such action (which may include referring the matter for investigation and/or action to police or other external agency) as may be necessary or appropriate in the exercise of the College's duty to take reasonable care to avoid a foreseeable risk of harm to students, staff or visitors.

2. Further action

The College commits to providing support and assistance (separately) to the complainant and to the respondent (where known) throughout the process, including in understanding options, by providing relevant information in a timely way, in accessing support services, and in dealing with external agencies (where applicable).

The College will assist complainants and respondents to access support services (including medical and legal services), but is not able to provide financial assistance to complainants or respondents for such services. The College cannot advocate for either party where that might compromise the impartiality, or appearance of impartiality, of the College's processes.

The College will inform, and keep informed, both the complainant and the respondent about applicable policies and processes, investigation outcomes, and any action the College proposes to take. Throughout, the complainant remains free to change their mind about the report at any time, including to withdraw it or to say that they do not want any further action taken; that decision will be respected and the College will still provide support, information and advice to the parties.

College sanctions and disciplinary action are at the discretion of the Master, taking into account all information provided by both parties and all the circumstances.

The College does not have control over external agencies' responses to any report of sexual assault made to external agencies.

Seeking Support – other sources

Aside from the many sources of support at College, there are many other support services for anyone affected by sexual assault.

Support persons at College can help anyone affected to access these services.

[Yarrow Place Rape and Sexual Assault Service](#)

[Further information is available on their website about the following areas:](#)

- [Information about a forensic medical examination](#)
This examination is most useful within 72 hours of the rape or sexual assault. However, it can be done up to 1 week after the assault.
Making a decision about contacting police can be difficult. Yarrow Place offer a 'just in case' forensic medical examination. Evidence is collected and stored safely until you make a decision within a 12-month period.
- [Coping after a sexual assault](#)
- [Legal options following a sexual assault](#)
- [Medical care following a sexual assault](#)

[University of Adelaide counselling service](#)

[University of South Australia counselling service](#)

[Flinders University counselling service](#)

[Equal Opportunity Commission \(SA\)](#)

[1800RESPECT – National Sexual Assault, Domestic Family Violence Counselling Service](#)

[SA Police – Emergency assistance \(including ambulance\): phone 000; non-urgent police assistance: phone 131 444](#)

[Legal Services Commission of SA](#)

Policy Review

This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

APPENDIX G: Alcohol Policy

Alcohol Policy

If you need help or support, call:

- **Drug and Alcohol Services of SA** 1300 13 1340 (*confidential counselling and information*)
- **Headspace** 1800 063 267
- **The Master, Rose Alwyn** 0488 265 892
- **The Dean, Areti Metuamate** 0425 505 222

About the Policy

This Policy is available on the St Mark's College [student portal](#) and in the student Handbook.

This is a stand-alone Policy. As far as possible, it is consistent with the College's health, safety and welfare management system and with student and staff codes of conduct.

Statement of Commitment

The College is a living and learning environment where every student, staff member and visitor must be respectful and considerate of others. The College operates on the basic principle that our students are young adults and are responsible for what they consume. The excessive use of alcohol does not diminish a resident's personal responsibility for observing community rules and expectations.

Where there is alcohol misuse, students will be supported to seek professional help and advice in a sensitive manner.

St Mark's recognises that safe alcohol consumption in Australia is legally and culturally accepted. Students who are at College and over the age of 18 are legally entitled to purchase and consume alcohol. It is the responsibility of students and staff to ensure that everything is done to minimise the harmful effects of alcohol and that this Policy is adhered to and enforced.

St Mark's College takes a harm minimisation approach towards the use of alcohol. Harm minimisation recognises that the consumption of alcohol can be a part of life for many young people in Australia and seeks to decrease any harm as a result of excessive or anti-social consumption. The College aims for students to develop responsible attitudes and behaviours towards alcohol and to ensure that its consumption does not prevent students from engaging energetically with College life and their university studies.

All activities at St Mark's are covered by relevant Commonwealth and State laws, and the College's own policies and procedures.

Who is covered by this Policy

This Policy applies to all St Mark's College staff and students, and to their visitors and invitees, on College grounds.

It also applies to everyone (College staff, students and their visitors and invitees) attending and/or participating in College events and activities, whether held on or outside College grounds.

Liquor license requirements apply to all events organised on College grounds or externally by the College Club Committee.

Definitions

Binge drinking	Drinking heavily on a single occasion or drinking continuously over a number of days or weeks. Binge drinking is drinking with the specific intention of getting drunk.
College	St Mark's College Inc of 46 Pennington Terrace, North Adelaide SA
Resident	All residents of the College
Student	A student resident of the College

The policy

Personal conduct

Residents and their guests who are 18+ years old and who have chosen to consume alcohol are encouraged to drink at lower and safer risk levels. This means up to two standard drinks per day to decrease lifetime risk of harm and up to four standard drinks on one occasion to decrease acute risk of harm on any drinking occasion.

Normal community and legal standards relating to behaviour are applicable in College as they are everywhere else and residents will be face consequences in line with *Behaviour Management Policy* if their conduct is not aligned with the College's and community expectations.

Drunkenness or other intoxication is not a defence for unacceptable behaviour. Those who choose to consume alcohol must take full responsibility for their behaviour and those who serve alcohol to residents must recognise they have some responsibility for the behaviour of those they serve.

Competitive drinking games which include alcohol and the encouragement or expectation to drink alcohol fast, to excess, or in any other dangerous manner, are not acceptable behaviours.

No resident is to compel or otherwise exert pressure on any other person to drink alcohol, and behaviour should be in line with the [St Mark's College No Hazing Policy](#).

Dry zones

The Academic Centre, Gym, Chapel and kitchen are dry zones and alcohol is not permitted to be consumed in these areas.

The Dining Hall

Formal Hall and other College events are special occasions and where appropriate, residents are welcome to bring bottled wine or pre-mixed drinks to dinner.

Anyone who is intoxicated is not permitted to enter the Dining Hall.

College Club Events

Event organisers are required to complete an Event Request Form, including the Event Management Checklist, which is to be lodged with the Dean at least fourteen days prior to the event. College Club funds are not normally to be used to distribute alcohol free of charge at student functions. Permission for this to occur must be obtained from the Dean. Alcohol should not be available at events in excess of lower risk consumption levels. This means that alcohol should be catered for at a maximum of four standard drinks per attendee.

Liquor Licence

All student-organised events at which alcohol is served must adhere to the Liquor Licence requirements in South Australia.

College Club Committee Members and/or those in charge of organising an event are required to apply for a liquor licence and forward it to the Dean prior to event approval. Event organisers must understand and abide by the conditions of the Liquor Licence at all times.

Display of Liquor Licence signage is required in a prominent location during the event.

Advertising and Promotion of events

The College does not condone the following, and events where this is the case will not be approved;

- Promotional activities offering inducements or otherwise encouraging drinking as the major objective
- Customs or activities that exert social pressure on students to drink or to drink to excess, particularly competitive, binge, or excessive drinking practices
- Alcoholic drinking games and other activities that promote binge drinking or rapid intoxication.

People under the age of 18

St Mark's College is committed to providing an environment that is safe for all children living at or visiting its premises. As such, no person under the age of 18 is permitted to consume alcohol on College grounds or at College events. This includes in the private rooms of residents. Furthermore, no student, staff member or guest is permitted to supply alcohol to persons under 18 years of age.

Underage guests must be accompanied by a responsible adult at all times on College grounds.

Responsible Service of Alcohol

Student activities at St Mark's must adhere to the relevant Commonwealth and State laws, in addition to the following;

- No intoxicated person is permitted to enter a Club Event as delineated by the liquor license boundaries
- No person who exhibits signs of intoxication is permitted to be served alcohol at the Event
- Quality non-alcoholic drink options are to be given equal prominence as alcoholic beverages at the bar
- Water is to be available and clearly visible at the bar
- Individuals who serve alcohol are to be accredited with SA Responsible Service of Alcohol, a copy of which needs to be provided to the Dean
- Alcohol must not be removed from the designated Event area as determined by the Liquor License
- It is the responsibility of the event organisers to discuss with the Dean and Caterers to ensure that arrangements are made for food to be provided

Visitors to the Colleges

Residents are responsible for ensuring that their visitors and guests comply with this Policy.

Events where external guests are in attendance need prior approval and a full list of attendees provided to the Dean prior to commencement of the event, including notification of any attendees under the age of 18.

Roles and Responsibilities

The College is responsible for implementing this Policy and responding to reports of alcohol misuse or harm.

Every person covered by this Policy (see **Who is covered by this Policy** above) is responsible for familiarising themselves with and adhering to this Policy and are responsible for their own safe decisions regarding the consumption of alcohol.

The Dean is responsible for the implementation of this policy.

Being an ethical bystander

College residents take pride in maintaining their own well-being as well as that of their friends and others at all times. If there is injury or risk of injury resulting from excessive consumption of alcohol, residents are encouraged to call for help regardless of alcohol or substance use.

To be a proactive bystander, residents should:

NOTICE an incident as one that needs their assistance or awareness.

Take **RESPONSIBILITY** for intervening. Residents are encouraged to be the leader that steps up and takes on the responsibility for doing something or who engages others in intervening as a group.

Be **READY** to intervene by having the skills and practicing or seeking additional support.

Alcohol and Informed Consent

Informed Consent

Residents have the right to make choices free from peer pressure and with a clear understanding of the facts and potential outcomes of that choice. This is informed consent and must be considered when consuming alcohol. Therefore, residents should understand the following:

- Intoxicated people cannot give informed consent
- Informed consent requires people to be free from the influence or coercion of others
- Informed consent requires the person to be aware of the relevant facts

Informed consent and consumption of alcohol

All people have the following rights regarding the consumption of alcohol at College:

- To know how alcoholic a drink is
- To be given sufficient information to understand what they are agreeing to
- To be given free choice to opt in or out without fear or pressure
- Be permitted to change their mind at any time

Alcohol, Respectful Relationships and Consent

Engagement in sexual activity should only ever be undertaken where strong and positive consent is freely given and maintained by all parties involved.

Consent cannot be given when a person is intoxicated. Where consent cannot be obtained from all parties, sexual activity must not occur.

For further information refer to the College's Sexual Assault and Sexual Harassment policies.

Behaviour Management

If a resident of the College displays an inability to use alcohol responsibly by breaching any of the above clauses, a complaint may be referred to the Master or Dean in person, by phone or in writing.

When a resident's alcohol consumption is consistently excessive, or a resident demonstrates unacceptable behaviour resulting from the over-consumption of alcohol, the College reserves the right to take appropriate action in accordance with the *Behaviour management Policy*.

Immediate intervention is managed through personal interview and may result in a management strategy which may include:

- Consequences under the *Behaviour Management Policy*
- Individual follow up and monitoring
- Referral for ongoing counselling to an appropriate external professional.
- A behavioural contract
- Suspension or expulsion from the College

Procedural Fairness

The College will respect the rights of respondents throughout any investigation and behaviour management process processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and behaviour management interventions, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities.

Seeking Support – within the College

The College encourages anyone who is concerned about themselves or their peers to seek support as soon as possible, so that they can be helped and supported.

The following people at the College have received appropriate training in this area

- Master
- Dean
- Director of Learning
- Chaplain
- Assistant Dean
- Residential Advisors

Seeking Support – other sources

Aside from the sources of support at College, there are many other support services for anyone who would like to learn more about alcohol related harm or to seek support for alcoholism or behavioural issues relating to alcohol consumption.

Support persons at College can help anyone affected to access these services.

- [Drug and Alcohol Services of South Australia](#)
- [Headspace](#)
- [University of Adelaide counselling service](#)
- [University of South Australia counselling service](#)
- [Flinders University counselling service](#)
- [SA Police – Emergency assistance \(including ambulance\): phone 000; non-urgent police assistance: phone 131 444](#)
- [Legal Services Commission of SA](#)

Education and training

The College recognises its obligation to take all reasonable measures to ensure that up to date and relevant information is made available to residents about the effects, both short and longer term of using alcohol and other addictive substances.

All residents must participate in College-provided education programs on alcohol awareness and harm minimisation.

Tips for Safer Alcohol Consumption

The following information is drawn from the 2009 *Australian Guidelines to Reduce Health Risks from Drinking Alcohol*:

There is no safe level of alcohol consumption, only relatively higher or lower levels of risk. For healthy men and women, **lower risk drinking** means consuming **no more than two standard drinks per day** to reduce the lifetime risk of harm from alcohol-related disease or injury drinking, and **no more than four standard drinks on a single occasion** to reduce the risk of alcohol-related injury arising from that occasion.

The *Australian Guidelines* define a standard drink as containing 10g of alcohol (equivalent to 12.5ml of pure alcohol). A serving of alcohol frequently differs from a standard drink.

How much is a standard drink?	
Can/Stubbie low-strength beer	= 0.8 standard drink
Can/Stubbie mid-strength beer	= 1 standard drink
Can/Stubbie full-strength beer	= 1.4 standard drinks
100ml wine (13.5% alcohol)	= 1 standard drink
30ml nip spirits	= 1 standard drink
Can spirits (approx 5% alcohol)	= 1.2 to 1.7 standard drinks
Can spirits (approx 7% alcohol)	= 1.6 to 2.4 standard drinks

Image: Approximate guide to standard drinks

General tips for safer alcohol consumption:

- Quench your thirst with a non-alcoholic drink
- Eat before you drink
- Drink alcohol slowly
- Alternate alcohol with non-alcoholic drinks (especially water)
- Count your standard drinks
- Learn to identify when you've had enough
- Listen to your friends when they say you've had enough to drink
- Look after your friends. Let them know when you think they've had enough and should switch to non-alcoholic drinks
- Do something else while drinking. Don't just drink. Don't get involved in drinking games.
- Arrange safe transport home
- Never mix alcohol with other drugs such as sleeping pills, tranquillisers or cannabis, as this can be a lethal combination
- Respect the needs of other residents of College and the surrounding community to sleep and study

Policy Review

This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

Policy created: June 2018 (replaces *St Mark's College Alcohol Policy and Guidelines*)

Policy updated: June 2018

Policy authorised by: The Master

Date to be reviewed: June 2019

APPENDIX H: Drug Policy

Drug Policy

If you need help or support, call:

- **Drug and Alcohol Services of SA** 1300 13 1340 (*confidential counselling and information*)
- **Headspace** 1800 063 267
- **The Master, Rose Alwyn** 0488 265 892
- **The Dean, Areti Metuamate** 0425 505 222
- **The Director of Learning, Katherine Radoslovich** 0417 105 498

About the Policy

This Policy is available on the St Mark's College [student portal](#) and in the student Handbook.

This is a stand-alone Policy. As far as possible, it is consistent with the College's health, safety and welfare management system and with student and staff codes of conduct.

Statement of Commitment

The College is a living and learning environment where every student, staff member and visitor must be respectful and considerate of others. The College operates on the basic principle that residents are adults and are responsible for what they consume. The use of illegal substances and the misuse of prescribed substances can have significant consequences for individual health and well-being, and such behaviour is not condoned by the College.

The use of illicit substances and misuse of prescribed substances does not diminish a resident's personal responsibility for observing community rules and expectations.

Where there is drug misuse, students will be supported to seek professional help and advice in a sensitive manner.

All activities at St Mark's are covered by relevant Commonwealth and State laws, and the College's own policies and procedures.

Who is covered by this Policy

This Policy applies to all St Mark's College staff and students, and to their visitors and invitees, on College grounds.

It also applies to everyone (College staff, students and their visitors and invitees) attending and/or participating in College events and activities, whether held on or outside College grounds.

Definitions

College St Mark's College Inc of 46 Pennington Terrace, North Adelaide SA

Resident	All residents of the College
Senior Resident	Students who hold a formal leadership position, including ADs, DTs, RAs, College Club Committee members, Faculty Mentors, Academic Tutors and members of the SCR and MCR.
Student	A student resident of the College

The Policy

The College does not condone the use of any prescribed drugs for purposes and by individuals other than those specified by a medical practitioner.

The use of illegal substances is not permitted by any student, staff member or resident of the College at any time or by any individual on the College premises or attending a College event.

The sale or dealing of any illegal substance or prescribed substance by a College resident will result in immediate suspension and likely permanent expulsion from the College.

All matters relating to drug use will be dealt with on a case-by-case basis. While the College will always remain consistent with Australian law, its priority is the health and safety of residents. It will therefore, where possible, facilitate residents' access to services to minimise harm and enable rehabilitation.

The College has a duty to protect the safety of all residents and will impose consequences for misconduct when necessary. The College understands that consuming of illegal drugs and misuse of prescription medication has the potential to affect decision-making and affect the personal safety of all residents. The College's first priority will always be the immediate safety of all residents, with harm minimisation approaches and behaviour management procedures activated once any immediate danger is addressed.

Visitors to College found to be using, selling or dealing illegal substances will be asked to leave, and may be banned from College and reported to the relevant authorities.

Illegal Substances and Prescribed Medications

There are a range of illegal substances and prescribed medications that can have serious, including fatal, consequences if misused. These include:

- Sedatives (e.g. codeine, heroin, GHB, opioids)
- Stimulants (e.g. ecstasy, amphetamines including 'ice')
- Hallucinogens and other drugs (e.g. Cannabis, nitrous oxide)

Many of these can be either prescribed by a doctor or bought illegally. Some may be bought legally for other uses. It is the responsibility of all residents to be aware of the risks and legality associated with any substance they consume.

Storage of Prescribed Medications

If a resident is prescribed medications by their doctor that can be used for non-medical reasons, The College understands that this is private information and suggests that the resident:

- Keep medications in a locked box in their room
- Keep this information private and do not inform other residents or visitors of their medications, unless they are supporting the member and their medical condition
- Consider informing the Dean or the Master. This information will be kept strictly confidential
- Report theft or misplacement of these medications to the College and police immediately.

Roles and Responsibilities

The College is responsible for implementing this Policy and responding to reports of drug use.

Every person covered by this Policy (see **Who is covered by this Policy** above) is responsible for familiarising themselves with and adhering to this Policy and are responsible for their own behaviour.

Behaviour Management

If a resident or staff member of the College is thought to be using, selling or dealing in illegal substances or misusing, selling or dealing in prescribed substances, a complaint may be referred to the Master or Dean in person, by phone or in writing.

Students found to be in possession of or under the influence of illegal substances or misused prescription medications will be subject to intervention and consequences in accordance with the College's *Behaviour Management Policy*.

Students found to be selling or dealing illegal substances will be immediately suspended and likely face expulsion, in line with the College's *Behaviour Management Policy*.

Procedural Fairness

The College will respect the rights of respondents throughout any investigation and behaviour management process processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and behaviour management interventions, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities.

Seeking Support – within the College

The College encourages anyone who is concerned about themselves or their peers to seek support as soon as possible, so that they can be helped and supported.

The following people at the College have received appropriate training in this area

- Master
- Dean

- Director of Learning
- Chaplain
- Assistant Dean
- Residential Advisors.

Seeking Support – other sources

Aside from the sources of support at College, there are many other support services for anyone who would like to learn more about drug use and addiction.

Support persons at College can help anyone affected to access these services.

- [Drug and Alcohol Services of South Australia](#)
- [Headspace](#)
- [University of Adelaide counselling service](#)
- [University of South Australia counselling service](#)
- [Flinders University counselling service](#)
- [SA Police – Emergency assistance \(including ambulance\): phone 000; non-urgent police assistance: phone 131 444](#)
- [Legal Services Commission of SA](#)

Education and training

The College recognises its obligation to take all reasonable measures to ensure that up to date and relevant information is made available to residents about the effects, both short and longer term of using illegal substances and the misuse of prescribed substances.

All residents must participate in College-provided education programs on drug and alcohol awareness and harm minimisation.

Policy Review

This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

Policy created: June 2018

Policy updated: June 2018

Policy authorised by: Master

Date to be reviewed: January 2019

APPENDIX I: Hazing Policy

Hazing Policy

If you need help or support, call:

- **The Master, Rose Alwyn** **0488 265 892**
- **The Dean, Areti Metuamate** **0425 505 222**
- **The Director of Learning, Katherine Radoslovich** **0417 105 498**

Definition

Hazing is any conduct that subjects another person to humiliation, degradation, abuse, intimidation, harassment, or endangerment of mental or physical health or safety regardless of the person's willingness to participate.

Statement of Policy

St Mark's prohibits acts of hazing by any groups and individuals, including Old Collegians and staff in any group activity.

Apathy or acquiescence in the presence of hazing are not neutral acts but violations of the hazing policy.

Accountability

Hazing is prohibited and any member failing to comply with this policy will be subject to consequences through both the College's *Behaviour Management Policy* and the resident's university.

Individuals who participate in acts of hazing are personally accountable under the College's student Code of Conduct and the Hazing Policy.

Reporting Hazing

Every resident has a responsibility to report any inappropriate behaviour or concerns about activities. To encourage reporting, students who report possible hazing activity and who cooperate as witnesses in an investigation or behaviour management process will not be subject to university sanctions for their own conduct, unless the reporting students' conduct contributed to causing harm.

Make a formal report to College:

A formal report is a request by a College member to formally investigate a potential breach of the hazing policy or Code of Conduct. Any College member who believes that a policy has been breached can make a formal complaint to the College. To do so, you should contact the Master or the Chair of the College Board.

Make an informal report to College:

An informal report is a request to College by a College member to informally investigate a potential breach of this policy or the Code of Conduct. It is a chance for you to discuss what happened and look at options for restoring your sense of safety and fairness, and to review the reported behaviours. Any College member who believes a policy has been breached can make a report to the Master, the Dean, the Assistant Dean or the Director of Learning.

Make an anonymous report to College:

Incidents of hazing can be reported anonymously to master@stmarkscollege.com.au.

Behaviour Management Policy

The College will not tolerate hazing. Any student found to have engaged in hazing will be considered in serious breach of the Code of Conduct and experience consequences in line with the College *Behaviour Management Policy*.

How do I know if an activity involves hazing?

When evaluating if an activity involves hazing, use the following questions as a guide. A negative response to a question may indicate hazing and the activity should be changed if necessary.

- Does the activity uphold and promote the purpose, goals, and values of the College?
- Will this activity increase respect for the group and current members?
- Is it an activity new and current students participate in together?
- Does the activity have value in and of itself?
- Would you be able to defend the activity in a court of law?
- Would you be willing to allow family members to witness this activity? The Board Chair? The Master? The Vice-Chancellor?
- Am I asked to keep these activities secret?

Examples of hazing

The College Code of Conduct prohibits many activities that may be associated with hazing, such as illegal alcohol use and abuse, vandalism, theft, verbal or physical abuse or threat of harm, sexual harassment, and other forms of harassment. In addition to those activities and conduct expressly prohibited, examples of prohibited individual/group activities that may constitute hazing include but are not limited to the following:

- Any activities that interfere with academics
- A new member activity in which current students do not participate. In any given activity, there should be both new and returning members participating in the same manner (i.e. not watching new members clean, dance, etc.)

- Mandatory workouts - while working out may be "healthy," there are risks associated with making someone work out. This does not apply to formal sports trainings
- Requiring new members to wear costumes, the same identifiable clothing or perform embarrassing activities
- Encouraging the use of alcohol or other drugs
- Forced consumption of alcohol or other substances
- Engaging in or simulating sexual acts and the showing of pornography
- Throwing substances or objects at individuals
- Blindfolding, nudity, shaving
- Stealing of any kind; theft or misuse of property belonging to others

Passive participation in hazing may include:

- Witnessing hazing taking place either in a group or individually
- Participating in or being present in person or via technology in discussions where hazing is planned

Retaliation

It is a violation of this policy to retaliate against any person making a complaint or perceived to be making a complaint of hazing, or cooperating in an investigation or hearing of alleged hazing. An individual reporting hazing is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence.

If you feel that you are experiencing retaliation of any kind, or that you need further support during the reporting process, contact the Master and the Dean.

APPENDIX J: St Mark's College Privacy Policy

Privacy Policy

St Mark's College Incorporated (the College) is committed to protecting personal information about its past and current members, as well as those who are or have been a part of the College community. This is undertaken in line with the Privacy Act 1988 and the Australian Privacy Principles (APPs). The College takes all reasonable steps to comply with the legislation and the APPs to protect the privacy of any information the College may hold.

Why the College collects personal information

In general, the College collects personal information in order to:

- assess applications – for accommodation, employment, scholarships, and financial assistance;
- assist in residency – room allocation, medical assistance, potential interests in cultural activities;
- provide references;
- provide information for the alumni database;
- provide an academic development programme to suit student needs;
- assess student performance or conduct at the College or at University;
- pay accounts and collect monies pursuant to the Residential Contract;
- promote College activities on the College's website.

The College engages in fundraising activities and events and is a registered Deductible Gift Recipient (DGR). In this regard, the College collects personal information in order to manage:

- Donor Mailouts
- Fundraising events
- Bequests
- Scholarships programme
- Annual donation programme
- Corporate relationships

The types of information the College collects

The College may request a range of information in the conduct of its business.

Personal information

Personal information is recorded information which directly or indirectly identifies a person. This information may include a student's contact details, academic results, references, photos and videos and any other relevant information obtained by the College that is reasonably necessary for, or directly related to, one or more of the College's functions or activities.

Health information is information about a person's physical or mental health, disabilities or health services received and other information collected in the course of providing services.

Failure by you to provide personal information when requested by the College may mean that the College is unable to assess your application for residency.

Student's sensitive information

In addition to collecting personal information directly from you, the College may also obtain sensitive personal information about you that is reasonably necessary for, or directly related to, one or more of the College's functions or activities. This information will only be collected when you have consented to the collection of such information or when the information is requested by or authorised by or under an Australian law or a court/tribunal order. (Refer below for further details.)

Donor Information

When you make a donation to the College, a receipt is provided. Your details are held securely and are only used for fundraising activities. We understand that there may be times when you are not in a position to make a gift. You can ask the College not to contact you and the College will respect your wish.

The College may collect information for statistical purposes about services provided and demographic data (optional), so the College can tailor the information the College provides to its supporters.

The College collects financial information (such as credit card information) in order to receive payment for donations.

The College is bound by taxation law to retain detailed financial records of donor activity for seven years including donor details and the level of their financial support. Donor details are held securely and are only used for intended fundraising activities.

The College will ensure a donor is given prior knowledge and has gained approval before any recognition of their donation is made public.

The College's online facility for donations is secure and encrypted. Any and all data stored on the College's systems is password protected.

The College will not use or release donor information about individual visits to the website or information that the donor may provide electronically to any other organisation, person or group without the express consent of the donor.

- A donor has the right to make a request of the College to access their personal information which is being held by the College. This request is to be made in writing and the information will be provided at no charge to the donor.
- A donor has the right to make a request to make amendments to the donor's records held by the College if these records are in the donor's opinion incomplete, incorrect, out-of-date or misleading.

The College is committed to protecting and maintaining the privacy, accuracy and security of all donor information including the financial level of their support and will not exchange, rent or otherwise share donor contact details with another person or body corporate without the express written consent of the donor.

Sensitive information

Business and personal information as part of the business operations of the College, including: name, position, organisation, ABN/ACN (where applicable) postal and business address, phone and fax numbers, email address. In some circumstances, for example, where an individual or business is purchasing a product from the College or paying a fee to the College, credit card details or bank details may also be collected.

The College does not collect any information about racial or ethnic origin, health, political opinions or membership, religious or philosophical beliefs, trade association or union membership, sexual preferences or criminal record, unless:

- the individual has consented, (e.g. Police background checks on potential volunteers and employees who will be working with residents, or details required to provide effective service to residents), or
- the collection is required by law, or
- the collection is necessary to prevent a serious and imminent threat to the life or health of a person, or
- the collection is necessary for the establishment, exercise or defence of a legal claim.

How the College collects and uses personal information

The College collects personal information from a variety of sources, such as when individuals:

- make an application for accommodation
- receive a service
- attend a fundraising event or activity
- respond to a mailing program
- respond to a telemarketing call
- voluntarily provide the College with personal information
- make a donation to the College
- become employees or volunteers of the College

Management of student resident personal information

The College recognises and respects each and every individual student's rights to privacy, dignity and confidentiality in all aspects of their life. The College ensures that all students and their families enjoy:

- freedom from intrusion and public attention
- being treated with honour, respect and dignity thereby reflecting their culture, community and providing a positive influence for their self esteem
- an assurance that written and spoken information is protected from access and use by unauthorised persons.

Treatment as confidential information

The College treats personal and sensitive information which it collects from individuals in the same way it treats other confidential information and does not sell to anyone the information it collects.

The College will not disclose to a third party the information it collects, except where it is necessary for consultants or contractors performing services for the College. In such circumstances third parties must have given an appropriate confidentiality undertaking or have a privacy policy which is similar to the College and complies with the legislation.

Your personal information may be disclosed to College Council members, Board members, tutors, employees, insurers, auditors and legal advisors of the College, relevant staff of the Universities and any person who has a lawful entitlement to obtain the information.

The College does not disclose telephone numbers to any callers.

Personal files of current students are held in hard copy or electronic form.

Details of personal records will not be disclosed to relatives without the student's written permission.

Personal information of former students is kept in the College's archive and electronically on the alumni database.

Photographs and videos that are considered to be sensitive information will only be published on the College's website when the College has received consent to do so.

Secondary use of information

The College may use or disclose personal information which it collects from you for a purpose (the "secondary purpose") which is different from the primary purpose of collection, if it is permitted under the Privacy Legislation, only for example if:

- the information is health information - for example, the use or disclosure is necessary for research or the compilation or analysis of statistics relevant to public health or safety
- you would reasonably expect the College to so use or disclose such information
- you have given the College specific consent to do so
- The College is required to do so by law
- it is necessary to prevent a serious and imminent threat to the life or health of a person, or
- it is a necessary part of an investigation of unlawful activity

Protection of your personal information

The College uses a number of measures to protect individual's personal information from misuse, loss, unauthorised access, modification or improper disclosure. This includes a network system firewall that is designed to protect information held within the information systems network by preventing unauthorised access to the network. The College's data management systems and procedures ensure that personal information is handled in a way that is consistent with its Privacy Policy.

Disclosure of personal information to overseas recipients

The College will not transfer personal information overseas until the College has taken reasonable steps to ensure that the information which is being transferred will not be held, used or disclosed by the recipient of the information inconsistently with the legislation.

The countries in which such recipients are likely to be located cover a range of countries and it is therefore not practicable to specify those countries in this policy.

Your right to access and correct information

The College will take all reasonable steps to ensure that personal information which the College collects, uses or discloses is accurate, complete and up to date.

Individuals have the right to access the personal information the College holds about them. If the information the College holds is not accurate, complete and up to date, individuals can ask the College to modify its records.

If you consider that the personal information which the College holds about you is not accurate, complete and up to date, and the College refuses your request to modify its records, the College will write to you stating clearly why the personal information held should not be amended.

You can make a request to access the information the College keeps about you by contacting the College's Master.

The College's right to refuse

Access to information relating to a student may be refused in circumstances prescribed by applicable legislation including where a treating medical practitioner agrees that access would prejudice the individual's physical or mental health or put another person at harm.

If you are a member of the College and you believe information the College holds about you is incorrect, please let the College know and the College will verify and where applicable correct the information.

Using the College's website / contacting the College by email

The College will only record your e-mail address if you send the College a message. It will only be used for the purpose for which it was provided - for example seeking further information about the College's services or making a referral for yourself or another individual. It will not be added to a mailing list unless you request that this be done. The College will not disclose your e-mail address without consent.

By using the College's web site, and voluntarily providing the College with personal information, you consent to the collection, use and disclosure of personal information in the manner described in this Privacy Policy.

Anonymity

If you wish to remain anonymous or use a pseudonym when dealing with the College as a donor, we will attempt to fulfil your request. However, it may not be practicable to assist you depending on your need.

Use of cookies

Cookies are pieces of information that a web site transfers to a computer's hard disk for record keeping purposes. Most web browsers are set to accept cookies. The College uses cookies to make use of the College's website and services as convenient as possible. Cookies do not themselves

personally identify users, although they do identify a user's browser. Cookies are involved in allowing the College to record how many people are using the different parts of the site. It is possible to set the browser to refuse cookies, however, this may limit the services provided by the College's website.

Links to other websites

The College's web site contains links to other sites. The College is not responsible for the privacy practices of other web sites and their operators.

How you may complain about a breach of privacy

Any complaints received by the College will be referred for prompt investigation by the College Board and a written response will be provided to you as soon as possible.

If you are not satisfied with the outcome of your complaint you can then refer the matter to the Privacy Commissioner (Commonwealth Government Office of the Privacy Commissioner) via telephone on 1300 363 992 or via the website www.privacy.gov.au

Contact details

The College encourages you to check this Privacy Policy periodically as it may be updated from time to time. If you have any questions or comments about the College's Privacy Policy, the practices of this site, to access or change your details, or to register an issue in relation to the way the College has dealt with your privacy, please contact the College's Master:

Mail: 46 Pennington Terrace, North Adelaide, South Australia 5006

T: +618 8334 5600

F: +618 8267 4694

Email: stmarks@stmarkscollege.com.au

APPENDIX K: Complaints Policy

Complaints Policy

If you need help or support, call:

- **The Master, Rose Alwyn** **0488 265 892**
- **The Dean, Areti Metuamate** **0425 505 222**
- **The Director of Learning, Katherine Radoslovich** **0417 105 498**

The Policy

This Policy is available on the St Mark's College [student portal](#).

This is a stand-alone Policy. As far as possible, it is consistent with the College's health, safety and welfare management system and with student and staff codes of conduct.

Statement of Commitment

St Mark's College acknowledges that staff and students of the College have a right to make complaints about services provided by the College, practices/procedures of the College and any aspect of life at the College.

We are committed to:

- a simple process for making complaints;
- listening and responding to complaints; and
- using complaints to inform a continual process of improvement of the College.

Who is covered by this Policy

This Policy applies to all St Mark's College staff and students.

What is covered by this Policy

This Policy covers how to make a complaint to the College and how the College will respond.

This Policy applies to any and all complaints (as defined in this Policy) about services provided by the College, practices/procedures of the College and any aspect of life at the College.

The College has stand-alone Policies in relation to Sexual Assault and Sexual Harassment (available on the student portal); while disclosure and reporting of sexual assault and sexual harassment are covered specifically by those Policies, those Policies do not exclude a complaint under this Policy about any aspect of College that might involve, or might have some element of, sexual assault or sexual harassment.

What is *not* covered by this Policy

This Policy does not apply to complaints made other than to the College as provided for in this Policy. The College is not able to respond to complaints that are not made to the College as provided for in this Policy.

A complaint made to a student of the College, or to the St Mark's College Club Inc., is not a complaint made to the College.

A complaint made to a staff member of the College is not a complaint made to the College, unless it is made as provided for in this Policy.

Roles and Responsibilities

The College is responsible for implementing this Policy and responding to complaints.

Every person covered by this Policy (see **Who is covered by this Policy** above) is responsible for familiarising themselves with this Policy.

Particular office-holders mentioned in this Policy have the particular roles and responsibilities set out in this Policy.

Definitions

College	St Mark's College of 46 Pennington Terrace, North Adelaide SA.
Complainant	A person who is covered by this Policy who makes a complaint.
Complaint	An expression of concern or dissatisfaction made to the College, as provided for in this Policy, by a complainant.
Respondent	A person about or against whom a complaint is made.
Support person	A person chosen by a complainant or respondent to support or assist the complainant or respondent (as the case may be) in relation to a complaint.

Procedural Fairness

The College will treat complainants and respondents in accordance with accepted principles of procedural fairness.

We acknowledge that complainants should not be adversely treated or affected in any way as a result of choosing to make a complaint.

Where a complaint is made about or against a respondent, the College will respect the rights of the respondent throughout any investigation and disciplinary processes.

Seeking Support

The College encourages anyone who has experienced or witnessed anything at College about which they are in any way upset or distressed to seek support as soon as possible, so that they can be helped and supported.

Making a Complaint

A complaint under this Policy is made either by:

- lodging a complaint in writing in the form annexed; or
- making a complaint verbally or in writing – and indicating that it is a formal complaint – to any of the following office-holders of the College:-
 - the Master
 - the Dean
 - the Director of Learning
 - an Assistant Dean
 - a Senior Academic Tutor
 - the Gender Equality, Diversity & Inclusion Officer.

The complainant is free to change her/his mind about the complaint at any time, including to withdraw it or to say that she/he does not want any further action taken. That decision will be respected and the College will still provide support, information and advice to the complainant as may be appropriate.

The complainant can make a complaint anonymously or without providing all of the relevant details (e.g. the name of anyone else affected or involved) and that will be respected.

It may be important to make a complaint as soon as possible, so that the College can respond appropriately; however, the College does not impose any time limit for making a complaint.

The opportunities for the College to provide appropriate support, investigate effectively, and identify and respond to complaints, may be limited if:

- a report is made anonymously, confidentially or without all of the details
- significant time has passed between incident and complaint
- complainant and/or respondent is/are no longer at the College, and/or
- information is disclosed to the College by a support person in the absence of the complainant.

Where complaints are made anonymously, confidentially or without all of the details, or where information is disclosed to the College by a support person in the absence of the complainant, the College will nevertheless use the *de-identified* complaints for the purposes of the College's risk identification, assessment and prevention strategies.

The College may also provide *de-identified* complaints to the universities (The University of Adelaide, The University of South Australia and/or Flinders University) as required or appropriate.

Responding to a Complaint

The College will promptly acknowledge to the complainant the receipt of the complaint.

The College will provide support, information and advice to the complainant as may be appropriate, irrespective of whether or not the complainant wants any further action taken in response to the complaint.

Any complaint received by the Dean, the Director of Learning, an Assistant Dean, a Senior Academic Tutor or the Gender Equality, Diversity & Inclusion Officer will promptly be conveyed to the Master.

1. Initial assessment

The Master will promptly and fairly conduct an initial assessment, which at minimum will include:

- taking any measures that may be necessary or appropriate to protect any person from a risk to safety, health or well-being and/or to assist in the effective implementation and progress of any subsequent investigation or disciplinary process; and
- considering the scope and timing of any further action, taking all the circumstances into account.

In the initial assessment, the Master may consult with and/or delegate any task to any one or more of the Dean, Director of Learning, Assistant Dean, Senior Academic Tutors and Gender Equality, Diversity & Inclusion Officer.

The College will respect the wishes and choices of the complainant as to how the matter is dealt with, to the furthest extent possible – but the College (as part of its commitment to providing a safe place for students and staff to live, work and study) retains a discretion to take such action as may be necessary or appropriate in the exercise of the College's duty to take reasonable care to avoid a foreseeable risk of harm to students, staff or visitors.

2. Further action

As soon as reasonably practicable, the College will:

- where applicable, discuss the complaint with the person or group at the College with the relevant responsibility for the matter complained of;
- where applicable, discuss the complaint with the respondent;
- carry out any further investigation and/or information gathering that may be necessary or appropriate;
- make decisions about how the complaint can be resolved; and
- implement those decisions.

Throughout this process:

- the College will inform, and keep informed, the complainant (and respondent, where applicable) about relevant policies and processes, investigation outcomes, decisions and any action the College proposes to take or has taken;
- the complainant remains free to change her/his mind about the complaint at any time, including to withdraw it or to say that she/he does not want any further action taken; and
- the College commits to providing support and assistance to the complainant (and, separately, to the respondent, where applicable).

College sanctions and disciplinary action are at the discretion of the Master, taking into account all information provided by the complainant (and respondent, where applicable) and all the circumstances.

Support person

At any time during the making of a complaint and/or any action taken by the College in response, the complainant (and/or the respondent, where applicable) may be supported/assisted by a support person of her/his choice.

Where the complainant (and/or the respondent, where applicable) wishes to be supported/assisted by a support person, the College will endeavour to accommodate that as far as reasonably possible. The absence of a support person will not preclude the College from taking necessary or appropriate action to respond to a complaint.

Policy Review

This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

Annexure – Form for Lodging a Complaint

Lodging a Complaint
Name of complainant:
Contact details of complainant (<i>e.g. mobile number, email address, room number</i>):
Complaint made to:
Date complaint made:
Details of complaint:
Other person/s involved (complained about, or as witness/es):
Preferred outcome:

***This form is to be lodged (in hard-copy or by email) with the College Office
or with any one of:***

***the Master, the Dean, the Director of Learning, an Assistant Dean, a Senior Academic Tutor
or Wellbeing Officer***

APPENDIX L: Social Media Policy

Social Media Policy

If you need help or support, contact:

- **Officer of the eSafety Commissioner** <https://www.esafety.gov.au/>
- **The Master, Rose Alwyn** **0488 265 892**
- **The Dean, Areti Metuamate** **0425 505 222**

About the Policy

This document provides information on the potential implications of social media use. It is primarily designed to ensure those within the St Mark's College community are familiar with these implications and have a guide to appropriate use of social media in the context of St Mark's College.

This Policy is available on the St Mark's College [student portal](#) and in the student Handbook.

This Policy should be read in conjunction with the student Code of Conduct and *Vision, Values and Guidelines*.

Statement of Commitment

The College is committed to ensuring the safety of all residents and staff in their online participation in College life, particularly when using social media.

Social media refers to electronic communication methods through which users create online communities to share opinions, ideas, experiences and perspectives via written comments, personal messages, and other content such as images, video and audio files. Social media platforms include, amongst others, Facebook, Instagram, Snapchat, Blogs, Wikipedia, Twitter, Flickr, YouTube and Reddit.

As a means of communication, social media is an increasingly prevalent and powerful method. St Mark's College acknowledges that the College, its staff and students use social media and the College also seeks to engage with its students and the broader community through social media. Social media can blur the lines between one's personal and professional expression. All members of College must think carefully about their conduct online so as to preserve and protect individual reputations and the reputation of the College.

While social media creates new tools, the same laws, policies, professional expectations, and guidelines for interacting within and outside the College community apply online. The College community remains responsible for the same things, and needs to follow the same behavioural standards when using social media, including the student Code of Conduct, Residential Terms and Conditions, College Handbook and other policies.

With social media being an integral part of College life, the following principles and guidelines will assist you in your use of social media as a member of the St Mark's College community.

Who is covered by this Policy

The Policy applies to all College staff, students and residents, as well as all individuals interacting with the College's social media platforms.

Definitions

Administrator	Administrator of a College Social Media Platform, who has full editing and supervision capacity over the platform and the content shared therein.
College	St Mark's College Inc of 46 Pennington Terrace, North Adelaide SA.
College Club	The St Mark's College Club Inc.
College Social Media Platforms	Any social media account, page, group or other platform set up by and run by the College, Old Collegians' Association Inc, the St Mark's College Foundation or the College Club for any purpose, and any social media account, page, group or other platform set up by a student, resident, senior resident or staff member for the purpose of communicating on College matters.
Resident	All residents of the College.
Senior Resident	Students who hold a formal leadership position, including ADs, DTs, RAs, College Club Committee members, Faculty Mentors, Academic Tutors and members of the SCR and MCR.
Student	A student resident of the College.
Foundation	The St Mark's College Foundation.
The Old Collegians' Association Inc	The alumni association of St Mark's College Inc.

The Policy

Personal Conduct

All residents, staff and students of the College, whether acting in an official capacity or privately, are expected to abide by the content and spirit of the Code of Conduct and the College *Vision, Values and Guidelines* at all times in their online activities.

Principles for engaging with College's social media platforms

Any individual engaging with the College's social media platforms are expected to do so respectfully. Anti-social interactions of any kind, by anyone, will not be tolerated on these platforms.

Rules for the creation and use of College social media platforms

Social media platforms provide a valuable and convenient organisation and communication tool for College events and activities. Their use is welcomed by the College, but must be done in compliance with this Policy.

College social media platforms are only to be created for communication on College matters. Examples of appropriate purposes for this include groups for Floor communities, sports teams, College events, tutorial groups and College Club pages. The platform should include information that clearly labels the purpose and administrator of the platform.

All College social media platforms must have at least one Senior Resident or staff member as an administrator and should be made visible to the Dean.

Administrators are responsible for monitoring all activity that occurs on their College social media platform. Any inappropriate behaviour or content should be addressed immediately by the administrator, as well as being reported to the Dean.

Any College social media platform identifying itself directly or indirectly as an official and/or public College platform must receive prior permission for creation from the Master, the Dean or the Director of Development and Marketing. The Master, the Dean and the Director of Development and Marketing must be made administrators for the page.

Guidelines for Safer Social Media Use

The same standards apply to social media online as in a real-life situation including laws, College and University policies, behavioural expectations and the rules of common courtesy the following principles provide some additional guidance specifically relevant to the use of social media:

- Be respectful, genuine and credible.
- Remember each social media platform is different.
- Ensure that you are aware of and understand the nuances and accepted communication style of each tool, before you start posting.
- Remember to post appropriately as social media content is easily spread. If you would not shout something out to a room full of 100 people, you should not post it online.
- Remember that it is near impossible to permanently delete something from the internet, and that you may not be able to control who accesses or disseminates information that you share.
- Maintain confidentiality. Do not share any confidential, private or sensitive information through social media. Only provide publicly available information, and do not comment on or disclose any confidential information.
- Do not use social media to harass, vilify, bully or discriminate against another person.
- Protect your own safety and privacy. Think about your own privacy and safety before broadcasting details about where you are at any given time or what you might be doing. Be cautious about revealing personal information, such as your full name, address, date of birth, credit card details and other personal information.
- Make sure you fully understand the privacy settings you have for limiting who can see your information or posts and set them appropriately. Be aware that platforms often update or change their privacy setting, so this is an ongoing process. Also be aware that

these privacy settings are not foolproof, and that privacy settings do not prevent content from being captured by screenshot and subsequently redistributed.

- Be aware of liability. Your posts are your responsibility. Post carefully and thoughtfully. Breaching copyright laws is unlawful. Defaming or threatening someone online carries consequences.
- Consider how your posts might affect other people. If you post something negative or inflammatory about someone on a social media site, consider the potential impact considering the entire community will be reading it. If it is something that you would not say to that person's face; then do not post it.
- Think about in what capacity you are posting. If you are both a student and a leader, be sure to distinguish between your roles. If you are acting in your personal capacity, be sure to make that clear.
- Use your online presence to promote the College and not to damage it.
- Something posted on a social media site is still a written communication, so the same legal ramifications can flow, such as defamation, trade practices/fair trading violations or breach of privacy or confidentiality and because it's written in a permanent forum, it will always be accessible and has the same evidentiary value as hard copy communication.
- Do not use social media to resolve or air a private dispute. Posting something on social media makes it public.
- When you are online act consistently with the student Code of Conduct, College Handbook, and other policies of the College and University that you attend.

Reporting

Any suspected breaches of this policy should be reported to the Master or the Dean, as well as to the administrator of the College social media platform (if relevant). Breaches can be reported by any resident, student, staff member or other individual. The report should include details of the nature, timing and location of the breach, where possible including links to the online platform and screenshots of the offending materials. This information will allow for a more informed response by the College and will help prevent information being lost in cyberspace.

Behaviour Management

If any student is found to have conducted themselves inappropriately and/or have violated this Policy or the student Code of Conduct, they will be required to immediately revise or delete the offending content and may be subject to counselling and behaviour management procedures, in line with the *Behaviour Management Policy*.

The College will report illegal behaviour to the relevant authorities.

Any staff member who is found in breach of this Policy will be counselled and may be subject to sanctions, up to and including termination of employment for serious and/or persistent breaches.

Roles and Responsibilities

The College is responsible for implementing this Policy and responding to reports of inappropriate behaviour.

Every person covered by this Policy (see **Who is covered by this Policy** above) is responsible for familiarising themselves with and adhering to this Policy and are responsible for their own behaviour.

Procedural Fairness

The College will respect the rights of respondents throughout any investigation and behaviour management process processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and behaviour management interventions, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities.

Seeking Support – within the College

The College encourages anyone who is concerned about behaviours on social media to seek support as soon as possible, so that they can be helped and supported.

The following people at the College have received appropriate training in this area

- The Master
- The Dean
- The Director of Learning
- Senior Residents

Seeking Support – other sources

Aside from the sources of support at College, there are many other support services for anyone who would like to learn more online safety and social media use. In particular the College recommends contacting the [Office of the eSafety Commissioner](#).

The Office of the eSafety Commissioner was established by the Australian Government to support Australians to have safe, positive experiences online. They provide extensive online resources related to safety online, as well as guidance on responding to and reporting cyberbullying, illegal content and image-based abuse.

If you have been affected by inappropriate behaviour online, including cyberbullying and other abuse, you may consider accessing the following services:

- [Headspace](#)
- [University of Adelaide counselling service](#)
- [University of South Australia counselling service](#)
- [Flinders University counselling service](#)
- [SA Police – Emergency assistance \(including ambulance\): phone 000; non-urgent police assistance: phone 131 444](#)
- [Legal Services Commission of SA](#)

Education and training

The College recognises its obligation to take all reasonable measures to ensure that up to date and relevant information is made available to residents online safety and appropriate use of social media.

Policy Review

This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

Policy created: June 2018 *(to replace the St Mark's College Club Social Media Policy 2015)*

Policy updated: June 2018

Policy authorised by: The Master

Date to be reviewed: January 2019

APPENDIX M: Child Protection Policy

Child Safe Environments Policy

If you need help or support, call:

- **The Chair, Linda Matthews** **chair@stmarkscollege.com.au**
- **The Master, Rose Alwyn** **0488 265 892**
- **The Dean, Areti Metuamate** **0425 505 222**
- **The Director of Learning, Katherine Radoslovich** **0417 105 498**

About the Policy

This Policy is available on the St Mark's College [student portal](#) and in the student Handbook.

This is a stand-alone Policy. As far as possible, it is consistent with the College's health, safety and welfare management system and with student and staff codes of conduct.

Statement of Commitment

The College is committed to promoting the safety and wellbeing of children and young people accessing the services offered by the College, in accordance with the Act, which requires appropriate policies and procedures are in place to ensure that child-safe environments are established and maintained.

Who is covered by this Policy

The policy applies to all College staff, students, title holders, contractors and volunteers, and relates specifically to their contact with children.

Definitions

Abuse and neglect	Abuse or neglect, in relation to a child, means (a) sexual abuse of the child; or (b) physical or emotional abuse of the child, or neglect of the child, to the extent that: (i) the child has suffered, or is likely to suffer, physical or psychological injury detrimental to the child's wellbeing; or (ii) the child's physical or psychological development is in jeopardy
Act (1993)	The Children's Protection Act 1993 (SA)
Act (2017)	Children and Young People (Safety) Act 2017
CARL	Child Abuse Report Line (13 14 78)
Chair	The Chair of the College Council and Board
Child/Children	Persons(s) aged under 18 years of age

Child-related employment screening

Child safe environment Safe and friendly settings where children feel respected, valued and encouraged to reach their full potential

College St Mark's College Inc of 46 Pennington Terrace, North Adelaide SA

Prescribed Position A prescribed position means someone undertaking one or more of the following "prescribed functions", as defined under the Act (1993):

- Have regular contact with, or work in close proximity to children on a regular basis and are not directly supervised at all times
- Supervise or manage persons who have regular contact with, or work in close proximity to children on a regular basis
- Have access to records relating to children in connection with child protection services, education services, health services, disability services or court orders and proceedings
- Undertake functions of a type prescribed by regulation, currently the provision of overnight care or a prescribed passenger transport service¹

Mandated Notifier A person undertaking a prescribed function

Resident All residents of the College

Staff A person who is employed by the College

Standards *"Child safe environments: Standards for dealing with information about a person's criminal history as part of a relevant history assessment"* issued by the Chief Executive, Department for Education (Section 145 (k) *Children and Young People Safety Act 2017* Version: 1 July 2014 (updated October 2018))

Student A student resident of the College

Volunteer A person engaged to undertake a function for the College who is not paid

Policy Principles

Commitment to Child Safe Environments

The College is committed to the safety and wellbeing of children and young people accessing its services, in accordance with the Act (1993) and the Act (2017). While the College does not provide services wholly to children, a number of students will be under the age of 18 when undertaking their College application process and may be underage when taking up residence in the College. It is therefore vital that the College provide a safe environment for children in its care. Every resident and staff member must commit to the principles and practice of providing a Child Safe Environment. The College has a zero-tolerance approach to child abuse and neglect.

According to the South Australian Department for Education:

¹ <https://www.education.sa.gov.au/child-protection/child-safe-environments/relevant-history-obligations-child-safe-environments>

“Child safe environments are safe and friendly settings where children feel respected, valued and encouraged to reach their full potential. Organisations providing child safe environments:

- take a preventative, proactive and participatory stance on child protection issues
- value and embrace the opinions and views of children and young people
- assist children and young people to build skills that will assist them to participate in society
- are focused on the protection of children and young people and take action to protect them from harm
- provide parents, guardians or carers with evidence of their child safe environments policies and procedures when requested.”²

The principles of a child safe environment align strongly with the values and purpose of the College, which focus on proactively engaging young people to meet their full potential in a safe and supportive environment.

To provide a child safe environment, the College will undertake the following actions:

- Actively promote a safe and supporting environment for all children
- Require all staff and volunteers to adhere to the St Mark’s College Working with Children Code of Conduct
- Maintain a risk management plan to ensure potential risks to children are identified and managed appropriately
- Undertake relevant history screenings for all staff and volunteers undertaking prescribed functions
- Ensure all staff are provided with regular training and resources to ensure they understand their responsibilities in reporting and responding to child abuse and neglect
- Maintain robust policies and procedures for responding to child abuse and neglect

The College will provide ongoing support and information to promote and maintain the College as a child safe environment, and expects staff and students to be active participants in maintaining a safe environment for children and young people.

In accordance with the College’s Alcohol Policy, no child is permitted to consume alcohol on College grounds or at College events, and no resident, staff member or guest is permitted to supply alcohol to any child on College grounds or at College events.

Roles and Responsibilities

All residents and staff have a moral responsibility to ensure that the College is a safe environment for any child accessing the College’s services.

Proscribed position holders are responsible for understanding and enacting their duties under the Act.

The Chair, supported by the Master, is responsible for ensuring the College’s compliance with this Policy and relevant legislation.

² <https://www.education.sa.gov.au/child-protection/child-safe-environments/about-child-safe-environments>

Relevant History Screening

All staff and volunteers engaged by the College are required to undergo a relevant history screening before undertaking a prescribed function, in accordance with relevant legislation, including the Act (1993) and the Act (2017).

Identification of Prescribed Positions

As part of the College's child safe environments risk management plan, the College has identified the following roles as involving or being highly likely to involve a prescribed function:

- Chair
- Master
- Dean
- Director of Learning
- Chaplain
- Assistant Dean
- Residential Advisor
- Duty Tutor
- College Club Committee Members
- Tutor (where tutoring underage students one-to-one)
- Wellbeing Officer
- Any person with access to student records
- Any person holding a key card with access to children's rooms

All holders of these positions require a relevant history screening. Any other staff member or volunteer identified as performing a prescribed function will also require a relevant history screening.

Nominated Officer Roles

The Department of Human Services requires organisations requesting relevant history screenings to provide contact details for a Site Administrator (responsible for maintaining the organisation's DHS screening portal), a Requesting Officer (responsible for receiving clearance notifications – this role does not receive access to confidential data), an Authorised Officer (who the screening unit may liaise with where potential risks have been identified during assessment – handles confidential information) and a Finance Officer.

To fulfil these responsibilities, the College will appoint a screening coordinator to undertake the Site Administrator, Financial Officer and Requesting Officer functions. They will be responsible for coordinating the screening process for all applicants, maintaining the College's records of screenings, and ensuring that screening updates are undertaken on schedule. The role of Authorised Officer will be undertaken by the Master.

Relevant History Screening Process

An important part of establishing and maintaining a safe environment for children and young people is ensuring that the most suitable people are recruited to work and volunteer with them. A robust screening process is an important part of this.

Procedure

All proscribed position holders are required to hold a valid child-related employment screening issued by the South Australian Department of Human Services or a valid equivalent screening from another Australian state. The College will meet the cost of conducting screenings for its employees and volunteers.

Screenings can be conducted via the College's organisation portal on the Department of Human Services' website. The screening application will be initiated by the College's screening coordinator after consent is obtained from the applicant, and the applicant is to complete all portions of their application within two weeks, unless exceptional circumstances prevent this in which case they must notify the College about the delay.

Once the screening is complete, the results will be made available to the screening coordinator at the College by the Department of Human Services. If any potential risks are identified through the screening process, the Department of Human Services will contact the Master in their role as Authorised Officer. The screening will be reviewed by the Master, who will make the final decision on whether the applicant is suitable to undertake a prescribed function at the College. This must occur prior to commencing the prescribed function.

Assessing Criminal History Reports

The College considers and assesses an individual's criminal history report on a case-by-case basis, in accordance with the Act (1993), the Act (2017) and the Standards outlined in *Child save environments: Standards for dealing with information about a person's criminal history as part of a relevant history assessment*.³ A staff member or volunteer whose screening and subsequent risk assessment by the College identifies them as a potential risk to children they will not be permitted to undertake any prescribed function for the College. Failure to obtain and maintain a satisfactory child-related employment screening can be grounds for dismissal from a proscribed position. The Master (or the Chair on behalf of the Master where there is an identified conflict of interest in the Master reviewing a family member or friend's criminal history – see confidentiality guidelines below) is responsible for reviewing the screenings of all staff and volunteers to ensure they are suitable for their position and whether they present a risk of harm to children. The Master will be guided by relevant legislation and the Standards in conducting a risk assessment and determining whether the individual is suitable for their proposed role.

Where a person has no disclosable history, the College will not take any further action in respect to a relevant history assessment, although the individual will still have to complete a comprehensive recruitment process.

Where a person does have a criminal history, the Master will notify the applicant that there is a concern and allow the person the opportunity to provide further information. The Master will then undertake a risk assessment of the potential harm⁴ to children posed by the person being

³ Issued by the Chief Executive, Department for Education (Section 145 (k) *Children and Young People Safety Act 2017* Version: 1 July 2014 (updated October 2018)

⁴ According to the Standards, harm in the context of children safe environments means a detrimental impact on the physical, psychological, or emotional safety, wellbeing and development of a child as a result of the actions or inactions of another person. Risk of harm is the likelihood of inflicting harm

assessed, giving consideration to the nature of the criminal history, the context in which the offending occurred, and situational factors relating to the prescribed functions the person may undertake. Based on this risk assessment the Master will determine whether and under what conditions the individual will be allowed to work or volunteer at St Mark's College. This will be done in accordance with principles of procedural fairness.

Under the *Child Sex Offenders Registration Act 2006 (SA)* some people are absolutely prohibited from working with children because they have been convicted of serious offences against children. These offenders are recorded on the *Australian National Child Sex Offenders Register (ANCOR)*. It is an offence for a registrable offender to apply for child related work. The College will not allow a person recorded on ANCOR to work or volunteer at St Mark's College.

As outlined in the Standards there are specific categories of criminal conviction that present a prima-facie risk of harm. It is highly unlikely a person would be considered suitable to undertake a prescribed function if they have been convicted of:

- Murder
- Sexual assault
- Violence in relation to a child
- An offence involving child prostitution
- A child abuse offence, for example criminal neglect

There are other relevant offences where there can be a presumption that there is a presenting risk of harm to children, although further assessment is needed. These include:

- Sexually-motivated offences
- Violence offences/assault including any form of assault which has resulted in a sentence of imprisonment
- Offences relating to cruelty to animals
- Any other offences against a child (including drug offences)

Other criminal offences may also be relevant, including: dishonesty offences, serious drug-related matters or serious traffic offences. None of these offences will automatically preclude an individual from being engaged to undertake prescribed functions, but will necessitate a risk assessment. According to the Standards, it has been agreed nationally that "in cases where the criminal history information relevant to the individual suggests a prima facie risk of harm to children it may be appropriate that the individual bears the onus of proving they do not pose such a risk. Conversely, where the criminal history of an individual does not indicate a prima facie risk but where there are other strong indicators of risk that cause concern, it may be appropriate for the decision maker to bear the onus of proving that the individual poses a risk of harm to children."

In line with the Standards, an individual's criminal history will be assessed with consideration of the context in which the offences were committed. Where relevant, the College will seek

(either directly or as a consequence of other actions) and the severity of that harm. Risk may be the result of situational or contextual factors.

additional information from the individual and through South Australia Police relating to any or all of the following factors:

- The nature, gravity and circumstances of the offence or charges and how it is relevant to child-related employment/volunteering
- How long it is since the offence occurred
- The severity of the penalty imposed by the court, and whether the penalty was successfully completed
- The age of the victim of the offending behaviour
- Whether the offence was committed as an adult or a juvenile
- The age difference between the applicant and the victim
- How serious the applicant's criminal history is based on all the information available (e.g. is there a pattern of offending?)
- How the applicant's circumstances have changed since the offending
- The attitude of the applicant's attitude to their previous behaviour
- The findings of assessment reports following attendance at treatment or intervention programs, evidence of rehabilitation, other references, the individual's attitude to the offending behaviour, and cultural factors that may be relevant to the offending
- If the offence been decriminalised in Australia. Whether it an offence overseas but not in Australia
- The significance of the type of conviction in relation to the duties a person is, or may be, undertaking
- The possibility of the an incident occurring if the person is employed with particularly duties
- Whether the person has been satisfactorily employed since the conviction.

The risk assessment will also include consideration of the situational factors relating to the prescribed function to be undertaken, including:

- Access and levels of supervision: the degree of direct and unsupervised access to children or their records
- Nature of the prescribed functions: whether the functions are sustained or short-term, level of supervision and whether it involves the provision of overnight care
- Relevance: an organisation should only have regard to criminal history information that may indicate that the person presents a potential risk of harm to children, although relevance itself cannot be the basis for an assessment that an individual presents an unacceptable risk of harm to children. The type of criminal history must be assessed against the prescribed functions that individual is likely to undertake and the contextual factors described above
- Proportionality: whether excluding the person from engagement is an outcome proportional to the nature and circumstances of the conviction
- Consequences: What would be the impact of a prospective incident if the person undertakes particular duties
- Characteristics of the children receiving the service: The nature and vulnerability of children receiving the service, including age and maturity, social awareness and

competence, physical or intellectual disability, language or cultural vulnerability, and social or emotional based vulnerability.

- Treatment strategies: what procedures will assist in reducing the likelihood of an incident occurring, including, for example modification of duties or work environment

Based on this risk assessment, the Master will decide whether and under what conditions an employee or volunteer will be employed and allowed to work with children at St Mark's College.

Procedural Fairness in Assessment and Decision-Making Processes

Procedural fairness is an important aspect of making a decision about a person's employment. Decisions to not employ an individual due to their criminal history must be fair, equitable and based on principles of procedural fairness. While procedural fairness does not have a single recognised definition, at its core, it requires fair, accessible, transparent and equitable decision-making processes.

In line with the Standards and the *Children's Protection Regulations 2010*, the College will provide individuals with the opportunity to confirm their identity and the accuracy of any associated criminal history⁵. If the criminal history report indicates relevant criminal history that requires further assessment, the College will give the individual notice of the information being considered and an opportunity to provide further information. This information will be genuinely considered without bias or prejudice.

The person will be afforded natural justice by being:

- Given the opportunity to provide information regarding his or her criminal history, or other information and references, and for this information to be considered
- Informed of any proposed decision to be made about them
- Provided with the rationale for the proposed decision
- Given the right to have a full relevant history assessment decision reviewed by an independent body.

In addition, current employees who are deemed ineligible to work with children in a prescribed position based on their criminal history have a right of reply unless statutory exemptions specify otherwise.

Disputes can be made through the College's internal grievance procedure, and individuals will be made aware of their rights under this process.

The College will maintain records of the decision-making process and rationale of each decision. This information will be stored strictly in line with the confidentiality guidelines below.

Data Storage and Confidentiality (Criminal History Reports)

The College abides by the standards and obligations for appropriate handling of information about a person's criminal history as part of a relevant history assessment, as per the Act (1993),

⁵ Note: if an individual disputes the accuracy of information contained in their criminal history record, they may apply to South Australia Police through the *Freedom of Information Act 1991 (SA)* to correct their record.

the Act (2017) and The Standards. The Standards set out the requirements that all organisations in South Australia must comply with when handling and assessing information related to a person's criminal history and information provided by a person for the purpose of the assessment.

During the risk assessment process only the Master, the screening coordinator and the individual are permitted access to an individual's criminal history report. The Master, the screening coordinator and the College must not disclose information relating to an individual's criminal history report.

The Authorised Officer may be provided with additional confidential information by the Department of Human Services where a screening has revealed a potential risk to child safety. This information is to be handled in the strictest confidence in accordance with confidentiality guidelines provided by the screening unit and the Children's Protection Regulations 2010.⁶ A strict prohibition applies to making confidential assessments briefings part of an organisation's permanent files, and such information must be destroyed within three months of the finalisation of a screening assessment.

To prevent conflict of interest, the College will not allow a family member or friend to be involved in assessing each other's criminal history information. Where a conflict of interest exists on the part of the screening coordinator, the Master will take over the screening coordinator's responsibilities. Where the Master has a conflict of interest, the Chair will take over the Master's authorised officer responsibilities and conduct the risk assessment.

Once a decision has been made regarding whether the person may pose a risk to children, organisations are not permitted to make criminal history reports or copies of these reports a part of their permanent records. Instead, in order to demonstrate compliance with legislative requirements, the College will retain the following information:

- Confirmation that a criminal history report has been obtained for each prescribed position holder (including name and date of birth of applicant, position of the applicant, type of evidence provided including document reference number, date of issue of evidence, date evidence received by the College, and the expiry date of evidence). [See Appendix A for Relevant History Assessment Register template]
- Details of how the criminal history report and any other information gathered during the assessment process affected any decision-making processes within the organisation regarding potential risk a person may pose to children. [See Appendix B for Relevant History Assessment Form template]
- Statutory declarations

This information will be secured securely in hard copy in a locked filing system. Information relating to criminal history will be stored separately from other information relating to the person. These records are only to be accessed by the Master and the screening coordinator, and may be surrendered to appropriate authorities if required under law.

⁶ https://screening.sa.gov.au/_data/assets/pdf_file/0004/60898/Confidentialty-Guidelines-for-Authorised-Officers.pdf

Renewals

Child-related employment screenings are valid for three years from their date of issue. The College must maintain record of a valid child-related employment screening for every current prescribed position holder. To ensure this occurs, the screening coordinator will notify the staff member or volunteer 6 months in advance of the expiry of their recorded screening that renewal is required. The screening coordinator will monitor to ensure that the relevant screening is obtained by the staff member or volunteer, and update College records. If a screening renewal is not obtained, the screening coordinator will notify the Master, who will suspend the staff member or volunteer from conducting prescribed functions until such time as a relevant history screening is provided and assessed by the College.

Responding to Child Abuse and Neglect

The College encourages and supports the prompt reporting of allegations of child abuse, neglect and exploitation. The College aims to manage all allegations of child abuse and neglect sensitively and expeditiously, and in accordance with relevant legislation, principles of natural justice and procedural fairness. The College is committed to supporting mandated notifiers to meet their legal obligation to notify of any reasonable suspicion of child abuse or neglect.

All College residents, staff and volunteers, whether in a proscribed position or not, are expected to ensure that any children they interact with are safe and protected. The College believes that any person who witnesses or believes that child abuse or neglect has or may occur has a moral responsibility to report the abuse or neglect to the relevant authority and to the College.

Reporting Procedure

Any resident, staff member or volunteer who witnesses or suspects that a child is or has been abused or neglected at the College should urgently report the matter to the Chair or the Master. They are also strongly encouraged to submit a notification to the Child Abuse Report Line (CARL) either via phone (13 14 78) or via the CARL online reporting system any time they witness or believe that child abuse may be occurring.

If the resident, staff member or volunteer is a mandated notifier they must make a report to the Department of Child Protection through the CARL if they suspect on reasonable ground that a child has been or is being abused or neglected. A mandated notifier does not need to be able to prove that abuse or neglect has actually occurred. All matters encountered during the course of work for the College must also be reported to the Master or the Chair immediately.

Record Keeping

The Master will retain a hard copy record of all incidents relating to child abuse and neglect that occur at the College. These records will be retained in hard copy in a lockable filing system, and should not be stored electronically where they can be accessed by any other person. The record should be maintained separately to the child's main file to ensure the information remains confidential. These records will be kept in strict confidence by the Master, and only released to relevant authorities as required under law.

Victim Support

The College acknowledges that making a report does not exhaust a mandated notifier's or the College's duty of care to a child or their family. On report of suspected child abuse or neglect, the Master, Chair and Dean will review the situation on a case by case basis to determine the actions needed to ensure the immediate and ongoing safety and well-being of the child. This will include liaison with the child and the parents or guardian of the child. It will also include engagement with the Department of Child Protection and other service providers as necessary.

Investigations

The College has a zero tolerance of child abuse and neglect. In addition to risk assessments carried out as part of the relevant history screening process, any staff member who is suspected on reasonable grounds to have committed child abuse or neglect in any context during their engagement with the College will be immediately suspended from conducting prescribed functions and may be suspended from their regular employment until a new risk assessment is undertaken and a decision made by the Master as to their suitability for ongoing employment. Failure to resolve the matter may result in termination of employment at the College. Any resident who is suspected on reasonable grounds to have committed child abuse or neglect in any context will be subject to disciplinary proceedings, up to and including expulsion from the College. Investigations will be carried out within the spirit of procedural fairness, with alleged victims and offenders kept informed about the allegations, investigation, outcomes and decision-making rationale. Investigations will be conducted by the Master, Chair and Dean or by an appointed independent investigator. Where there is an actual or perceived conflict of interest on the part of the Master, Chair, Dean or independent investigator they will be excluded from the investigation and decision-making process.

Appropriate Behaviour and Code of Conduct

The College has a Child Safe Environments Code of Conduct. All staff and volunteers are required to abide by the principles and content of the Code of Conduct. A breach of the Code of Conduct is a cause for disciplinary action. Disciplinary action will be taken by the Master based on the severity of the breach, up to and including prohibition on undertaking prescribed functions or termination of employment. Disciplinary actions will be undertaken from a foundation of procedural fairness.

Procedural Fairness

The College will respect the rights of respondents throughout any investigation and disciplinary processes. We acknowledge that respondents are entitled to the presumption of innocence. For the purposes of its own investigation and disciplinary processes, the College acts according to the civil standard of proof, i.e. proof on the balance of probabilities.

Seeking Support – within the College

The following people at the College have received appropriate training in this area and are available to provide assistance:

- Chair
- Master
- Screening coordinator
- Dean
- Director of Learning

Seeking Support – other sources

Department of Child Protection: Reporting Child Abuse or Neglect

<https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect>

Department of Child Protection: online CARL notification system

<https://my.families.sa.gov.au/IDMProv/landing.html>

Department of Child Protection: indicators of abuse or neglect

<https://www.childprotection.sa.gov.au/reporting-child-abuse/indicators-abuse-or-neglect>

Education and Training

The College recognises its obligation to take all reasonable measures to ensure that up to date and relevant information is made available to staff and residents about their responsibilities in line with this Policy. Proscribed position holders are expected to familiarise themselves with their responsibilities under the Act, and undertake Child Safe Environments training.

Policy Review

This policy will be reviewed on an annual basis in January of each year, prior to publication in the student Handbook and on the student portal, to ensure that it is compliant with best practice management and the College's legal obligations.

Policy created: June 2018

Policy updated: February 2019

Policy authorised by: Master

Date to be reviewed: January 2020

Child Safe Environments Fact Sheet

What is a Child Safe Environment?

Child safe environments are safe and friendly settings where children feel respected, valued and encouraged to reach their full potential. Organisations providing child safe environments:

- take a preventative, proactive and participatory stance on child protection issues
- value and embrace the opinions and views of children and young people
- assist children and young people to build skills that will assist them to participate in society
- are focused on the protection of children and young people and take action to protect them from harm
- provide parents, guardians or carers with evidence of their child safe environments policies and procedures when requested.

Relevant Legislation

- *Children and Young People (Safety) Act 2017*
- *Children's Protection Act 1993*

What is Child Abuse?

Child abuse is any behaviour that harms a child (anyone under 18). The common types of abuse include:

- **Physical abuse:** Any use of physical force against a child that doesn't happen by accident and causes injury. Hitting, beating, shaking, punching, biting, burning, scratching, strangling or choking a child are all examples of child abuse.
- **Sexual abuse:** Any type of sexual involvement or contact between a child and an adult. Sexual abuse can be voyeurism (spying on or watching a child), sexual acts and incest (sex between family members).
- **Emotional abuse:** A pattern of denying a child love, approval and security, or mistreating a child in the way an adult speaks to them or acts towards them. Bullying, yelling, isolating, criticising, terrorising, ignoring and shaming are all types of emotional abuse.
- **Neglect:** Failing to provide a child with the things they need to grow, such as shelter, food, hygiene, supervision, medical attention, education or safety.

What is Mandatory Notification?

Mandatory Notifiers are people work with children who have a legal responsibility to report abuse. All College staff and student leaders are considered mandatory notifiers because they are providing care to young people in both an education and residential environment.

A mandated notifier **must make a report** to the Department for Child Protection if they suspect on reasonable grounds that a child or young person is, or may be, at risk of harm. A mandated notifier **does not have to be able to prove that harm has actually occurred.**

How to Report Child Abuse

Reports must be made to the Child Abuse Report Line (CARL)

- Telephone: 13 14 78
- Online Reporting: <https://www.childprotection.sa.gov.au/reporting-child-abuse>

Your responsibility does not end when you make a report. You still have a duty of care to support the safety and wellbeing child or young person.

Responding to Disclosures

A child or young person's disclosure is seldom straightforward many of the ways children and young people disclose abuse are indirect or accidental. A child or young person may not realise that the behaviour they are experiencing is abuse. As an adult, you should be aware and prepared to respond to a child in need.

Many factors may lead a young person to hesitate in disclosing abuse, including:

- pressure or threats from the perpetrator;
- relationship to the perpetrator;
- expected consequences of telling (e.g., physical injury/death, family separation, parental distress);
- pressure from the child's family;
- fear of negative reactions from parents or family;
- fear of not being believed;
- feelings of embarrassment, shame and self-blame; and/or
- for males specifically: fears of stigmatisation, being labelled a victim or being labelled homosexual

What to do when hearing a disclosure:

- Give the child or young person your full attention.
- Maintain a calm appearance.
- Don't be afraid of saying the "wrong" thing.
- Reassure the child or young person it is right to tell.
- Accept the child or young person will disclose only what is comfortable and recognise the bravery/strength of the child for talking about something that is difficult.
- Let the child or young person take his or her time.
- Let the child or young person use his or her own words.
- Don't make promises you can't keep.
- Tell the child or young person what you plan to do next.
- Do not confront the perpetrator.

After receiving a disclosure:

- Keep detailed records of what was disclosed to you
- Assess the situation – is the child or young person in immediate danger? If so, call the Child Abuse Report Line and/or the Police immediately.
- If the situation is connected to the College, contact the Master or the Chair asap
- Report the situation to the Child Abuse Report Line asap (if it is not an emergency, this can be done online as an eCARL notification)
- Identify and implement strategies to support the child (you do not have to do this alone)

Where to find out more:

- Department for Education, Child Safe Environments Team:
<https://www.education.sa.gov.au/child-protection>
- Department for Child Protection: <https://www.childprotection.sa.gov.au/>
- Child Abuse Report Line: <https://my.families.sa.gov.au/IDMProv/landing.html>
- Department for Child Protection, Mandatory Reporting Guide:
<https://www.childprotection.sa.gov.au/sites/g/files/net916/f/mandatory-reporting-guide.pdf>
- Kids Helpline: <https://kidshelpline.com.au/>
- Department for Child Protection, CARL Notification Checklist:
<https://www.childprotection.sa.gov.au/sites/g/files/net916/f/notification-checklist.pdf>

APPENDIX N: Gym Use Policy / Membership Agreement

The Gym at St Mark's College offers opportunities to improve strength, endurance and general fitness. Such gains may enhance your abilities in a wide range of university, College and recreational activities, including improve your concentration and intellectual function.

Muscles respond to training in a specific manner, reflecting the exercises undertaken, meaning strength and the ability to complete activities regularly performed will improve in a predictable manner. The converse is that if the exercise technique is not correct, it will not provide the benefit being aimed for and may cause injury. Also, if you need to train, strength and condition in a special way for your sport or interest, it is recommended that you consult a qualified fitness instructor.

The supervision available in the Gym is limited, so it is important that you have a good understanding of your programme and the exercises that you perform. Please speak with the designated Fitness and Gym Officers (for 2019, they are Taylor Hand and Kane McAskill) should you require information about using the equipment provided.

TERMS AND CONDITIONS

In these Terms and Conditions:

"College" means St Mark's College of 46 Pennington Terrace, North Adelaide SA;

"Gym" means the Allister McLeod Gymnasium at the College;

"Gym members" means the students who have current, valid Gym Membership Agreements with the College.

"We" or "us" means the College;

"You" or "your" means the student signatory to this Agreement.

ACCESS AND OPENING HOURS

Entry to and use of the Gym is available to Gym members only.

Gym members must be members of the St Mark's College Club Inc. Gym membership is subject to the College's right to suspend or cancel membership as provided for in the Gym Membership Agreement.

You will need your access card to access the Gym. You should not ask or expect another person to let you into the Gym at any time. You must not let anyone else into the Gym or let anyone else use your access card. If your access card is lost or stolen you must let us know immediately (via Reception or the Dean, or the Duty Tutor out of office hours) and get a replacement. A replacement fee may apply.

The Gym is available to Gym members from 5am – 10pm 7 days a week. However, we reserve the right to:

- make changes to the opening hours;

- make changes to the availability of the Gym and/or Gym equipment; and/or
- close off part of the Gym and/or limit or exclude the use of Gym equipment, where necessary or appropriate for safety, maintenance, repair, renovation or any other reasons.

PROPER USE OF GYM AND EQUIPMENT

You must not use the Gym in any way that could pose a risk to your health or safety or that of other members or anyone else.

For the safety of you and others, you must follow all operating and safety instructions on Gym equipment.

You promise to take care to use the Gym and the equipment in it safely and properly. If you are ever not sure how to use any equipment safely or properly, you agree to ask us (via Reception or the Dean, or the designated Gym Curators) before using it.

For health and safety reasons, you must use a towel when exercising on Gym equipment. Please wipe down equipment before and after use with the disinfectant wipes provided.

Please return weights and bars to their racks when you have finished with them. This includes unloading plates from machines and bars when you have finished.

HEALTH AND PHYSICAL CONDITION

By signing this Agreement, you represent to the College that, to the best of your knowledge, you do not have any physical, medical or other disability or condition which may be affected or aggravated by, or which may result in any sickness, injury or death to you as a result of, your use of the Gym.

If at any time before or after signing this Agreement you become aware that you MIGHT have a physical, medical or other disability or condition which may be affected or aggravated by, or which may result in any sickness, injury or death to you as a result of, your use of the Gym, then you must inform us before using the Gym. You promise that the information you give us will be true and accurate and not misleading in any way.

We may suspend or cancel your Gym membership if we have reason to believe that your health or safety may be put at any risk by use of the Gym.

Each time you use the Gym, you must ensure you are in good health and physical condition and know of no medical or other reason why you should not exercise. If unsure, you must not use the Gym until you have sought appropriate medical advice and been given the go-ahead. It is your responsibility not to use the Gym if that may adversely affect your health in any way.

If at any time while using the Gym you experience any pain, discomfort or unusual symptoms, you should immediately stop the activity and seek medical advice before using the Gym again.

You acknowledge and agree that the College cannot and does not give you any medical advice.

ACCIDENT OR INJURY

If you suffer or witness any accident or injury in the Gym, you must report it to us immediately (via Reception or the Dean, or the Duty Tutor out of office hours).

PRIVACY AND SECURITY

Members are not allowed to take photos or videos in the Gym, except with the express written permission of the College.

If at any time while you are in the Gym you feel uncomfortable, intimidated, harassed or threatened by anyone, for any reason, you should leave the Gym and let us know immediately (via Reception or the Dean, or the Duty Tutor out of office hours).

CONDUCT IN THE GYM

Notices and Signs

You must obey all authorised notices and signs on display in the Gym.

Attire

At all times when using the Gym, you must, for health and safety reasons, wear:

- fully enclosed, clean sports shoes; and
- appropriate sporting attire, including a singlet or t-shirt.

All attire must be clean and tidy, with no offensive prints, writing or designs.

Food and Drink

Other than water, you must not bring food or drink into the Gym. No crockery, cutlery or glass is permitted in the Gym.

Alcohol and Drugs

The consumption of alcohol is not permitted in the Gym. As with all areas of the College grounds, the use of illicit drugs is not permitted in or near the Gym. No-one is permitted to enter or use the Gym while under the influence of alcohol or drugs.

You must not enter or use the Gym if your cognitive or physical function may be impaired by your use of any medication.

You acknowledge that the distribution or use of illegal or performance enhancing drugs is prohibited and agree that you will not use or distribute any such substance in or near the Gym.

No Smoking

As with all areas of the College grounds, smoking is not permitted in or near the Gym.

Personal Property

You promise not to unnecessarily bring valuables into the Gym and agree that it is not the obligation of the College to look after any unattended personal property.

The College has no liability for any loss or damage of or to any member's personal property taken into the Gym.

Commercial Activity

You acknowledge that engaging in any commercial or business activities in the Gym, such as offering training services or selling goods in the Gym, is prohibited unless the College grants you express written permission to do so. If we do give you written permission, we can revoke this at any time.

YOUR LIABILITY

You acknowledge and agree that you will be liable, to the extent permitted by law, for any injury, loss or damage of any kind (including direct, indirect, special or consequential loss or damage) and howsoever arising to:

- any person; and/or
- the Gym (including any Gym equipment),

caused by you through a wilful, wrongful or negligent act or as a result of your breach of this Agreement.

EXCLUSION OF LIABILITY

To the extent permitted by law, the College excludes any liability:

- to you in tort, statute or in any other way for any injury, loss or damage of any kind (including direct, indirect, special or consequential loss or damage) and howsoever arising sustained by you; and
- to anyone else in tort, statute or in any other way for any injury, loss or damage of any kind (including direct, indirect, special or consequential loss or damage) and howsoever arising caused by you,

arising from or in connection with this Agreement and/or your use of the Gym.

CANCELLATION OF GYM MEMBERSHIP

You may cancel your Gym membership at any time by giving us notice in writing. Your Gym membership will cease immediately we receive such notice.

We may suspend or cancel your Gym membership at any time, with or without prior notice, if:

- you breach this Agreement;
- you breach your Student Agreement with the College; and/or
- you breach any code of conduct or policy by which you are bound as a resident of the College.

Suspension or cancellation of your Gym membership does not bring to an end any liability you may have arising out of or in connection with this Agreement and/or your use of the Gym.

APPENDIX O: IT Acceptable Use Policy

1. Introduction

The Information Technology infrastructure is provided to facilitate education and research and provide support to resident students and resident academics in their studies.

College IT facilities will be used in a manner consistent with the learning and teaching purposes for which they were established and consistent with any regulations governing their use which may be published from time to time.

Access is a privilege extended by St Mark's College, not a right on behalf of any student, and St Mark's College may revoke that privilege if it considers a student is abusing this privilege.

St Mark's College IT facilities must not be used unlawfully or for an unlawful purpose.

2. Access and Accounts

All individuals who require access to the College's IT facilities and services must be properly identified, by means of a unique account verified by an authentication mechanism. A username and password will be provided to all students at the commencement of the academic year.

Visitors requiring access to the College IT facilities must be authorised on a case by case basis by the Dean of the College.

Whilst there is no stated quota for Internet download, usage is monitored regularly by the Dean. Should a student's usage be deemed to be excessive (determined as over 50GB in a seven day period) and outside the expectations of 'acceptable use', the student will be notified by email from the Dean to monitor their usage and their download speeds will automatically be capped. Should the student be contacted more than twice in a one month period regarding their excessive usage, the Dean may suspend their access to the College's network.

Users must not generate excessive network traffic in so much that it interferes with another user's ability to utilise the network. Excessive downloads authorised for university studies or device updates should be discussed prior with the Dean.

The College has printing quotas in place. The quota for 2019 is 200 pages of printing per calendar month. All students are expected to comply with the quotas. If a student exceeds any of their quotas, they may be personally charged for the cost of their use and/or temporarily prevented from using the facility. Additional pages can be purchased from the College Office for \$10 per 100 pages of printing.

Any student not returning to College will have their account deleted at the time they are no longer a member of the College.

Any student may have their IT access suspended where there is a suspected breach of this policy or the College Code of Conduct.

3. Security of IT Facilities

The College will take all reasonable steps to protect its IT facilities and data from unauthorised and unacceptable use.

Users of the College's IT facilities must not circumvent the College's authorised internet connections, add additional unauthorised routers, access points or network equipment or subvert its IT security measures.

All College IT facilities must be kept secured at all times against damage, misuse, loss or theft. In addition, sensitive information or data must be protected with appropriate security measures such as passwords and encryption.

People working as College IT Support Officers and/or any staff member must not use their access to IT facilities to gain any personal, academic or other advantage.

4. User Responsibilities

It is a condition of use of the College's IT facilities that this Policy, particularly the principles of acceptable and unacceptable use, and its associated Procedures must be complied with.

- All College students are responsible for all activity initiated from their account.
- All College students must access College IT facilities using their own account.
- All College students must ensure that their passwords are securely stored.

Any user of the College IT facilities must not create, send, store, access, use, solicit, publish or link to:

- Offensive, obscene, profane or indecent images or material;
- Material likely to cause annoyance, inconvenience or distress to some individuals or cultures;
- Discriminating or sexually harassing material or messages that create an intimidating or hostile study environment for others;
- Defamatory material or material that makes misrepresentations or could otherwise be construed as misleading;
- Material that infringes the intellectual property (including copyright) of another person or organisation;
- Malicious software such as viruses, worms or address-harvesting software.

Electronic materials must never be forwarded without the express or implied permission of the material's creator.

Peer-to-peer software must only be used for lawful purposes authorised by the Dean.

All students are responsible for ensuring their own computer is free of viruses that may affect the performance of the College's network. This involves installing anti-virus and anti-spyware software which is updated and used on a regular basis.

Any observed security weakness in, or threat to, the College's IT facilities and services and any known or suspected breach of this Policy and its associated Procedures must be reported as soon as practicable to the IT Support Officer or the Dean.

5. College Responsibilities and Monitoring of IT Facilities

The College will manage all IT accounts and maintain a secure IT environment.

The College reserves the right to investigate any and all aspects of its electronic information systems if it is suspected that any user of College IT facilities is acting unlawfully or violating this Policy or the College Code of Conduct.

The College reserves the right to monitor, log, collect and analyse the activities of account holders in their usage of IT facilities as well as carry out security audits.

The College may take any action it considers necessary to remedy immediate threats to the IT infrastructure or security, including suspending authorised accounts and/or disconnecting or disabling relevant IT facilities or other equipment, with or without prior notice.

6. Consequences of non-compliance

Minor breaches of this Policy will be addressed by the Dean. Users will be requested to desist from the breaching behaviour.

Ongoing or serious breaches of this Policy will be addressed by the relevant disciplinary procedures.

Breaches of criminal law using College IT facilities may be a matter for the police. The College will co-operate with the police, and other authorities, in any investigation relating to the illegal uses of the College's IT infrastructure. In some cases, the College may be obliged to refer a suspected breach to the appropriate law enforcement agencies.

APPENDIX P: Important Contact Numbers

College office 088334 5600 (fax: 088267 4694)
Adelaide University Security Ext. 5580 or 0438 882 084
Duty Tutor Ext. 5582 or 0438 827 376

MASTER

Rose Alwyn Office 8334 5602 /
master@stmarkscollege.com.au
Mobile 0488 265 892

DEAN

Areti Metuamate Office 8334 5608 / areti@stmarkscollege.com.au
Mobile 0425 505 222

DIRECTOR OF LEARNING

Katherine Radoslovich Office 8334 5606 /
katherine.radoslovich@stmarkscollege.com.au
Mobile 0417 105 498

ASSISTANT DEAN

Sarina Ferguson Mobile 0407 123 860

HEAD RESIDENTIAL ADVISORS

Brady Martin Mobile 0418 222 349
Erin Widdison Mobile 0458 745 155

SENIOR ACADEMIC TUTOR

Ally Kenny Mobile 0488 449 112

PROPERTY MANAGER

Richard Foster Office 8334 5609 /
property@stmarkscollege.com.au
Mobile 0417 807 434

ST MARK'S COLLEGE CLUB INC.

President – Evie de Jager Mobile 0487 207 292
Vice President – Tom Edney Mobile 0408 344 804

OFFICE ADMINISTRATION

Anne Verwey 8334 5601 /
anne.verwey@stmarkscollege.com.au
Lorraine Burgess (fees and billing) 8334 5605 /
lorraine.burgess@stmarkscollege.com.au
Sarah Hampel (marketing and publications) 8334 5604 / sarah.hampel@stmarkscollege.com.au

CATERING

Sodexo Office 8334 5611

HOUSEKEEPING

Academy Services Mobile 0424 147 203

LIBRARIAN

Pirjo Rayner Office 8334 5612

Emergency:

Ambulance, Fire, Police (attendance)	000
Police Attendance (non-emergency)	131 444
Poisons Information Centre	131 126
Adelaide University Security	Ext 5580

Medical:

Adelaide Unicare	8313 5050
<i>University of Adelaide, North Terrace Campus – Horace Lamb Building</i>	
UniSA Health Medical Clinic	1300 172 996
<i>UniSA City East, level 2 Centenary Building</i>	
<i>UniSA City West, 27 North Terrace</i>	
Flinders University Health Service [Note: Flinders Students Only]	8201 2118
BirthLine – Pregnancy Support	8331 1223
Clinic 275 (STD Clinic)	8222 5075
<i>275 North Terrace, Adelaide</i>	
Sexual Health Information Networking & Education SA	1300 883 793
North Adelaide Dental Centre	8267 1894
<i>55 Archer Street, Adelaide</i>	
Dental emergency (Dr Greg Miller)	0437 733 350
Adelaide Dental Hospital	1300 008 222
<i>University of Adelaide Health and Medical Sciences building, Level 11 and 12</i>	
Yarrow Place Rape & Sexual Assault Service	8226 8777
<i>Level 2, 55 King William Road, North Adelaide</i>	
FREECALL	1800 817 421
After Hours Emergency Line	8226 8787

Counselling:

Neaves and Menne (Private clinic, North Adelaide)	8267 5466
<i>www.neavesandmenne.com.au</i>	
Headspace: headspace.org.au	1800 063 267
<i>facebook.com/headspaceadelaide</i>	
Anorexia and Bulimia Nervosa Association	8212 1644
Crisis Care Unit (24 Hour Helpline)	13 16 11
Drug & Alcohol Services Council	1300 131 340
24 Hour Counselling/Information Service	
Lifeline – 24 Hour Helpline	13 11 14
University of Adelaide Counselling Service	8303 5663
University of South Australia Counselling Service	1300 277 924
<i>Out of Hours Crisis Line</i>	1300 107 441 (call) / 0488 826 346 (text)
Flinders University Counselling Service	8201 2118

Other:

Centrelink – Youth Allowance	132490
Customer Relations	1800 050 004
Housing SA – Rent Relief	13 12 99

Sexual Assault Support Services:

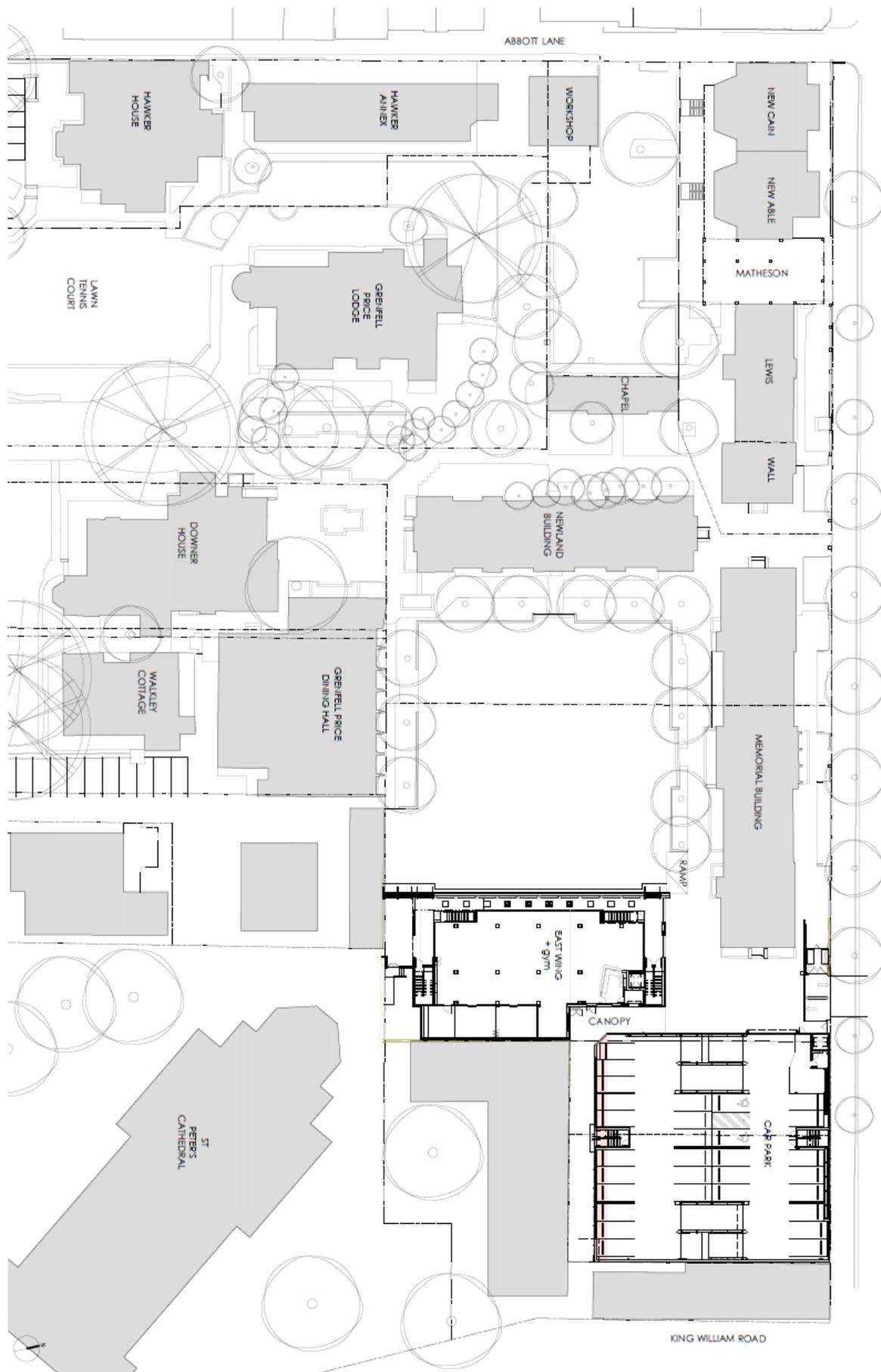
1800RESPECT	
<i>National sexual assault, domestic family violence counselling service</i>	1800 737 732
Yarrow Place Rape & Sexual Assault Service	8226 8777
<i>Level 2, 55 King William Road, North Adelaide</i>	
FREECALL	1800 817 421
After Hours Emergency Line	8226 8787

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Map of the College



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46 Pennington Terrace • North Adelaide SA 5006

stmarks@stmarkscollege.com.au

www.stmarkscollege.com.au