



ST MARK'S COLLEGE

HANDBOOK

GUIDELINES FOR MEMBERS OF THE COLLEGE

2021



St Mark's College

St Mark's College acknowledges that the land we meet on is located on 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.

Welcome!

St Mark's College warmly welcomes students who are at College for the first time, and welcomes back our returning students for 2021.

St Mark's is a residential academic 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 learning community.

You are encouraged to make the most of the opportunities available to you at College. Through living a well-balanced life, you can achieve your full potential in your studies while being actively engaged in the array of community service, sporting, artistic and other cultural, spiritual, and social activities on offer.

This Handbook has been prepared to provide you with important information about living and learning at St Mark's and to help you to understand how our community works. (During the current COVID-19 pandemic, some pandemic-related restrictions apply, and all members of the College must naturally observe those requirements.)

Best wishes for a great year in 2021, and throughout your time at St Mark's!

Excellence reaches for the stars

Contents

Contents.....	1
From the Head of College.....	2
College Values and Identity.....	4
College prayer and College hymn	6
College Governance	7
College Staff.....	7
Student Leadership	13
Senior & Middle Common Rooms.....	19
Alumni & Friends, Guests & Supporters, Special Events	20
Academic Life.....	21
College Life	25
Dining	31
Facilities.....	35
Health, Safety and Wellbeing.....	42
Administrative Matters.....	52
APPENDIX A: Student Code of Conduct.....	58
APPENDIX B: Behaviour Management Policy	65
APPENDIX C: Student Agreement Terms and Conditions.....	71
APPENDIX D: Vision, Values and Guidelines	77
APPENDIX E: Health, Safety and Wellbeing Policy	80
APPENDIX F: Sexual Harassment and Sexual Assault Policies.....	84
APPENDIX G: Alcohol Policy	105
APPENDIX H: Drug Policy	113
APPENDIX I: No Hazing Policy	117
APPENDIX J: Privacy Policy.....	120
APPENDIX K: Complaints Policy	126
APPENDIX L: Social Media Policy	131
APPENDIX M: Child Safe Environment Fact Sheet.....	137
APPENDIX N: Gym Use Policy and Agreement.....	142
APPENDIX O: IT Facilities Acceptable Use Policy and Procedure.....	146
APPENDIX P: Car Park Terms and Conditions.....	149
APPENDIX Q: Room Points.....	151
APPENDIX R: Important Contact Details	153
Map of the College.....	159

Please note that nothing in the Handbook limits the absolute discretion of the Head of College and all sections should be interpreted as such.

From the Head of College

A very warm welcome to St Mark's College!

St Mark's was founded in 1925 as the first university residential college in Adelaide. Many of the founders were graduates of the great collegiate universities of Oxford and Cambridge. They believed that students here should have all the benefits of collegiate life which they had experienced – through combining study and participation in wider university life with all the opportunities in college for academic, broader intellectual, sporting, cultural, community service, spiritual and social activities. They believed – as we do today – that college life can provide the best context in which to be a university student.

The College today is an active and vibrant residential academic community comprising over 200 students and senior members, including staff. It is a community in which every member is both challenged and supported to achieve their best, and where the wellbeing of all is promoted. It is a community based on values – perhaps above all, the importance of respect and dignity for all, regardless of gender, ethnicity, sexual orientation, or other attributes. We work always to ensure a culture of respect, genuine inclusion, and safety. It is a community which aims to nurture good character, values-driven leadership, and a commitment to service to the wider community.

The College motto “Spernit Virtus Humum” has been translated as “excellence reaches for the stars”, and I hope that you will commit yourselves to the pursuit of academic excellence during your years as a resident member of the College, and to a life of integrity and service in the years beyond. Giving careful thought to how you use your time will be essential to this.

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 members of the College have rights and privileges and with them come responsibilities and obligations. Every member of the College has an obligation to demonstrate respectful, considerate behaviour when interacting with others, including fellow students, staff members and 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.

On becoming a member of St Mark's College, you become a member of a college community to which you belong for the rest of your life – first in your years as a resident member of the College, and then as a member of our Old Collegian or alumni community.

I hope that you will remain connected with the College, not only while you are resident here, but throughout the years and decades ahead.

The opportunities which students have at St Mark's have been made possible through the generosity and labours of those who have come before – starting with those whose vision and generosity enabled the purchase of Downer House as the building in which the College started nearly a century ago, and continuing today with generosity that enables us to improve our facilities and to provide support for students that would otherwise be impossible. It is my hope that every member of the College, being grateful for the opportunities which St Mark's gives them, will go on – as soon as they are able, and as much as they are able – to contribute to handing on these opportunities even better to future generations of students.

We look forward to acknowledging and thanking all those who have contributed to St Mark's and who love the College, as part of special celebrations in the coming years. In 2022, the College will celebrate the 40th anniversary of women students coming into residence, and in 2025 the College will celebrate its centenary year. I hope that you will be able to join in the celebration of these milestones in coming years.

In the meantime, warmest good wishes for a great year in College and at University in 2021!

Professor Don Markwell
January 2021

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 comprises over 200 undergraduates, postgraduates, staff and other senior members, and visitors. The College was founded in the tradition of the Anglican Church of Australia, and is freely open to university students of all faiths and nationalities. Its primary affiliation since its founding nearly a century ago has been and is with the University of Adelaide, but it is also affiliated with the University of South Australia and Flinders University.

Aims

St Mark's College exists to provide a supportive and stimulating environment in which each student may fulfil their potential in their academic studies. 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 include helping to 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 and to community service.

The College encourages its members to participate in the cultural, spiritual, social, sporting, and community service 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 years as a resident member of the College a respectful, enjoyable, intellectual, and maturing experience. We also aim to encourage you to stay connected with the College over the decades beyond, including – when you can – to help provide even better opportunities for later generations of students here.

Vision and Values

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 wellbeing 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.

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

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 prayer and College hymn

As an Anglican college, St Mark's has a College prayer and College hymn. These are most often used on such occasions as the Commencement and Final Services, and the service on Founders' Day.

The College prayer and hymn express beautifully the values for which the College stands as an academic institution which promotes service to others.

The College Prayer:

O God, we praise you for the heritage
into which we have entered in this College of St Mark.
Make us worthy to maintain and strengthen all that is good
in the traditions of this College,
and inspire us to pursue your vision for the future.
Give to all who study here a true love of knowledge,
and bind us together in a bond of loyalty
to you and to one another,
so that we may be equipped for service,
to your honour and glory, through Jesus Christ our Lord.
Amen.

The College hymn: "Lord, in thy mercy, hear our praise"

Lord, in thy mercy, hear our praise
of those who built in former days
this College, set to honour thee
and benefit posterity.

The generous spirit, vision clear,
and patient labours we revere
in benefactors, grant may be
revealed in us continually.

Bless those who teach and those who learn;
guide thou their lives, their wisdom turn
from selfish ends to serve thy plan
for fellow woman, fellow man.

Lead us in all your paths of peace
true love within our hearts increase,
and may we all our days pursue
the good, the beautiful, the true.

Praise God from whom all blessings flow,
praise him, all creatures here below,
praise him above ye heavenly host,
praise Father, Son and Holy Ghost.

Words: The Most Rev'd T. T. Reed (1902-95), Fellow of the College (adapted)

Tune: *Old 100th*

College Governance

The governing body of the College is a skills-based College Board, currently comprising seven members. The Chair of the Board is Ms Linda Matthews BA (Flin), the former South Australian Commissioner for Equal Opportunity, who has also served as the first Privacy Commissioner in Queensland and as Executive Director of Women NSW.

The other current Board member are:

- Mr Simon Murray OAM, FACE, FACEL(SA), BA, Dip Ed
- Mr Mark Penniment BEc (Adel), FCA
- Professor Suzanne Le Mire LLB(Hons), BA (Adel), GDLP (SAIT), PhD (Monash), GAICD
- Mr Marc Allgrove BEc (Adel), GAICD
- Ms Cecilia White BA, LLB (Adel)
- Mr Darren Pitt BA(Hons), PGCE, MEd

College Staff

Head of College

Professor Don Markwell

BEcon (Hons) (Qld), MA, MPhil, DPhil (Oxon)



The Head of College is the Chief Executive Officer of the College and its academic head. He is responsible to the College Board for the good management of St Mark's in all its aspects.

Professor Markwell is available to any member of the College on any matter, and meets regularly with student leaders. He is keen to discuss with any student how to make the most of their years at College and at University, and how to maximise opportunities for their later careers (including, where it is of interest, for post-graduate study). Appointments to meet with

Professor Markwell should be made through the College office.

Born in Outback Queensland, Professor Markwell studied at the Universities of Queensland and Oxford (as a Rhodes Scholar), and at Princeton. He taught politics and international relations in Oxford for a decade (primarily as a Fellow of Merton College and University lecturer) before becoming Warden of Trinity College at the University of Melbourne. He has since served as Deputy Vice-Chancellor (Education) of the University of Western Australia, the global head of the Rhodes Scholarships as Warden of Rhodes House, Oxford, senior advisor to the Australian Minister for Education and to the Attorney-General of Australia, and as Warden of St Paul's College at the University of Sydney. He also, for example, worked with former Foreign Minister, Julie Bishop, on the development of the New Colombo Plan, which supports Australian undergraduates to study abroad and undertake internships in the Asia-Pacific region.

Professor Markwell is an Adjunct Professor in the University of Adelaide's School of Social Sciences, and the author of a number of books on issues in politics, international relations, higher education, and leadership.

Professor Markwell is a member of the Council of the National Library of Australia (of which the College's first Master, Sir Archibald Grenfell Price, was the inaugural chair). He also serves on the governing bodies of the Constitution Education Fund Australia (CEFA) and Cranbrook School.

Dean

Mr Stuart Meldrum
BPsych (Hons) (Newc), DipAppPsych (COPP)



The Dean of a university college has a special role, which has been traditionally associated with maintaining the good order of the college community, and at St Mark's the Dean has both disciplinary responsibilities and pastoral support functions. The Dean is responsible to the Head of College for the good order of the College. The role of the Dean includes fostering an environment conducive to academic excellence, building a sense of community spirit, and upholding the values of the College.

After a rigorous and highly competitive selection process which attracted over 80 candidates from around Australia and overseas, Mr Meldrum became Dean in October 2020. A registered psychologist, Stuart graduated from the University of Newcastle with

a Bachelor of Psychology (Honours) in 2005, and obtained his Diploma of Psychological Practice in 2009.

After work with the ORS Group in Brisbane and the NSW Central Coast, he joined the University of Newcastle as a disability advisor in 2010, moving to disability services work at the University of Sydney in 2014, before returning to the University of Newcastle as a student support advisor at their Ourimbah campus.

Stuart has worked as a health and wellbeing coordinator for University of Newcastle student residences and has had extensive experience as a student counsellor. Trained and accredited by the Full Stop Foundation as a trainer for "Sex, Safety and Respect", Stuart was part of a small team awarded the 2019 VC Excellence Award for Health, Safety and Wellbeing at the University of Newcastle. He has also undertaken the L H Martin Institute's "Emerging Leaders and Managers Program" for higher and vocational education.

Stuart's community involvement has included five years as President of the Central Coast Christian Football Association in NSW. Stuart, his wife Sarah, and their eleven-month-old son, Harry, live in Walkley Cottage.

Director of Learning

Dr Rachel Buxton

BA (Hons) (Adel), MSt, DPhil (Oxon), PGCTHE, MBA (Oxford Brookes)



The Director of Learning is responsible for ensuring high-level academic support for students including through academic tutorials, core skills training sessions and teaching support. The Director of Learning also helps students in their transition from undergraduate study to employment or post-graduate study. In addition to Learning and Wellbeing Reviews, all students are encouraged to meet with Dr Buxton to discuss their academic progress and how to fulfil their potential in their studies and subsequent careers.

Dr Buxton served as Senior Tutor of Merton College, Oxford, from 2015 to January 2020, and also held that role in 2009-10 before serving as Domestic Bursar and Fellow of Lincoln College, Oxford, in 2010-15. As Senior Tutor at Merton, Dr Buxton managed all academic-related activities in one of Oxford's academically most successful colleges, and devotes considerable attention to supporting individual students in their academic and personal development.

Rachel Buxton was a C.A.S. Hawker Scholar at St Mark's College in 1993-97, and served as College Club President in 1997, when she was also awarded the Collegians' Prize. She graduated from the University of Adelaide in 1997 with First Class Honours in English Literature, and the University Medal.

Rhodes Scholar for South Australia for 1998, Rachel completed a Masters and a Doctorate in Oxford in English language and literature. Her thesis on the influence of Robert Frost on Northern Irish poetry – a topic inspired by a suggestion from the then Master of St Mark's College, Robin Ashwin – was later published by Oxford University Press.

Rachel was Wilkinson Research Fellow and Assistant Dean at Worcester College, Oxford (2001-2), and Salvesen Junior Fellow and Tutor for Women at New College, Oxford (2002-5), also undertaking internships with McKinsey & Co. and at the UK Cabinet Office. While serving as Senior Lecturer in American Literature at Oxford Brookes University in 2005-9, Rachel completed an Executive MBA with Distinction, again topping her year.

Director of Advancement

Ms Amanda Crawley
BA, DipEd, MBA (Melb)



The Director of Advancement is responsible for the engagement of alumni and friends of the College, fundraising for College advancement (including for scholarships and building works), and communications.

Ms Amanda Crawley came into residence as Director of Advancement at St Mark's in October 2020.

Amanda served as Director of Advancement at Munich International School from August 2016 to September 2020, and for nearly three years before that was Director of Admissions and Communications there.

Amanda was an undergraduate at the University of Melbourne, where she was a resident student at Trinity College. She completed a BA in 1990, and a DipEd in 1991 – and later an MBA at the Melbourne Business School (2001).

After teaching at Methodist Ladies College, Melbourne, Amanda served from 1995 to 1999 as Director of Admissions for Trinity College Foundation Studies, the highly regarded university preparation program for international students wishing to enter the University of Melbourne.

After completing her MBA, Amanda re-joined the full-time Trinity College staff in 2001, first as Deputy Bursar and Deputy Director of Trinity College Foundation Studies (Strategic Development) (2001-04), and then as Director of Human Resources (2004-07). In 2006, she served for six months as Acting Deputy Warden of Trinity College.

Following her work as a Red Cross volunteer, Amanda worked in the National Office of Australian Red Cross from 2007 to 2012, first as Project Manager for a major organisational review and then as a National Manager in the Strategy, Planning & Research team, before moving to Germany and, after studying German in Bonn, taking up her position at Munich International School.

Registrar

Ms Kathy Radoslovich
BInt (Hons), BDS (Adel)



The Registrar is responsible all aspects of the marketing of the College for student recruitment, and the processes by which students are admitted to and enrolled in the College.

Ms Katherine Radoslovich was a C.A.S. Hawker Scholar at St Mark's in 2006-08. She 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. Kathy served in 2018 and 2019 as Director of Learning at St Mark's.

Chaplain

Rev'd Grant Moore
BTheol (Hons), DipEd, CertEd (Com)



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 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, and is currently engaged in doctoral research. 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

Property Manager	Mr Richard Foster
Finance Officer	Ms Lorraine Burgess
Front Office Administrator	Ms Carol Atkinson
Librarian	Ms Pirjo Rayner
Archivist	Mrs Monica Smith
Grounds staff	Mr Marcus Verwey Mr Tony Zander Mr Richard Weiss Mr George de Bono

Catering and cleaning is provided by external contractors (Sodexo and Academy, respectively). Their staff are much-valued members of the St Mark's community.

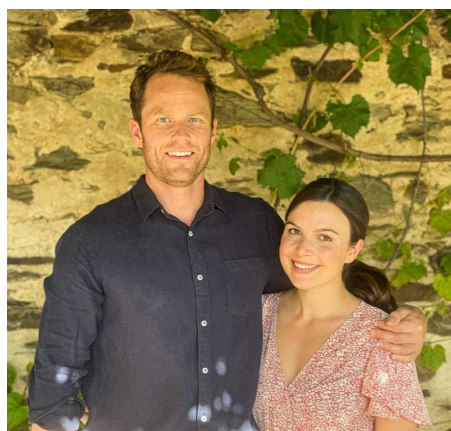
Please note that the College Front Office staff are able to pass on general messages to the Head of College, Dean, Director of Learning, and Director of Advancement and book appointments in their calendars, but the Head of College, Dean, Director of Learning, and Director of Advancement have an "open door policy" meaning students are welcome to pop in and chat at any time. Please see the Front Office staff if their doors are physically closed and they will advise you of a good time.

Academics in Residence

For most of its history, the residential academic community at St Mark's has included senior academics (for example, university professors) in residence who are not formally on the staff of the College. Some have made so significant a contribution to the life of the College, including helping to mentor students, that their portraits hang in the Dining Hall.

From time to time, St Mark's College is also privileged to host visiting academics and researchers from around the world. When COVID restrictions allow, the College will resume an active program of visiting academics.

Other Senior Members in Residence



The College is also fortunate to have other senior members in residence in the College. In 2021, we are delighted to welcome Mr Jeff Duncan and Ms Caroline Govin, who will be resident in the College in first semester.

Mr Duncan is an Old Collegian with a stellar background who, in liaison with the Director of Learning, Dr Rachel Buxton, will be running a range of career development activities for our students.

Jeff Duncan was a Hawker Scholar at St Mark's from 2005 to 2008, and College Club President in 2008. He secured First Class Honours in Civil Engineering and a Bachelor of Economics, the Lewis Scholarship, and a University blue in rowing. Jeff subsequently worked for some years in management consulting with Port

Jackson Partners before co-founding GradAustralia, PostgradAustralia, and Prosple – all businesses involved in connecting students, graduates, and employers.

Jeff's fiancée, Caroline Govin, whose background is in marketing, branding, and social media, will also help students interested in managing their own online presence.

Student Leadership

Student leadership positions are central to the life of the College, including providing academic and wellbeing support to fellow students, organising many activities (including community service, sporting, cultural, social and other activities), and much else besides.

Student leadership positions give students superb opportunities for developing their leadership and teamwork skills, and for undertaking the community service that has been at the heart of the values and ethos of St Mark's College since its founding in 1925. Experience in leadership positions can provide invaluable preparation for students' lives and careers after college.

Each year, the student body elects a College Club Committee, and the College appoints a Student Leadership Team and also appoints students to other leadership positions. All these leaders work together, with their work coordinated through the Student Executive Team.

Student Executive Team

The Student Executive Team comprises the two Assistant Deans, the College Club Executive (President, Vice-President, Secretary, and Treasurer), the Senior Academic Tutor, the Indigenous Student Advisor, and the President of the Charitable Foundation. It works closely with the Head of College, Dean, and Director of Learning on coordinating many aspects of College life, and promoting student wellbeing and success.

Student Leadership Team

The Student Leadership Team is 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.

The Student Leadership Team comprises the Assistant Deans, Senior Academic Tutor, Indigenous Student Advisor, Residential Advisors, Wardens for Hawker House and flats, and Academic Coordinators.

Assistant Deans (ADs)



In 2021, the Assistant Deans are **Ms Kate Beltakis** (on the left in the photograph) and **Ms Ashlee Nichol** (on the right).

The Assistant Deans work with the Dean, other staff, and students to ensure that St Mark's provides a respectful, inclusive, and safe environment for all. The Assistant Deans assist students in various ways when needed, including liaising between staff and students, and help to ensure that the College's values and expectations are upheld in student behaviour.

The Assistant Deans are senior leaders in the College who lead the Residential Advisor (RA) team and the Flat and Hawker House Wardens to support students on each floor or in each building, and assist the Dean and Director of Learning in leading the Student Leadership Team (SLT).

Ashlee and Kate both reside in East Wing, Kate on the first floor and Ashlee on the second floor.

Senior Academic Tutor (SAT)



In 2021 the Senior Academic Tutor is **Ms Niamh Jones**. The SAT assists the Director of Learning to support students in the positive transition from school to university life, and provide support to students in all years to ensure academic success and resilience. The SAT assists with coordinating the tutorial program and ensuring all students are aware of and able to access the academic support at the College.

Indigenous Student Advisor



The 2021 Indigenous Student Advisor is **Iman Westhead**. The Indigenous Student Advisor (ISA) provides pastoral care and support to all current Aboriginal and Torres Strait Islander students. Working closely with the Dean, Director of Learning, and Registrar, the ISA also acts as representative for current Aboriginal and Torres Strait Islander students, assists in the recruitment to College of future Aboriginal and Torres Strait Islander students, maintains relationships with local Elders and with relevant university support services, and assists in the organisation of events that celebrate Indigenous culture and history.

St Mark's College Club

The members of the College Club Committee for 2021 are:



President	Ms Sophie Ludbrook
Vice President	Ms Taylor Glover
Secretary	Ms Alice McKenzie
Treasurer	Mr James Andrews
Female Sports Officer	Ms Eliza Lee
Male Sports Officer	Mr Abraham Tuckwell
Female Equity Officer	Ms Olivia White
Male Equity Officer	Mr Riley Cornell
Female Social Officer	Ms Caitlin Glascott
Male Social Officer	Mr Brodie Carrigan
Arts and Cultural Officer	Ms Isabel Unwin
Merchandise Officer	Ms Miah Sherry
Sponsorship/Charitable Officer	Mr Shawn Wang

The College Club is an incorporated association. All residents of the College are eligible for membership of the Club, for which a subscription is paid. 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. They are together responsible for the management of Club affairs in the ensuing year. The College Club Executive consists of the President, Vice President, Secretary and Treasurer.

The College Club Committee promotes student wellbeing and interests in diverse ways, including by organising an impressive line-up of cultural, social and sporting events in partnership with other student leaders and the College staff. The Committee is responsible for representing the interests of all Club members, and helping to promote a culture of respect, inclusion, and safety. Their responsibility includes the upgrade, care and maintenance of all Club property and rooms used by the Club.

Charitable Foundation



The Charitable Foundation is an offshoot of the College Club responsible for coordinating the College Club's charitable activities. The vibrancy of the Charitable Foundation reflects the strong commitment of St Mark's students to community service. This commitment has been central to the College's values since our foundation.

The Charitable Foundation Executive for 2021 is:

President	Mr Oliver Douglas
Secretary	Ms Jessica Hulett
Treasurer	Mr Max Gordon

Residential Advisors



Residential Advisors (RAs) have the responsibility of providing care and assistance to all students in College, and are expected to show leadership in all aspects of College life, and to support actively the aims and ideals of St Mark's College in promoting the wellbeing and academic success of its students.

The primary function of an RA is to establish and maintain an environment which is safe, socially cohesive, welcoming and conducive to academic excellence. The RAs are available to provide help and advice on all aspects of College life. The RAs will get to know each student on their floor personally to support student wellbeing and ensure that behaviour is in accordance with the Values of the College. They are often the first point of contact for students' issues and can advise on additional support structures within and beyond the College community.

The 2021 Residential Advisors:

Newland

A Floor
B Floor
C Floor

Mr Aidan Jones
Ms Chloe Grosser
Ms Alleigh Hamnett

Memorial

J Floor
K Floor
L Floor

Mr Jackson Furst
Ms Maddy Taylor
Ms Yemaya Coleman-Smith
Ms Niamh van Berkel

Hawker Annex

East Wing

First Floor (EW)
Second Floor (EW)

Mr Lachlan Matheson
Ms Jessica Hulett

Flat/Hawker House Wardens

Flat/Hawker House Wardens are responsible for providing an environment that is safe, welcoming, and conducive to academic excellence. They are a first point of contact for students within their area of responsibility, and a role model for behaviour that is in accordance with the Values of the College.

Hawker House
Flats

Mr Brodie Carrigan
Ms Erin Powell
Ms Isabel Unwin
Ms Olivia White
Ms Maddy Young

Academic Coordinators



The Academic Coordinators support the Director of Learning and the SAT to provide a strong academic support program for all students. The academic support program includes tutorials, faculty dinners, guest speakers, mentoring, and career and professional development workshops.

The 2021 Academic Coordinators by faculty:

Agriculture, Viticulture, Veterinary & Animal Science
Health & Medical Sciences and Allied Health
Arts & Education
Business & Law
Engineering, Physical Sciences, Architecture & Aviation
Medicine, Nursing & Dentistry

Ms Gemma Nunn
Ms Anastasia Pannell
Mr Luke Marcus
Mr Cameron Akehurst
Ms Kristen Coles
Ms Katherine Dumas

(Note: Cameron Akehurst is absent from the photograph of Academic Coordinators.)

Other Student Leadership Positions

Music Room Curator

Gym Curator

Lion Editor(s)

Photographer & Social Media Content Creator

Film Maker

Library Assistants

Mr Max Gordon

Mr Max Gordon

Mr Luke Marcus

Mr Oliver Douglas

Ms Kaidy Morgan

Ms Sarah Whyte

Mr Ryan Williams

Ms Molly Rogers

Senior & Middle Common Rooms

Senior Common Room (SCR)

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

Members of the SCR in 2021 are:

The Head of College, Professor Don Markwell

The Dean, Mr Stuart Meldrum

Mrs Sarah Meldrum

The Director of Learning, Dr Rachel Buxton

Ms Rachael Willis

The Director of Advancement, Ms Amanda Crawley

The Registrar, Ms Kathy Radoslovich

Mr Tristan Sudholz

The Chaplain, the Rev'd Grant Moore

Mrs Olwen Moore

Mr Jeff Duncan

Ms Caroline Govin

The Assistant Deans, Ms Kate Beltakis and Ms Ashlee Nichol

The Senior Academic Tutor, Ms Niamh Jones

The Senior Common Room is located on the first floor of Downer House.

Middle Common Room (MCR)

Unlike the Junior Common Room (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 Head of College.

Alumni & Friends, Guests & Supporters, Special Events

When you become a member of St Mark's College, you become a member of the St Mark's community for life. When you go out of residence in the College, you become a member of our alumni and friends community, and are warmly encouraged to stay actively connected with the College.

Many alumni of the College, being grateful for the opportunities they have had at St Mark's, are committed to doing all they can to hand these opportunities on to future generations of St Mark's students – and to contribute to improving those opportunities as best they can.

This tradition of support for the College, including through philanthropy, is essential to the College's ability to provide the opportunities it does for its students. Almost all of the College's scholarships and facilities have only been made possible through the generous support of alumni and friends of the College. This dates back to the College's foundation in 1925 as a result of generous philanthropic gifts, including for the initial purchase of Downer House.

Many alumni and friends visit or take part in special events during the year, and are warmly welcome.

Old Collegians' Association

The St Mark's Old Collegians' Association, established in 1927, is an important way for past students to connect and support the College. The Old Collegians' Association also host some events for current student throughout the year.

More information about Alumni & Friends can be found on the College website at <https://www.stmarkscollege.com.au/alumni-and-friends/connect/>

Other Guests and Supporters

Visiting speakers

From time to time, the College will welcome visiting speakers of various kinds as part of College events (such as faculty dinners and careers events) throughout the year. Information about any such speakers will be shared via a range of channels.

Visiting academics

As a residential academic community, the College has always welcomed visiting academics from around the world, many of whom contribute to the life of the College, and is committed to an active program of visiting academics when travel restrictions permit.

Other special visitors

In addition to College events, St Mark's is delighted to welcome external guests of various kinds throughout the year, some of whom will host private events and functions in the College. Other visitors may stay at the College for a short time during university holidays.

More information about bookings for functions, conferences and short-term accommodation stays at the College can be found at <https://www.stmarkscollege.com.au/contact/meetings-and-events/>

Special Events

In 2022 the College will celebrate the 40th anniversary of women students coming into residence, and in 2025, the College will celebrate its centenary year.

More information about these and many other occasions leading up to these important milestones will be shared with all members of the St Mark's community in due course.

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Academic Life

Academic life and the pursuit of knowledge is at the heart of College life. The College was founded to be a high-quality residential academic community, and this remains our purpose today. 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, and where desired from undergraduate to postgraduate study. 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, and to the outstanding academic results of our students, of which we are very proud.

Academic endeavour and achievement are celebrated as inherently valuable and as pathways to the achievement of our students' goals beyond university. Aspects of academic life at the College include:

- *Tutorial Program* – Weekly or fortnightly tutorials in a wide range of subjects, and/or academic support on an as-needed basis, provided by senior students, postgraduate students and academics (see more below).
- *Peer Assistance* – The College has a strong culture of students assisting and supporting each other to succeed academically.
- *Port'n'Talks* – An opportunity to hear interesting speakers from all walks of life, in a relaxed and informal atmosphere.
- *Faculty Dinners* – The College hosts one Faculty Dinner each year for each of the faculty areas where guests who are leading experts in the relevant disciplines are invited to dine at the College and connect with students.
- *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, professional mentoring and other professional development opportunities.

The primary aim for all students in the College should be to do as well as they can in their studies throughout the year. If any resident member of the College 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, such as a change to subject enrolment. Any student wishing to change to a different degree or degree combination, or to reduce their study load from full-time to part-time, must first discuss this with the Director of Learning. Approval for such changes must also be sought from, and granted by, the Head of College.

Senior Academic Tutor (SAT)

The primary responsibility of the Senior Academic Tutor is to support the Director of Learning with the coordination, promotion, and administration of the Tutorial Program, a copy of which is available on the Downer House noticeboard. At the commencement of each semester, the Director and Learning and SAT will collect and collate data relating to the subjects for all students, and establish a Tutorial Program which meets student needs, 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 Head of College with regard to the College's academic program. The SAT also oversees and provides support to the Academic Coordinators.

Academic Coordinators

Academic Coordinators are student leaders in each subject area (or "Faculty") who are committed to the education and intellectual development of each student in the St Mark's College community. Academic Coordinators work with the Director of Learning and SAT to seek to ensure that each student has the support they need to engage well with their studies. These 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.

The six Faculties are as follows: (1) Agriculture, Viticulture, Veterinary and Animal Science; (2) Medicine, Nursing, and Dentistry; (3) Engineering, Physical Sciences, Architecture and Aviation; (4) Business and Law; (5) Health & Medical Sciences and Allied Health; and (6) Arts and Education. Students studying joint or double degrees may be a member of more than one Faculty.

Academic Tutors

The College appoints a number of Academic Tutors in various subjects – these are usually current or former St Mark's students. Precise arrangements for the Tutorial Program will be made and announced early in the first term. 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.

The academic support provided by tutors might include discussing course content, running through concepts that students are struggling to understand, or providing a sounding-board for ideas for assignments. It can take different formats, such as regular group tutorials or individual support. The purpose of the tutorial support is to supplement (not replace or duplicate) university teaching.

It is expected that students experiencing difficulties with their courses consult the Director of Learning in the first instance, or the Head of College. 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 provide informal support.

Academic support and assistance should always sit within appropriate boundaries: all students should ensure that they are familiar with, and fully observe, their university's policies on academic integrity, and understand the different forms that plagiarism, collusion, and other forms of academic misconduct can take. This is also covered in the induction sessions for new students.

Learning and Wellbeing Reviews

An important part of the College structure for assisting the tuition process is the Learning and Wellbeing Review. Each semester every student will be required to meet with the Dean and Director of Learning to discuss their academic progress, career goals, and their overall health and wellbeing. Follow-up meetings are scheduled as required.

The Learning and Wellbeing Review 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 study and career plans.

“Thrive at Mark’s”

The College website includes a suite of pages entitled “Thrive at Marks’s” which can be reached directly from the homepage, or at this link:

<https://www.stmarkscollege.com.au/life/thrive-at-marks/>

These pages bring together a range of resources related to five key areas: (i) Faculty-specific support; (ii) Study Skills, including managing online study, time management, and technical help; (iii) Wellbeing; (iv) Revision and Exams; and (v) Careers support.

The Careers support pages include the St Mark’s Careers Directory which provides targeted information about upcoming employment and internship opportunities and advice about securing a job or internship: <https://careers.stmarkscollege.com.au/>

Academic Results

At St Mark's, we want all 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. The College community is proud of the superb academic results which our students achieve.

Each year you are required to complete an exam authorisation form which permits your university 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 Director of Learning, Dean, and Head of College 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 their subjects, or who otherwise demonstrate poor academic performance, will be counselled by the Director of Learning and/or Head of College 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 Head of College.

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 stand for a position on Committee or to be appointed to a student leadership position must meet the College's expectations with regards to academic performance at the time of nomination or application.

Scholarships, Bursaries and Prizes

A number of scholarships, bursaries and prizes, awarded on the basis of academic and other merit (including financial need, and personal contribution to the College and wider communities) have been generously donated 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 resident student members of the College and students intending to enter the College. Most scholarships require applications (ordinarily, late each academic year for award for the next academic year) and notice of these is given at appropriate times, whilst others are by selection.

All recipients of scholarships, bursaries and prizes are asked to write to the donors of their awards to express their gratitude for what is often a life-changing opportunity.

College Life

College life is diverse, including academic, broader intellectual, community service, sporting, cultural, spiritual, social and other elements. All students are encouraged to be involved in the richness and variety of College life at whatever level they choose. It is important to remember that fulfilling your potential in your studies is your primary reason for being here, and that, through careful time management, it is possible also to contribute to other aspects of College life in its myriad forms – through this balance, you will get the most out of all that the community here has to offer. From move-in day until Final Dinner, the calendar provides many opportunities to participate in College life.

Communication

The College has a range of communication channels through which key information is shared throughout the year.

These include:

- the College Handbook (which can also be found on the College website, along with key policies)
- Facebook pages, especially the St Mark's Forum 2021, St Mark's Club, and St Mark's College pages
- emails and text messages (please keep your contact details up-to-date by informing the Front Office of any changes)
- mail and messages left in your pigeonhole in Downer House (you will be advised of any packages that come for you, which you can collect from the Front Office)
- notices at the entrance to the dining hall and on the noticeboards in Downer House
- notices at the start of Formal Hall
- the College website
- e-newsletters circulated by the College, and
- other College social media, such as Instagram, LinkedIn, and Twitter.

If you are posting anything on Facebook or other social media, please always remember that even pages that may be officially “private” are in reality public.

Student 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.

The Code of Conduct and associated Behaviour Management Policy set out the behaviour and conduct expected of members of the St Mark's College student community. They also set 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, is a safe environment for all, which 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.

The *Student Code of Conduct* is available in Appendix A, and the *Behaviour Management Policy* is at Appendix B.

Welcome Week

St Mark's Welcome Week incorporates both training and social events and is designed to help you feel completely prepared for university and College life. The Welcome Week program is overseen by the Dean, who works closely with the College Club Committee, Head of College, and others.

Welcome Week commences with a Welcome to Country and a formal Admission Ceremony (during which new students sign the College Roll), followed by 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 wellbeing and mental health support services; alcohol awareness training; training on sexual ethics, including consent and being an ethical bystander, and sexual assault support; fire safety training; and other relevant inductions. This training is compulsory for all new students.

The training sessions for returning students during Welcome Week are also compulsory.

Alongside this training, and in conjunction with the Dean, 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

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 activities or lectures. All new students are encouraged to participate in College Welcome Week activities. 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 is friendly and welcoming. All students and participants in Welcome Week are reminded that no form of intimidation or victimisation is tolerated at St Mark's College, and that no demeaning, degrading or dangerous activity is permitted under any circumstances (even if the subject of the activity appears to consent). During Welcome Week, as throughout the year, all activities must promote the wellbeing of all students, and be consistent with a culture of respect, dignity, genuine inclusion, and safety, and with public respect for the College and our students. Consuming alcohol is never compulsory.

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 of the College-based 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, commencing with the Old Collegians' tennis on the Sunday after the Commencement Dinner.

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 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 ordinarily 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 College Club Committee Arts and Cultural Officer and the Music Room Curator. In 2021 these posts are held by Isabel Unwin and Max Gordon, respectively. They work with the Dean to coordinate the overall program, and also help the Choir Director, 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 the Choir Director, who will be appointed at the College Club's AGM.

The College Play is ordinarily 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 SAAUCC colleges which have undergraduate students (i.e. all except KLC) 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 are separate women's and men'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 (and also avoiding interference with study commitments).

Social Events

Throughout the year the College Club Committee will organise a number of social events, which are open to all resident members of the College. Examples of events include the College Ball, Charitable Foundation Pond Parties, movie nights, quiz nights and social 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 Academic Coordinators 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 social events in the O'Connell Street precinct. Any harassment or disturbance caused to our neighbours will result in disciplinary action being taken.

Indigenous cultural awareness

The College is committed to contributing to reconciliation, to promoting Indigenous cultural awareness, and to increasing opportunities for Indigenous students to study at St Mark's. The College's support for Indigenous students includes the appointment of an Indigenous Student Advisor (in 2021, Iman Westhead).

We encourage all students to complete a short module on Indigenous cultural awareness: <http://indigenousculturalawareness.anz.com/>

Sustainability

All of us can play a role in the College's sustainability efforts by minimising wasteful use of energy and water, reducing consumption, and participating in recycling schemes. Simple behavioural changes can add up to a significant positive impact.

Here are some ways in which you can help keep St Mark's green:

- Switch off all electrical items, including computers, when not in use.
- Try to keep your showers under 5 minutes.
- Turn all taps off properly after use, and report any water leaks or persistent drips to maintenance via the portal or by sending an email to maintenance@stmarkscollege.com.au.
- Please also alert maintenance to anything which needs fixing, including any particularly draughty windows or doors.
- Keep heating on at low level over the winter, and put on extra layers of clothing as a first resort when feeling chilly.
- A fully loaded washing machine is much greener, so do save your washing until you have enough laundry to fill a machine, and go for warm rather than hot where possible.

- Recycling bins for most recyclable items are located around College; we also have two compost bins by the veggie patch for food and plant waste (just remember to leave out plastics, metals, all meats, dairy, and teabags).
- Books, clothes, and personal belongings in reasonable condition which are no longer required will be collected by the Charitable Foundation for redistribution.
- Consider cycling, walking, or taking public transport instead of using your car.

The *Lion* and The *Cub*

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 high-quality public record of College activities for the year. It is edited by two students appointed each year by the College. 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

Please note that some of the following arrangements may vary from time to time while social distancing and other COVID-19 requirements remain in place.

All members of the College must comply with all COVID-related requirements.

Please contact the Dean if you have any questions about COVID requirements.

All meals during the academic year are provided. All are served in the Dining Hall or on some occasions elsewhere (such as the tennis courts, the Grenfell Price Lodge garden, or the JCR), including on special occasions or 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 Hall (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 provided for in the College's *Behaviour Management Policy*).

Students bringing guests to meals (when COVID requirements permit) should sign for them in the Guest Book located next to the bain marie. They will be charged in cash for the guest's meal, or the charge will be added to your account.

Any suggestions or complaints in regard to catering should first be directed to the Food Committee or the Dean. Positive and constructive feedback is welcomed, and any comments made in the book in the Dining Hall should be respectful. Only entries with a name given will receive a response. Students are also strongly encouraged to take part in surveys seeing feedback on food, as this will help to guide future meal provision.

Meal times

Breakfast

Monday to Friday:

Continental breakfast	7:00am – 9:30am
Cooked breakfast	7:30am – 9:00am
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

Wednesday and Thursday (academic term)	Formal Dinner, seated by 6.25pm
Monday, Tuesday, 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. It represents the College coming together as a community, and is a key opportunity for the conversations that enrich College life. Respectful standards of dress and behaviour are required. 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 Wednesday and Thursday evenings and on special occasions. (Ordinarily, Formal Hall is held each evening Monday to Thursday during term. However, COVID has required this to be reduced, and Formal Hall is currently held only on Wednesday and Thursday evenings.)

All students should be punctual for Formal Hall. A bell is rung five minutes before the Head of College, Dean, Director of Learning, 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 Jesum Christum Dominum nostrum. Amen.”

***This is translated as “Let us bless and be blessed through Jesus Christ our
Lord. Amen.”***

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. 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 (e.g., you attend university at Roseworthy campus), please speak to the Dean to make alternative 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 ordinarily considered a concession, and not an alternative to Formal Hall. (Abuse of this privilege, such as the failure to use a late meal after it has been ordered, may result in a fine or other appropriate penalty.)

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 Head of College 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 will be provided with an environmentally-friendly take-away container if you are not eating a meal in the Dining Hall or Late Meals Room as cutlery and crockery are 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

Under pandemic restrictions, guests are regrettably not permitted at College meals, other than with prior approval of the Dean or Head of College. Ordinarily, however, guests (accompanied by and signed in by a resident member of the College) are welcome to eat in the Dining Hall for most meals (though not for special occasion meals, such as Commencement and Final Dinners). 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, fruit, and toast are ordinarily available in the Late Meals Room throughout the day – but are not currently available because of COVID restrictions. These provisions are not provided as an alternative to meals.

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

Facilities

Academic Centre

The Ian and Pamela Wall Academic Centre (named for the most significant donors to the construction of East Wing, and informally known as the Library) is open to students 24 hours a day and provides an air-conditioned, quiet location for study and research. There are three tutorial rooms as well as a printing bay, and a kitchen area. One tutorial room has a smartboard. (The tutorial rooms are officially named the Simpson Tutorial Rooms, in honour of an Old Collegian, Mr Antony Simpson, who also contributed significantly to the construction of the building.)

Textbooks are available on 7-day loan, while rare books, anatomical models, and St Mark's College related publications are not for loan. All other publications can be borrowed for one month (no extensions).

Students are issued with a QR code, rather than a physical library card, which they download onto their phones. These work in the same way as a library card, i.e. they are scanned using the portable scanner. 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 an extensive range of general non-fiction works, the Library contains a large, up-to-date fiction collection. It also subscribes to a small number of journals, and its holdings are regularly updated with new acquisitions.

The Reserve Collection houses specialised textbooks suited to various professions such as the health sciences, engineering, law, viticulture, business management and accounting. The Library also houses various anatomical models available for student use – these are not for loan. 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 desktop located next to the Librarian's office or the student portal. A booklet on "How to Use the Library and Learning Commons" is separately available. If you do not receive a copy, ask the Librarian for one, or consult a copy in the Library. A fun, "How to Use the Library and Learning Commons" video has also been recently produced.

Learning Commons

2019 saw the opening of our new 'Learning Commons', a dual-use modern space designed for holding occasional College functions, and to provide you with individual and group study spaces. Whether it is on the balcony overlooking the tennis courts, or in a tutorial 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. Printing and kitchen facilities are available. The Learning Commons is located above the Dining Hall. It is also used for College and, at times, external events.

Sport, Recreation and Exercise Facilities

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

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 Gym Curator. The Gym Curator for 2021 is Max Gordon.

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 Deans for breach of this. Any damaged or malfunctioning equipment must be reported to the Gym Curator (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), the Music 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, Hugh G B Wilkinson. The three stained glass windows are the work of the artist, 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 Christians from other denominations and traditions.

There are two important occasions at which attendance is required of all students. They are the Commencement Service, which in 2021 will be on Saturday 27 February at 5:30pm, and the Final Service which will be held on Saturday 30 October prior to the Final Dinner. Both services are usually conducted in the neighbouring St Peter's Cathedral, with which St Mark's has had a special relationship since the founding of the College. (It is likely that the 2021 Final Service will be at Christ Church, North Adelaide.)

The Founders' Day Service is held on the Sunday after St Mark's Day, which is also Anzac Day (25 April each year). In 2021, the Founders' Day Service will be on Sunday 2 May. This service is normally 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. Other events of significance for the College may also be held on Founders' Day.

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. Sunday services at the Cathedral are at 8am, 10.30am, and 6pm, and short services are held at 7.30am every weekday morning in the Lady Chapel at the Cathedral. Services at St Cyprian's are on Sundays at 10am.

An Anglican Morning Prayer service (duration of 10 - 15 minutes) will be held in the Chapel at 8.00am every Monday 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 dart board, foosball table, table tennis tables, couches, television (including a Foxtel subscription) and a full-sized billiard table.

In 2020, a Buttery was installed in the JCR, providing facilities for serving food and drink. A Buttery team of students is appointed each year. The Buttery in the JCR is also used by, for example, the Charitable Foundation and for various wellbeing events.

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 (such as 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 Head of College, the Dean, Director of Learning, Director of Advancement, the Registrar, the Assistant Deans, the Senior Academic Tutor, resident academics and comparable senior members, 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 pigeonholes 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

The historic Ballroom 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, or on roofs, or cause other property damage. Should a student cause damage to surrounding buildings, they should immediately report it to an 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 or elsewhere. Fines are applicable for students found in breach of this (as provided for in the College's *Behaviour Management Policy*).

Grenfell Price Lodge Court

Students are welcome to play tennis on the court in front of the Grenfell Price Lodge (the Head of College's home) but must seek prior permission from the Head of College.

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 who breach this. There are laundry lines at the back of Hawker Annex for students who wish to dry their laundry outside.

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 not to remove flowers or

plants from the gardens, and anyone 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, bottles, 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 provided for in the College's *Behaviour Management Policy*).

Collegians are reminded that areas of the buildings and grounds maintained in a substandard state reflect poorly not only upon the individual, but on 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.

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 original Bell sustained some damage and has been replaced.

Other than to indicate when it is time to sit for Formal Hall and special occasions such as Remembrance Day, the Bell is not to be rung unless to warn of a genuine emergency or danger.

Out of Bounds Areas

Students are not permitted on roofs (including the roof of the car park, and the roof of the Porters' Lodge by the Kermode Street gates), in ceilings, in underground spaces, or in the maintenance workshop. Students are also not permitted in the main kitchen or, unless invited, in the grounds of the Grenfell Price Lodge or the Dean's Cottage, or any of the flats in which College staff are resident.

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 provided for in the College's *Behaviour Management Policy*).

Car Parking

The College has a multi-level car park which provides parking for some 160 cars. It has been built and extended thanks to the very generous donations of Old Collegian Mr Ian Wall AM and Mrs Pamela Wall OAM

Car parking spaces 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 (Appendix P). 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 allocation list is posted on the Downer House noticeboard, detailing the name and vehicle of the person allocated a particular car park. Should another person occupy your allocated park you should inform the Front Office staff or an Assistant Dean with the details of the car that is in your spot. The Assistant Dean or Dean will likely recommend a fine (as provided for in the College's *Behaviour Management Policy*), or have a car towed away if the owner cannot be found. 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 the College campus are not available for visitors and that they should park in the street. Nor are they permitted to park in the driveway off Kermode Street directly under the Matheson flats, as it blocks access to College vehicles.

As stated above, students are not permitted on the roof of the carpark (or any other roof in College).

Bicycles

Students with bicycles are able to store them on the bicycle racks located on the ground floor of the carpark, or in the 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 lock their bicycles securely at all

times that they are not in use, and to insure their bicycles. The College is not responsible for any bicycles which are stolen or damaged. 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 the opening of the College in 1925 and indeed to the planning for it over preceding years. 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, or via the Director of Learning.

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 residency 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 Wellbeing

St Mark's College is committed to ensuring the health and safety and wellbeing of the environment for its students, staff and other workers, 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 Health, Safety & Wellbeing (HS&W) policy can be found in Appendix E.

Student wellbeing

Counselling

Members of the College experiencing personal or academic problems can seek help from the Head of College, the Dean, the Director of Learning, the Chaplain, the Assistant Deans, the Senior Academic Tutor, the male and female Equity Officers of the College Club, the Indigenous Student Advisor, any member of the College Club Committee, Academic Coordinators, Residential Advisors, and Flat/Hawker House Wardens. They can help you get professional assistance.

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

Any members of the College who are feeling overwhelmed by any aspect of their personal life, or concerned about their mental wellbeing are strongly encouraged to seek help. Speak to friends, student leaders, and/or staff who are available to help you. Likewise, do not hesitate to seek help if you are worried about study issues such as organising work, managing your time, concentrating or motivating yourself.

Residential Advisors and Wardens

The Residential Advisors (RAs) and the Flat / Hawker House Wardens are fellow students able to help and to advise on college 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 and Wardens are Fire Wardens for the floor in which they live. Students should contact an RA/Warden if they notice any problems with fire safety equipment, or anything else related to the personal safety of any individuals of the College;
- RAs and Wardens 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 and Wardens 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 (as provided for in the *Behaviour Management Policy*). RAs/Wardens are not permitted to give any student access to a room other than their own, except in an emergency.

Indigenous Student Advisor

The Indigenous Student Advisor provides pastoral care and support to Aboriginal and Torres Strait Islander students, as well as playing other roles in student representation and recruitment, and in external engagement, described more fully earlier in this Handbook.

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 AMS (Adelaide Metropolitan Security) to College staff.

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

All RAs, Wardens, Academic Coordinators and many other student leaders 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/Warden or an RA/Warden 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.

In addition to office-holders whose roles involve their undertaking Duty Tutor responsibilities, the following students have been appointed as Additional Duty Tutors for 2021:

Ms Ellie Bender
Mr Regan Binder
Mr Oliver Douglas
Ms Tayla Farlie
Mr Chad Lennon
Ms Grace Whyte
Mr Ryan Williams

Medical (Health Problems)

Students who are sick should, if they need assistance, seek that assistance and then advise the Dean directly or via a friend. Students should use the medical practitioner of their choice. The University of Adelaide (North Terrace Campus, 8313 5050) and UniSA (City East and City West Campuses, 1300 172 996) operate medical clinics, which typically bulk bill for Australian students.

If an ambulance is needed for an emergency, ring 000, and then advise the Dean.

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

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

All members of the College are reminded that if they have any flu-like symptoms, they should get tested immediately for COVID-19 and self-isolate at least until receiving a negative result. They should let the Dean know immediately of their situation, and he will be of help to them (including regarding meals). Testing for COVID-19 is (as of January 2021) available without referral at the Women's and Children's Hospital in Kermode Street.

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.

A defibrillator, generously donated to the College, is located at the entrance to the Dining Hall, for use if needed in a medical emergency. First Aid training for student leaders and staff covers use of a defibrillator.

Mental health

In the event of a mental health crisis, if there is any immediate risk to life or property, call 000, and then any one of the Dean, the Director of Learning, the Chaplain or the Head of College should be contacted as soon as possible. Various organisations also exist to assist in the event of an emergency or crisis. These include:

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

Students are also able to access after-hours crisis support through their university counselling service:

University of Adelaide: Call 1300 167 654 or text 0488 884 197

The University of South Australia: Call 1300 107 441 or text 0488 884 163

Flinders University: Call 1300 512 409 or text 0488 884 103

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

Depression and anxiety are common mental health issues experienced in our community and nationally. Do not hesitate to seek help. The section above on Counselling provides a list of people to whom you can turn in the first instance, and they can help you get professional assistance.

Contacts details of various counselling services are also listed at Appendix R.

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 very important to let their RA/Warden and the Dean know when they will be away. Even if the absence is only likely to be short, it is essential to let someone know. This will particularly help in the case of an emergency.

Sexual harassment and sexual assault

St Mark's College will not tolerate sexual misconduct of any kind. The College is committed to doing all it can to prevent and, should it occur, respond appropriately to sexual assault and sexual harassment. 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, and who wishes to discuss the matter and/or lodge a complaint with the College, can be confident that they will be listened to, that they will be supported, and that any investigation undertaken by the College will be thorough and impartial.

Students are encouraged to report concerns or disclosures to the Head of College, Dean, the Director of Learning, Chaplain, 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.

Sexual assault and sexual harassment are contrary to the values of St Mark's College, and are unlawful. The College urges and expects individuals to act *against* sexual assault and sexual harassment. The College's policies on sexual harassment and sexual assault can be found in Appendix F.

The College's training of student leaders and of all students, including during Welcome Week, places emphasis on sexual ethics, including the need for consent for sexual activity to occur and for ethical bystander responses, and on compassionate responses to the victims of any sexual misconduct.

All students are required to have completed the "Consent Matters" module prior to their commencing at St Mark's; links to the module are provided direct to each student by their university, and may be accessed here:

University of Adelaide: <https://www.adelaide.edu.au/safer-campus-community/training/consent-matters>

University of South Australia: <https://i.unisa.edu.au/students/student-support-services/wellbeing-at-unisa/respect-now-always/consent-matters-training/>

Flinders University: <https://flo.flinders.edu.au/enrol/index.php?id=45090>

As well as resources from their own university and the College on this and related topics, students may also find materials prepared by Griffith University (such as their booklet on "Sex, Love, Dating") helpful. These may be accessed via <https://www.griffith.edu.au/student-support/counselling/helpful-resources>

Alcohol

The College respects the right of all students who are 18 or over to consume alcohol.

It is also important to be aware that almost all behavioural problems in the College – some with significant adverse effects for students – are related to unwise decisions as a result of excessive consumption of 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 G) is adhered to and enforced. The aim of the Policy is to encourage students to make informed choices about the use of alcohol, to ensure that consumption of alcohol is done responsibly, and to ensure that any service of alcohol is responsible.

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 excessive consumption of alcohol is not an acceptable rite of passage in itself, and such behaviour can lead to the point of harming self and/or others.

Consumption of alcohol is never compulsory, no one should ever be pressured into it, and non-alcoholic alternatives must always be readily available at social events. Food must also always be available when alcoholic drinks are served.

The excessive use of alcohol does not diminish anyone'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 or College-related events, and no individual is permitted to supply alcohol to someone under the age of 18.

See Appendix G for the full policy.

Drugs

The health and safety of our students and staff is our highest concern.

The possession or use of illegal substances, or misuse of legal substances, is not permitted at any time by any individual on College premises or attending an event associated with the College.

If the College becomes aware of drug possession or usage, or misuse of legal substances, because a student has sought medical or pastoral assistance, or through another person seeking help for them, the College will provide support to the individual(s) concerned to enable them to obtain the appropriate professional help. Do not hesitate to get medical help if that is needed.

If, however, the College becomes aware in any other way (e.g. through a complaint) of the possession or usage of any illegal drug in our community, this is liable to be treated as a serious disciplinary (and potentially a criminal) matter.

The promotion, sale or dealing of any illegal drug will always be treated as a serious disciplinary (and potentially a criminal) matter. Strong penalties will apply.

The College's full policy on drugs is in Appendix H of this Handbook.

The Dean (Stuart Meldrum), Director of Learning (Rachel Buxton), and Chaplain (Grant Moore) are all available to help. If you are using drugs, seek help now, either through College staff or through one of the bodies listed below. Don't leave it too late.

You can also seek help from:

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

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 on our website, and is at Appendix J of this Handbook.

Social Media Policy

As a means of communication, social media is an increasingly prevalent and powerful method. The College, its staff and students use social media and the College also seeks to engage with its students, alumni and friends, and the broader community through social media. Social media can blur the lines between one's personal and professional expression; but is, however, a form of publishing with all of the legal and ethical responsibilities that follow. 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. Remember that social media posts that are meant to be "private" are liable to become public very easily, sometimes with significant adverse consequences.

While social media creates new tools, the same laws, policies, professional expectations, and guidelines for interacting within and outside the College community apply online as offline. 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, Student Agreement Terms and Conditions, College Handbook and other policies.

Posting of inappropriate materials may result in disciplinary measures as well as permanent reputational damage to individuals and the College.

See Appendix L 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.

Adelaide Metropolitan Security (AMS) make a nightly patrol and are on call for urgent matters. If you have any concerns, they can be contacted (24/7) on 0405 381 447.

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 an Assistant Dean or the 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 an Assistant Dean or the 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 (for example, lending their card to a student with different access permissions, or who is not a College member) 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 your Warden.

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. A master card must not be used by a student to gain access to another student's room, to staff or guest residences, or to any unauthorised space, except in an emergency.

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 student is in their room and does not want to allow access to 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 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 student leader.

At night time, students should not approach strangers by themselves if there could be any danger, but should seek assistance from other students, a Residential Advisor, the Duty Tutor or an Assistant Dean, and if necessary call AMS (Adelaide Metropolitan Security) on 0405 381 447 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:

University of Adelaide: <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 Metropolitan Fire Service, 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 Welcome 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 (either their Residential Advisor or their Flat/Hawker House Warden) 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.

If you witness misuse of fire equipment or notice a fire hazard, please notify a Fire 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 & Learning Commons	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 Fire 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 character; academic achievement, potential, and motivation; length of proposed residence; and such other matters as the Head of College may deem appropriate.

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

Fees

Accounts

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

As a resident member of the College, 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 liable to be 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 the 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. Such stability also enables the College to be genuinely a high-quality residential academic community. These are reasons 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 or Australian students going overseas on study abroad/exchange (e.g. through the New Colombo Plan).

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 Student 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 other than in exceptional circumstances.

A student, upon signing the Student 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 student.

Requests to consider withdrawal and fee relief must be made in writing to the Head of College. 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 another person's room without the permission or invitation of that person.

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 (and will be not less than):

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

Fines, as determined by the Dean in the circumstances, may also be imposed for property damage.

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 student, ultimately leads to increased College expenditure and eventually to increased fees.

During vacations within the academic year, 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 an 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 fines imposed for any breach of the College's requirements.

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, hair straighteners, 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 student has left the room.

Any electrical appliances brought into College must be in a safe condition. Items older than two years old should be tested and tagged. Early in the first semester, the College will provide a "Test and Tag" service in the Dining Hall where students can bring any electrical items that require testing.

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 Dean. All students are allocated a room for the duration of the year unless only contracted for a single semester. Changes to room allocations during the year 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, or soon after, if applying for re-admission 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.

The Dean reserves the right to make alterations to 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.

When making allocations of rooms and flats, the Dean takes into account the number of Room Points earned by each student, alongside relevant factors such as documented health or disability needs, or the need for balance.

Room Points can be earned in each of four categories, and each category has an overall cap of maximum points which can be earned in that category. The four categories are:

- Academic achievement
- Seniority
- Formal service and leadership roles
- Community contribution

Please see Appendix Q for further information. In addition to the points earned, other factors will be taken into account by the Dean when making allocations, specifically:

- the behaviour of an individual student in the past;
- whether a student is here for a full year or only for a semester;
- a desirable balance for each floor or building (e.g. gender, year level, hometown, school, course of study, etc);
- incumbency (i.e. students who choose the room they occupied the year before);
- particular considerations regarding health or disability.

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 the criteria above, 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 with regard to room cleaning the matter should be referred to the Dean, so the matter may be discussed with the Property Manager.

Should you require cleaning equipment, please contact the Duty Tutor, a Residential Advisor, or an Assistant Dean who can provide a vacuum cleaner and basic cleaning supplies.

Utility rooms (i.e. the kitchenette/laundry room) 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, and must be labelled with your name.

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 provided for in 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 personal belongings. Insurance to cover theft or damage of personal property is the responsibility of each individual.

It is also recommended students are covered by ambulance cover in case of need.

Information technology

An IT levy of \$190 (*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 O) which you agreed to abide by in your beginning of year contractual agreement. You will be notified if your account shows activity related to illegal downloads, or if your usage is considered to be excessively high. Excessive data usage may result in reduced speed, and you may 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 this privilege is being abused.

APPENDIX A: Student Code of Conduct



St Mark's College

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

St Mark's College is committed to being a safe, inclusive, and respectful academic community, in which all resident students can live and learn together harmoniously and with dignity in accordance with St Mark's values.

To enable this, 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, and with all College policies and expectations. (The Code itself only covers in detail some aspects of behavioural expectations, and others are covered more fully in other policies and statements.)

In particular, it is especially important during the current pandemic (and any similar circumstances) that all College COVID-related requirements (which will arise from the College's understanding of medical advice and legal requirements) are observed, including any restrictions or modifications that may be necessary to ordinary activities.

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.

The Code assumes the commitment of every student to advocate and practise respect for all people, regardless of gender or gender identity, race, religion, disability, marital status, sexual orientation or any other attribute.

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, set out in Appendix D.

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 Head of College.

Guidelines for Compliance with the Student 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, in the Academic Centre and Learning Commons, and during Jacaranda Weeks, swotvac study periods and examination periods. (Jacaranda Week is the week before swotvac, during which the College focuses on preparation for exams and other assessments, and no events not already on the College calendar are permitted.)

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. Party speakers must not be used in student rooms or flats, nor at gatherings or events except with the permission of the Dean. 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 "swot vac" study periods and examination periods, all students are expected to observe the College's no noise policy which will be monitored by an Assistant Dean and your Residential Advisor; there is also a reduced noise policy during Jacaranda Weeks. 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 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. As noted elsewhere in this Handbook, 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 social events in the O'Connell Street precinct.

Parties

One of the necessary compromises 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 other space, making noise that is or may be 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, in his absence, an 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 Dean (or, in his absence, an Assistant Dean) must be immediately informed to request permission. Impromptu parties should not be a regular occurrence. Failure to inform the Dean or an Assistant Dean of an impromptu party is unacceptable and is liable to result in the event being dispersed and action taken in accordance with the *Behaviour Management Policy*.

Please note that during Jacaranda Weeks and the "swot vac" and exam periods 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.

All parties and other gatherings must, of course, be consistent with the College's COVID-related requirements applicable at that time.

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.

However, the vast majority of behavioural problems in the College arise in the context of unwise or irresponsible decisions about the service and/or consumption of alcohol – some of these unwise decisions with significant adverse consequences for the student/s involved, other students, and the College.

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* (Appendix G) 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. Intoxication is never an excuse for inappropriate behaviour.

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 healthy 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. This includes balconies of flats. Failure to comply will result in consequences as provided for in the *Behaviour Management Policy*. Students are asked to respect the rights of others by not smoking immediately outside entrances to the College, as this can affect other members of our community (including those resident nearby).

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

Drugs

All students must abide by the College's Drug policy, which is in Appendix H of the College Handbook.

If you are using drugs, seek help now, either through College staff or through expert external bodies listed in the Handbook. Don't leave it too late.

Visitors

The College is your home and you are of course ordinarily entitled to invite guests to visit you; this may be subject to restrictions arising from the COVID-19 pandemic. 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 Deans 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.

Guests are ordinarily welcome at meals (except special occasion meals, such as the Commencement and Final dinners); again, this is subject to pandemic-related restrictions, and is not currently permitted except with the prior approval of the Dean. 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 Wellbeing policy, students are required to wear footwear for all meals and events in the Dining Hall, in the Academic Centre and the Learning Commons, 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 exhibit unacceptable behaviours (or are unable to progress in their studies). Examples of unacceptable behaviours include those that jeopardise the safety of others; bring the College or a university into disrepute; discriminate against any individual or group on the basis of gender or gender identity, 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 are liable to 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 is liable to prevent a resident from being granted re-admission to College, or may require conditions attached to continued residency or readmission.

Readmission is always at the discretion of the Head of College.

Roll of Members

All new members of the College are required to sign the Roll of Members, which has been the record signed by new members of the College since the College's founding in 1925.

In signing the Roll of Members, members of the College give the following undertaking:

"Upon my enrolment as a Member of St Mark's College, I agree to be bound by, and obey honourably, the values, 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

If you need help or support, contact:

- the Head of College, Professor Don Markwell
- the Dean, Mr Stuart Meldrum
- the Director of Learning, Dr Rachel Buxton

Statement of Commitment

St Mark's College is an adult student living and learning environment based on a culture of respect, inclusion, safety, and dignity for all. To ensure this, students are required to adhere to the College's *Student Code of Conduct* (Appendix A), *Vision, Values and Guidelines* (Appendix D), and other policies and expectations of the College.

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 a university into disrepute; discriminate against any individual or group on the basis of gender or gender identity, 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 the 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
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 restore normal community function.

Misconduct that will result in behaviour management interventions includes but is not limited to:

- offensive or foul language or behaviour, including sexist or racist language or behaviour (including in social media, songs, chants, printed materials, or elsewhere), or public or publicly visible nudity,

- behaviour inconsistent with the responsible service and consumption of alcohol;
- excessive noise and anti-social behaviour at any time, and most seriously in Jacaranda Weeks, swotvac, and exam periods;
- harassment of any kind, including victimisation;
- sexual harassment and sexual assault;
- hazing, including any demeaning, degrading or dangerous conduct, whether the subject of the behaviour appears to consent or not;
- bullying or discrimination of any kind;
- inappropriate use of master key cards;
- any illegal behaviour, including but not limited to:
 - possession of, use of, or dealing in illegal drug, or misuse of medications;
 - assault, or any form of violent or threatening behaviour;
 - the possession of a firearm or any device created to cause injury or menace;
 - theft of or damage to the property of the College or others, including vandalism of any kind;
- tampering with fire safety equipment;
- trespass or damage to any other university college
- urinating or vomiting in inappropriate locations
- accessing and/or disseminating inappropriate or offensive material online, or displaying or distributing pornography;
- knowingly causing unauthorised interference with or disruption to any computer systems or networks, surveillance devices, information services or electrical equipment of the College;
- breaches of the Student Code of Conduct or any of the College's policies, including:
 - Alcohol Policy
 - Drug Policy
 - No Hazing Policy
 - Sexual Assault Policy
 - Sexual Harassment Policy
 - Social Media Policy
- any action which endangers the safety or welfare of College residents or risks damaging the College's reputation.

Misconduct which may also result in behaviour management interventions includes:

- lack of Dining Hall etiquette (e.g. not wearing shoes, using mobile phone (DT phone exempted), wearing headwear (other than for religious or cultural reasons), throwing food)
- unauthorised removal of crockery or cutlery from the Dining Hall
- failing to secure buildings, bedrooms, flats, or gates
- failure to comply with reasonable instructions relating to conduct on College grounds, e.g. entering out of bounds areas, inappropriate use of tennis courts (e.g. as a thoroughfare), 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)
- failure to clean up communal areas following an event
- failure to attend kitchen duty when required
- parking in an unauthorised location
- any other behaviour which does not align with community expectations and the College's Vision, Values and Guidelines.

Student leaders, whether appointed or elected, who commit serious misconduct are liable to be removed from their position by the Head of College 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 standing 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 and Head of College can exercise discretion in relation to an appropriate sanction.

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

Behaviour management strategies may include one or more of the following (amongst others, as appropriate):

- warning,
- fine,
- unpaid community service,
- restitution,
- removal from student leadership position,
- suspension,
- expulsion,
- banning from College property and College-related activities.

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 a 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 *Student 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 to complete service hours as directed is a serious misconduct matter. The Dean will provide written notification when a fine has been fulfilled.

Unpaid community service

A student may be required to undertake a specified number of hours of service to the College or wider community, as specified by the Dean or Head of College.

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 or 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 period determined by the College (which may be indefinite).

Ban from College

The College may require an individual not to set foot on College property or take part in any College-related activity for a period determined by the College (which may be indefinite).

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 may be counselled by the Director of Learning and/or Head of College, 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 Head of College.

The College will provide all available and appropriate 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 relating to academic integrity from the student's university, may 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 of 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 to the allegations made against them.
- The Dean, in assessing the information provided and making a determination, can impose measures of varying severity. These include (but are not limited to) a warning, restitution, or fine. The Head of College may, after due inquiry, suspend or expel a resident member of the College.
- All decisions will be communicated in writing to the student or students 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.
- Allegations of serious misconduct may lead to a student being suspended while an investigation is taking place. Such a suspension does not prejudge or imply the outcome of the investigation. In such a case, the College will ordinarily offer to arrange alternative accommodation for the student.
- The duration and timing of a suspension will be at the Head of College's discretion. In the case of a suspension following the completion of an investigation, and where circumstances permit, the College may offer to assist the student to find suitable temporary accommodation, but accepts no responsibility to do so.
- The terms of a suspension will involve exclusion from the College buildings and grounds, and from College-related activities, and failure to comply with this condition is considered serious misconduct.
- The College reserves the right to ban individuals from College grounds and College-associated activities indefinitely.
- 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 Head of College.

Procedural Fairness

The College will respect the rights of all parties throughout any investigation and disciplinary processes. We acknowledge that respondents are entitled to the presumption of innocence, and to respond to allegations against them which may have disciplinary consequences. For the purposes of its own investigation and disciplinary processes, the College applies an appropriate standard of proof.

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:

- Head of College
- Dean
- Director of Learning
- Chaplain
- Assistant Deans
- Residential Advisors and Wardens

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 \(SA\)](#)

[Legal Services Commission of SA](#)

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

Support services relating to specific aspects of behaviour are also listed in other College policies, such as on sexual harassment and sexual assault, alcohol, and drugs.

Policy Review

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

This policy may be reviewed and revised at other times also.

APPENDIX C: Student Agreement Terms and Conditions

TERMS AND CONDITIONS 2021

This Student Agreement (**Agreement**) is between St Mark's College Inc (**College**) and the enrolled or enrolling student, and comprises:

- these St Mark's College Student Agreement Terms and Conditions 2021; and
- *The College Fees & Charges 2021* which accompanies this document.

Once the student has electronically signed (or otherwise signed) the Agreement, they are entering into a legally binding contract between the student and the College. The student and their parent or guardians and guarantors (as relevant) should therefore ensure that they have read, understood and agree to all the terms and conditions in these documents before signing the Agreement.

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.

If there is any inconsistency between this Agreement and any other document the College supplies a student in connection with his or her place at the College, the terms of this Agreement will apply to the extent of the inconsistency, unless otherwise specifically stated.

This Agreement does not, and is not intended to, create a lease or other tenancy of the premises conferring a right of exclusive possession. The student occupies their room and has access to common areas of the College but does not have exclusive possession of the premises or any part of it.

The student is responsible for their personal property at the College. The College will not be liable for loss of or damage to that property.

In case of a student being a minor (under 18 years of age), the College will require a parent, guardian 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 acceptance of a place at the College is a commitment to pay all College fees for the full College year in accordance with the chosen fee payment option unless otherwise arranged and confirmed in writing by the College.

Approved single-semester students will be granted a 20-week contract. Single-semester contracts are typically provided to students who are a) an overseas student coming to Adelaide to undertake an approved Study Abroad program that is one semester in duration, b) applying for mid-year entry to the College, c) completing their degree mid-year, or d) a current student undertaking an approved Study Abroad program. To apply for a 20-week contract the student must provide evidence of their circumstances (e.g. evidence that they will complete the requirements of their degree or have been accepted into an approved Study Abroad program). Approval is not guaranteed. Any request for

consideration for approval must be made in writing to the College either at the time of application for incoming Study Abroad students and for students graduating mid-year, or by the end of first term for students who are in residence and wish to move from a 40-week to a 20-week contract (e.g. students who have been accepted into a Study Abroad program for the second semester of an academic year). A student who does not gain approval will be responsible for the payment of their fees for the full College year.

Should a single-semester student in first semester wish to extend their contract for an additional semester, they should apply to the Head of College 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.

Students admitted or re-admitted to the College for the second semester only may enter into a 20-week contract, at the College's discretion, for that semester.

2. Termination of an Agreement

2.1 Termination of an Agreement at a student's request

New students who have not received a university offer in Adelaide are permitted to withdraw from the College and terminate this Agreement by emailing the College Office or providing notice online by 5.00pm on 1 February 2021. Where termination is notified by 5.00pm on 1 February 2021 in accordance with this clause, the security deposit of \$300 (**Security Deposit**) will be refunded to the student, however an administration fee of \$200 (**Administration Fee**) will not be refunded and will be retained by the College.

Any student (whether new or returning) who seeks to withdraw from College and terminate this Agreement after 1 February 2021 will be responsible for all fees and charges under this Agreement unless and until such time (if any) that the College can find a replacement student. The College will make every effort to fill the student's place and will notify the student in writing if, and if so when, they will be released from their liabilities and responsibilities with regard to fees. Any mandatory upfront fees will not be refunded if this Agreement is terminated after 1 February 2021.

A student who wishes to terminate their Agreement and leave College prior to the end of the College year must advise the Head of College in writing (copied to the Dean and Registrar) as soon as possible.

Should a student need to withdraw from university for medical or compassionate reasons, or from the College for such reasons, early withdrawal from the College and termination of this Agreement will be considered at the discretion of the Head of College. 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 Termination of 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 or policies or any provisions of this Agreement (including regarding payment of fees).

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

If the Agreement is terminated 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; and
- 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 fees and charges the student is liable for under this Agreement are paid.

The College also reserves the right to terminate this agreement on reasonable terms should it become unable to offer continued residence through accommodation becoming uninhabitable through fire or other reason.

3. Readmission

This Agreement is for one College year (namely, 40 weeks). While the College generally encourages and welcomes students to be in residence in College throughout their university studies, readmission to the College from one year to the next is at the absolute discretion of the Head of College. Readmission in the following College year is conditional upon students (unless exempted from a requirement by the Head of College) having:

- observed all rules and conditions as stated in the College Handbook and in this Agreement;
- attained a satisfactory pass rate in their academic studies;
- met all payments of due accounts in accordance with the Schedule of Fees;
- enrolled in a full-time degree course for the subsequent year; and
- completed the relevant application process by the specified due date.

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

4. St Mark's Values, Code Of Conduct, Policies and Guidelines

4.1 Values

The College is an educational and values-based community which aspires to offer all students an excellent all-round educational experience and which is committed to upholding a culture of respect, dignity, inclusion, and safety for all. In accordance with our values, and without limitation, the following are wholly unacceptable either within College or the wider community:

- offensive language or behaviour, including sexist or racist language or behaviour,

- or public or publicly visible nudity;
- behaviour inconsistent with the responsible service and consumption of alcohol;
- excessive noise and anti-social behaviour;
- harassment of any kind, including victimisation;
- sexual harassment and sexual assault;
- hazing, including any demeaning, degrading or dangerous conduct, whether the subject of the behaviour appears to consent or not;
- bullying or discrimination of any kind;
- any illegal behaviour, including but not limited to:
 - possession of, use of, or dealing in illegal drugs;
 - assault, or any form of violent or threatening behaviour;
 - the possession of a firearm or any device created to cause injury or menace;
 - theft of or damage to the property of others, including vandalism of any kind;
- tampering with fire safety equipment;
- accessing and/or disseminating inappropriate or offensive material online;
- knowingly causing unauthorised interference with or disruption to any computer systems or networks, surveillance devices, information services or electrical equipment of the College;
- any action which endangers the safety or welfare of College residents or risks damaging the College's reputation.

By entering into this Agreement, the student acknowledges and agrees that they will abide by the College's expectations of acceptable behaviour, including the statement of Values and the College's policies. Students who breach these guidelines and expectations should expect penalties to be imposed by the College and agree to abide by any penalties if imposed. A record of poor conduct may prevent a student from being granted re-admission to the College, or may lead to the termination of this Agreement, as provided for above.

4.2 Code of Conduct and policies

Students must at all times conduct themselves as per the College's Code of Conduct (**Code**), and in accordance with such other guidelines and/or policies of the College as amended from time to time, including with the terms of this Agreement.

The College has policies (including, without limitation, the College's Alcohol Policy, Drug Policy, Sexual Assault Policy and Sexual Harassment Policy) in place which set out the specific rules and guidelines in respect of one or more of the above unacceptable actions or behaviours. The College's Code of Conduct and policies are ordinarily available on the College's website and in the Handbook provided to the student prior to or on arrival at the College.

The Code and policies set out behaviour and conduct expected of members of the College student community. The College expects and requires that all students act always in a way that is consistent with and promotes a culture of respect, dignity, inclusion, and safety for all.

The College 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 admirable behavioural standards, and to be role models for others, aspiring to demonstrate the highest level of personal integrity at all times. Members of the College community must express such commitment actively in their actions and words. They must respect the rights of all other members of the College and the wider community, while also acting in accordance with the law.

Agreeing to abide by this Code of Conduct and other College policies (including the terms of this Agreement) is a requirement for students becoming members of the College and abiding by these is a requirement for students remaining members of the College and being readmitted.

The College will treat all possible breaches of the Code and policies 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 or policies has occurred, and what the consequences of any established breach should be, are matters reserved to the discretion of the College.

5. Other Acknowledgements

The student acknowledges that in exceptional circumstances such as severe illness or 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.

The student acknowledges that the College uses surveillance cameras (such as closed circuit television cameras) in some parts of the College. The primary use of such surveillance is to discourage and/or detect unlawful acts, unsocial behaviour, behaviour against College guidelines and policies, and damage to property in and around the College precinct, thereby enhancing the safety and security of all students, staff members and visitors at the College and their property.

The student also acknowledges that the College may use computer surveillance that monitors computer usage and that the surveillance and information obtained from the camera and computer surveillance may also be used by the College for legitimate purposes (including as evidence of student conduct).

When signing this Agreement, the student agrees not to use their room/flat for any illegal or harmful purpose and further agrees not to use the room/flat for commercial activities. The student agrees 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.

The student also acknowledges that the College reviews all policies and student information from time to time, and reserves the right to make amendments.

6. Personal Information

The student and any parent, guardian or guarantor each acknowledge that an application for a place at the College requires them to provide information that may be personal information for the purposes of the *Privacy Act 1988* (Cth).

The College may collect, hold and use that personal information in accordance with the College's Privacy Policy in order to assess a student's application, service the student's needs as a student of the College, provide facilities and services that the student requests or that are connected with the student's stay at the College and/or carry out appropriate administration. A copy of the College's Privacy Policy is available on the College's website (www.stmarkscollege.com.au) or from the College upon request.

APPENDIX D: Vision, Values and Guidelines

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.

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 wellbeing 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.

*

As part of their online contract, all students sign an agreement which contains the values stated above and which continues:

In this section we introduce you to what it means to live in the St Mark's values-based community and at the end we ask you to acknowledge your commitment to live at St Mark's in that way. All resident members of the College are bound by the College's Code of Conduct and the College's policies, expectations of behaviour, and culture of respect, dignity, inclusion and safety.

Our values underpin the best of St Mark's

Many of the most positive aspects of our students' experiences at St Mark's come when our values are most fully lived. For example:

- Learning from one another in the conversation that lingers after dinner with someone studying something completely different from you;
- Caring for a friend who is having a tough time;
- Having the moral courage to speak up in a crowded College Club meeting about an issue that you feel passionately about, even though your perspective might not be that of the majority;
- Helping to promote the camaraderie, passion and pride that makes the St Mark's community unique by supporting other Marksmen and Markswomen, whether academically, on the sporting field or the stage;
- Making a network of great friends amongst people who come from lands and cultures very different from your own.

What is striking about the way we live our values is the positive ethical obligations they bring with them. They oblige us to take part in the community, to care for others and to speak up.

Living out our values in the community

Living according to the St Mark's values has its challenges and chief amongst them is the challenge of community living. Being a responsible community member means cooperation and negotiation so that a mutually satisfactory way of living together can be found.

Community living requires that we all have the duty, in the first instance, to resolve issues with one another. The rest of the community should only become involved if that doesn't prove possible. Some of the challenges that you might need to negotiate during your time at St Mark's include:

- Your neighbours playing their music at an unreasonable volume when you are trying to study or sleep
- Unreasonable mess left on the sink of utility rooms, kitchens or in bathrooms;
- People behaving in a drunk and disorderly manner;
- People dumping your just-washed clothes on the floor of the utility room or laundry.

St Mark's College requires all members to act against sexual harassment and sexual assault. Each member of the College is valued, and at the same time has responsibility for self, and for others. It is important, therefore, that the situation is not ignored. Being under the influence of alcohol does not excuse irresponsible behaviour. Studies show that most harassment continues and often worsens. The first step is recognising it for what it is. If the complainant is unsure, then they may talk to someone about the incident or series of incidents, and the way it made them feel. Please refer to the College's policies on Sexual Harassment and Sexual Assault for more information on responding to and reporting inappropriate behaviour and support available.

CHOOSING TO EXCLUDE YOURSELF FROM ST MARK'S: serious values breaches

By coming to St Mark's you are choosing to live in a values-based community and accepting a personal responsibility to live within community values. Any serious breach of these values is a very grave matter, both because of the harm to other individuals and because of the harm to the community itself. What is very clear is that any behaviour that fails to respect others violates what it is to live with integrity.

This means it is unacceptable in the St Mark's community to:

- 1) Threaten anyone
- 2) Bully anyone in any way, including on-line and through social media
- 3) Sexually harass or assault anyone
- 4) Display racial, religious or ethnic intolerance, or intolerance on the basis of sexual orientation or gender identity
- 5) Show disrespect to the privacy of all when privacy is sought and to enter another person's room without permission
- 6) Assault anyone
- 7) Behave inappropriately after excessive use of alcohol
- 8) Damage individual or community property

Any person whose actions 'cross the line' in these ways or other ways is declaring that they no longer feel that they respect the values – in effect potentially self-selecting their own exclusion from the community. As important as what happens when such a breach has occurred is how someone responds when they realise that they have 'crossed the line'. Rapid apology, fessing up and ensuring to the greatest extent possible that any harm done is rectified is how someone lays the foundation to restore their place in the St Mark's community.

In accepting responsibility for the consequences of his or her actions, it is worth remembering that these consequences may also affect the reputation and standing of the College in the collegiate and University communities and the general public, including our neighbours in North Adelaide.

However, in the most serious cases where the law has been breached, the police may be involved. In situations where action is required immediately to protect the well-being of people in the community, the Head of College will act as appropriate to ensure that protection.

In conclusion, St Mark's great strength is the positive ways its values have been lived and evolved over generations.

APPENDIX E: Health, Safety and Wellbeing 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 wellbeing 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 wellbeing, 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 wellbeing 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, the Head of College, the Dean, the Property Manager, student leaders and others 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 Work Health and Safety 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 Head of College and members of the Board have ultimate responsibility for the implementation and review of the College's Health, Safety and Wellbeing (HS&W) policy, and delegation of HS&W 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 it and who are (or are likely to be) directly affected by a health and safety matter.

In this regard, all staff and student leaders are responsible and accountable for day-to-day HS&W within their areas of responsibility, and have the authority to fulfil those responsibilities. The Health, Safety and Wellbeing 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

In their own interests and as a legal obligation, staff and any other individuals with supervisory responsibility have a responsibility/duty of care for:

- the effective implementation and regular reference to this policy;
- providing a safe environment and safe systems at the College;
- 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 staff and, as relevant, students 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 Wellbeing 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 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;
- dress appropriately and use appropriate personal protective equipment.

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 the Dean or other staff member or student leader, 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; and
- maintain a tidy work area.

St Mark's College Health, Safety and Wellbeing Committee

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

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

The College's Health, Safety and Wellbeing 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, contact:

- the Head of College, Professor Don Markwell
- the Dean, Mr Stuart Meldrum
- the Director of Learning, Dr Rachel Buxton
- the Chaplain, Rev'd Grant Moore
- an external consultant – details to be advised
- any of the external services listed at the end of this policy

Statement of Commitment

St Mark's College will not tolerate sexual misconduct of any kind.

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 visitors and invitees, on College grounds.

It also applies to everyone (College staff, students, visitors and invitees) attending and/or participating in College or College-related 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.

It is important 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, and to respond to formal complaints against them. Appropriate support and advice will be available to any member of College who has been accused of sexual harassment. For the purposes of its own investigation and disciplinary processes, the College applies an appropriate standard of proof.

The College may not be able to 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 *Sex Discrimination Act 1984* (Cth): see below.

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). This is:

“a person sexually harasses another person (the **person harassed**) if:

(a) the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or

(b) engages in other unwelcome conduct of a sexual nature in relation to the person harassed;

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.”

The *Act* makes clear that “**conduct of a sexual nature** includes making a statement of a sexual nature to a person, or in the presence of a person, whether the statement is made orally or in writing”.

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 such behaviour as:

- Staring or leering
- Unnecessary familiarity, such as deliberately brushing up against someone, or unwelcome touching
- Seeking sexual favours under the guise of providing assistance (such as walking someone who is drunk back to their room)
- Suggestive comments or jokes
- Insults or taunts or gossip of a sexual nature
- Intrusive comments or questions or gossip about someone’s private life
- Engaging in abusive, discriminatory, or degrading discussion of a sexual nature in relation to someone in any forum or on any platform (online or otherwise)
- 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 and 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:

- Head of College
- Dean
- Director of Learning
- Chaplain
- Assistant Deans
- Residential Advisors
- Other members of the Student Leadership Team

The College's priority is the health, safety and wellbeing 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 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. In such situations the College (as part of its commitment and obligation to provide 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.

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

The College may also provide *de-identified* disclosure to the universities (The University of Adelaide, 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 or not they have previously made a disclosure.

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 being with the complainant when the report is made.

The Specific Points of Contact at the College for reporting are the Head of College, the Dean, and the Director of Learning.

A report can be made to the Head of College, Dean, or Director of Learning in person or over the phone or in writing:

- **Head of College:** Professor Don Markwell:
 - 8334 5600
 - don.markwell@stmarkscollege.com.au
- **Dean:** Mr Stuart Meldrum:
 - 8334 5608
 - stuart.meldrum@stmarkscollege.com.au
- **Director of Learning:** Dr Rachel Buxton:
 - 8334 5603
 - rachel.buxton@stmarkscollege.com.au

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. That decision will be respected and the College will still provide support, information and advice to the complainant. However there may be situations in which the implications for the complainant, or for others actually or potentially affected, are serious. The College (as part of its commitment and obligation to provide 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.

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 Head of College, Dean, and/or Director of Learning 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, University of South Australia and/or Flinders University) as required or appropriate.

Specific process for responding to a report

Information about how to make a report to the College is set out in the section above ('Reporting').

Instances of sexual harassment reported to the College will be handled sensitively, discreetly, 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.

Once a report has been made to the College, the following process will be followed:

1. Initial assessment

The Head of College, Dean, and/or Director of Learning 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).

The initial assessment may require the College to suspend the respondent while an investigation is taking place. Such action does not in any way prejudice or imply the outcome of any investigation. In such a case, the College will ordinarily offer to arrange alternative accommodation for the respondent.

2. Further action

The Head of College, Dean, and/or Director of Learning will respect the wishes and choices of the complainant as to how the matter is dealt with, to the furthest extent possible. However, the College (as part of its commitment and obligation to provide 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. This action may include referring the matter for investigation and/or action to police or other external agency.

Following on from the initial assessment, further action undertaken by the College may include initiating a formal investigation.

A formal investigation is likely to involve informing the respondent of the basis of the complaint, meeting separately with the complainant and the respondent, seeking written statements from the complainant and respondent, speaking to other relevant people on a confidential basis, and/or obtaining further relevant information.

At all times during a formal investigation both the complainant and the respondent have the right to be accompanied at meetings by another student member of the College, or a member of staff of the College. These people must maintain appropriate confidentiality.

Every effort will be made to achieve a prompt outcome to a formal investigation, the aim being to conclude the process within a period of a fortnight, if possible. Both the complainant and the respondent will be expected to co-operate with the College in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Adelaide, both parties will be kept informed.

In some circumstances, in the interests of the complainant and/or the respondent, it may be necessary for interim action to be taken, pending the outcome of the investigation. This may include making arrangements to limit contact between the parties concerned. Action may include suspension of the respondent for a period of time. Such action does not in any way prejudice or imply the outcome of the investigation. In such a case, the College will ordinarily offer to arrange alternative accommodation for the respondent.

The College commits to providing support and assistance (separately) to the complainant and to the respondent 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, and, where appropriate, 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; that decision will be respected and the College will still provide support, information and advice to the parties. However, as set out above, there may be some situations in which the implications for the complainant, or for others actually or potentially affected, are serious, and in which the College assesses that its duty of care is such that it may need to take some action to avoid a foreseeable risk of harm.

College sanctions and disciplinary action are at the discretion of the Head of College, 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.

3. Confidentiality

Information concerning disclosures or reports of harassment must so far as reasonably possible be held in confidence by those to whom it is divulged.

All parties involved in a disclosure or report (including any witnesses who may be interviewed as part of any investigation, or support persons attending meetings) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in some circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.

Information may be shared between senior members (i.e. senior staff or similar) of the College on a need-to-know basis, and in such cases the senior members will, except in some circumstances, follow the guiding principle of asking for the complainant's permission to liaise with others.

Unnecessary disclosure of information regarding any disclosure or report and/or processes relating to a disclosure or report of sexual harassment may attract disciplinary sanction.

4. Victimisation

The College seeks to protect any member of the College community from victimisation, which is a form of serious misconduct which may itself result in a disciplinary process.

The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith: made a disclosure or report of harassment; or indicated an intention to make such a disclosure or report; or assisted or supported another person in bringing forward a disclosure or report; or participated in an investigation of a disclosure or report; or it is suspected that they have done or may do any of the above.

5. Vexatious or malicious complaints

If a complainant is deemed to have known, or to have reasonably been expected to know, that a complaint was unfounded, the complaint of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

Seeking Support - external consultant on sexual harassment and sexual assault

In addition to sources of support within the College, the College will appoint an external consultant to whom any member of the College wishing to make a disclosure or report or seeking advice may do so, including confidentially or anonymously. The consultant may assist you either in handling the matter within College, or in approaches to external agencies.

The consultant is available to advise anyone who has experienced sexual harassment or assault, or anyone who is aware of it (e.g. through witnessing it), and wishes to make a disclosure or report, or seek advice.

For anyone who wishes to have such support, the external consultant provides an alternative to raising matters within College, or going to a fully external agency (such as Yarrow Place, or SA Police), if you would rather not do either of those things.

The consultant will discuss with you what, if anything, they may disclose to others (other than providing a *de-identified* notice of the disclosure to the Dean and the Head of College). They will observe strict confidentiality other than as agreed with you, or where necessary for your safety or the safety of others.

Details of our consultant will be advised separately.

Seeking Support – other sources

Aside from the many sources of support at College and the external consultant who will be appointed, 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](#)
[Legal Services Commission of SA](#)
[SA Police – Emergency assistance \(including ambulance\): phone 000; non-urgent police assistance: phone 131 444](#)

Policy Review

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

This policy may be reviewed and revised at other times also.

SEXUAL ASSAULT POLICY

If you need help or support, contact:

1. the Head of College, Professor Don Markwell
2. the Dean, Mr Stuart Meldrum
3. the Director of Learning, Dr Rachel Buxton
4. the Chaplain, Rev'd Grant Moore
5. an external consultant – details to be advised
6. any of the external services listed at the end of this policy, including
 - 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)

Statement of Commitment

St Mark's College will not tolerate sexual misconduct of any kind.

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 visitors and invitees, on College grounds.

It also applies to everyone (College staff, students, 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.

It is important 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, and to respond to formal complaints against them. Appropriate support and advice will be available to any member of College who has been accused of sexual harassment and/or assault. For the purposes of its own investigation and disciplinary processes, the College applies an appropriate standard of proof.

The College may not be able to 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/or as set out below (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 has the meaning given by law and/or as defined below.

Support person Any person to whom a disclosure of sexual assault is made.

What behaviours are classified as sexual assault

The College regards sexual assault as any activity of a sexual nature by a person which affects another person and to which the other person has not given informed consent, freely and voluntarily.

Sexual assault can take many different forms. It can include such behaviour as, for example:

- 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 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 informed consent, freely and voluntarily given, to that 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, for example:

- intoxicated (whether by alcohol or any other substance or combination of substances) to the point of being incapable of freely and voluntarily agreeing to the activity
- asleep, passed out or unconscious, including because of drugs, alcohol or a violent assault
- 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. 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 and 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:

- Head of College
- Dean
- Director of Learning
- Chaplain
- Assistant Deans
- Residential Advisors
- Other members of the Student Leadership Team

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. In such situations the College (as part of its commitment and obligation to provide 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.

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

The College may also provide *de-identified* disclosure to the universities (The University of Adelaide, 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 or not they have previously made a disclosure.

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 Head of College, the Dean, and the Director of Learning.

A report can be made to the Head of College, the Dean, and the Director of Learning in person or over the phone or in writing:

- **Head of College:** Professor Don Markwell:
 - 8334 5600
 - don.markwell@stmarkscollege.com.au
- **Dean:** Mr Stuart Meldrum:
 - 8334 5608
 - stuart.meldrum@stmarkscollege.com.au
- **Director of Learning:** Dr Rachel Buxton:
 - 8334 5603
 - rachel.buxton@stmarkscollege.com.au

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. That decision will be respected and the College will still provide support, information and advice to the complainant. However, there may be situations in which the implications for the complainant, or for others actually or potentially affected, are serious. The College (as part of its commitment and obligation to provide 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.

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 Head of College, Dean, and/or Director of Learning 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, University of South Australia and/or Flinders University) as required or appropriate.

Specific process for responding to a report

Information about how to make a report to the College is set out in the section above ('Reporting').

Instances of sexual assault reported to the College will be handled sensitively, discreetly, 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.

Once a report has been made to the College, the following process will be followed:

Initial assessment

The Head of College, Dean, and/or Director of Learning 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).

The initial assessment may require the College to suspend the respondent while an investigation is taking place. Such action does not in any way prejudice or imply the outcome of any investigation. In such a case, the College will ordinarily offer to arrange alternative accommodation for the respondent.

Further action

The Head of College, Dean, and/or Director of Learning will respect the wishes and choices of the complainant as to how the matter is dealt with, to the furthest extent possible. However, the College (as part of its commitment and obligation to provide 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. This action may include referring the matter for investigation and/or action to police or other external agency.

Following on from the initial assessment, further action undertaken by the College may include initiating a formal investigation.

A formal investigation is likely to involve informing the respondent of the basis of the complaint, meeting separately with the complainant and the respondent, seeking written statements from the complainant and respondent, speaking to other relevant people on a confidential basis, and/or obtaining further relevant information.

At all times during a formal investigation both the complainant and the respondent have the right to be accompanied at meetings by another student member of the College, or a member of staff of the College. These people must maintain appropriate confidentiality.

Every effort will be made to achieve a prompt outcome to a formal investigation, the aim being to conclude the process within a period of a fortnight, if possible. Both the complainant and the respondent will be expected to co-operate with the College in achieving that result. If it is not possible to resolve the issue within this timeframe, for example for reasons of complexity or the absence of relevant parties from Adelaide, both parties will be kept informed.

In some circumstances, in the interests of the complainant and/or the respondent, it may be necessary for interim action to be taken, pending the outcome of the investigation. This may include making arrangements to limit contact between the parties concerned. Action may include suspension of the respondent for a period of time. Such action does not in any way prejudge or imply the outcome of the investigation. In such a case, the College will ordinarily offer to arrange alternative accommodation for the respondent.

The College commits to providing support and assistance (separately) to the complainant and to the respondent 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, and, where appropriate, 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; that decision will be respected and the College will still provide support, information and advice to the parties. However, as set out above, there may be some situations in which the implications for the complainant, or for others actually or potentially affected, are serious, and in which the College assesses that its duty of care is such that it may need to take some action to avoid a foreseeable risk of harm.

College sanctions and disciplinary action are at the discretion of the Head of College, 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.

Confidentiality

Information concerning disclosures or reports of assault must so far as reasonably possible be held in confidence by those to whom it is divulged.

All parties involved in a disclosure or report (including any witnesses who may be interviewed as part of any investigation, or support persons attending meetings) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in some circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.

Information may be shared between senior members (i.e. senior staff or similar) of the College on a need-to-know basis, and in such cases the senior members will, except in some circumstances, follow the guiding principle of asking for the complainant's permission to liaise with others.

Unnecessary disclosure of information regarding any disclosure or report and/or processes relating to a report of sexual assault may attract disciplinary sanction.

Victimisation

The College seeks to protect any member of the College community from victimisation, which is a form of serious misconduct which may itself result in a disciplinary process.

The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith: made a disclosure or report of assault; or indicated an intention to make such a disclosure or report; or assisted or supported another person in bringing forward a disclosure or report; or participated in an investigation of a disclosure or report; or is suspected that they have done or may do any of the above.

Vexatious or malicious complaints

If a complainant is deemed to have known, or to have reasonably been expected to know, that a complaint was unfounded, the complaint of assault may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

Seeking Support - external consultant on sexual harassment and sexual assault

In addition to sources of support within the College, the College will appoint an external consultant to whom any member of the College wishing to make a disclosure or report or seeking advice may do so, including confidentially or anonymously. The consultant may assist you either in handling the matter within College, or in approaches to external agencies.

The consultant is available to advise anyone who has experienced sexual harassment or assault, or anyone who is aware of it (e.g. through witnessing it), and wishes to make a disclosure or report, or seek advice.

For anyone who wishes to have such support, the external consultant provides an alternative to raising matters within College, or going to a fully external agency (such as Yarrow Place, or SA Police), if you would rather not do either of those things.

The consultant will discuss with you what, if anything, they may disclose to others (other than providing a *de-identified* notice of the disclosure to the Dean and the Head of College). They will observe strict confidentiality other than as agreed with you, or where necessary for your safety or the safety of others.

Details of our consultant will be advised separately.

Seeking Support – other sources

Aside from the many sources of support at College and the external consultant who will be appointed, 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](#)

[1800RESPECT – National Sexual Assault, Domestic Family Violence Counselling Service](#)
[University of Adelaide counselling service](#)

[University of South Australia counselling service](#)

[Flinders University counselling service](#)

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

[Legal Services Commission of SA](#)

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

Policy Review

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

This policy may be reviewed and revised at other times also.

APPENDIX G: Alcohol Policy

If you need help or support, contact:

- the Dean, Mr Stuart Meldrum
- the Director of Learning, Dr Rachel Buxton
- the Chaplain, Rev'd Grant Moore
- Drug and Alcohol Services of SA: 1300 13 1340 (*confidential counselling and information*)
- Headspace: 1800 063 267
- other services listed later in this policy.

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 must be responsible for what they consume. The excessive use of alcohol does not diminish anyone'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. No one should ever be coerced or pressured into drinking when they do not want to, or to drink more than they want to.

It is also important to recognise that excessive consumption of alcohol creates many risks to the individual concerned, and to others. Almost all behavioural problems in the College – some with significant adverse effects for individuals – arise in the context of irresponsible consumption of 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 achieving their potential in their university studies.

Social activities which involve alcohol must be run in a way that is consistent with the responsible service and consumption of alcohol. Non-alcoholic drinks must be equally prominent, and food must be served whenever alcohol is served.

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 visitors and invitees, on College grounds.

It also applies to everyone (College staff, students and visitors and invitees) attending and/or participating in College and College-related 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

Members of the College and their guests who are at least 18 years old and who have chosen to consume alcohol are encouraged to drink at lower and safer risk levels. This means no more than two standard drinks per day to decrease lifetime risk of harm and no more than 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 students will face consequences (as provided for in the *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 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 one is to compel or otherwise exert pressure on any other person to drink alcohol, and behaviour must be consistent with the St Mark's College No Hazing Policy (Appendix I).

Dry zones

The Academic Centre and the Learning Commons (except when there is an authorised event at which alcohol is permitted), 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, members of the College 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 that requires a licence are required to seek the Dean's approval to apply for a liquor licence, apply for the licence on the basis approved by the Dean, and forward the licence to the Dean prior to final 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.

Sanctions will apply for such behaviours.

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 students. 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 or other 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 College

Members of the College 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 is 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 members take pride in maintaining their own wellbeing 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, students are encouraged to call for help regardless of alcohol or substance use.

To be a proactive bystander, students should:

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

Take **RESPONSIBILITY** for intervening. Students are encouraged to be the leader who 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 practising or seeking additional support.

Alcohol and Informed Consent

Informed Consent

Everyone has 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, everyone should understand the following:

- Consent cannot be given by anyone who is intoxicated (whether by alcohol or any other substance or combination of substances) to the point of being incapable of freely and voluntarily agreeing to the activity
- 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.

Where intoxication means that genuine informed consent cannot be given, sexual activity must not occur.

For further information, refer to the College's Sexual Assault and Sexual Harassment policies (Appendix F).

Behaviour Management

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

When a student's alcohol consumption is consistently excessive, or a student 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. We acknowledge that respondents are entitled to the presumption of innocence, and to respond to allegations against them which may have disciplinary consequences. For the purposes of its own investigation and behaviour management interventions, the College acts according to an appropriate standard of proof.

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

- Head of College
- Dean
- Director of Learning
- Chaplain
- Assistant Deans
- 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](#)
[Legal Services Commission of SA](#)

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

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 resident students 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 back to College if you are away
- Never mix alcohol with other drugs such as sleeping pills, tranquillisers or cannabis, as this can be a lethal combination
- Respect the needs of others in the College and the surrounding community to sleep, study, and work

Policy Review

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

This policy may be reviewed and revised at other times also.

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

Policy updated: June 2018, February 2020, January 2021

Policy authorised by: Head of College

Date to be reviewed: January/February 2022

APPENDIX H: Drug Policy

If you need help or support, contact:

- the Dean, Mr Stuart Meldrum
- the Director of Learning, Dr Rachel Buxton
- the Chaplain, Rev'd Grant Moore
- Drug and Alcohol Services of SA: 1300 13 1340 (confidential counselling and information)
- Headspace: 1800 063 267
- any of the other external services listed near the end of this policy

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 must be responsible for what they consume. The use of illegal substances and the misuse of prescribed medication can have significant consequences for individual health and wellbeing, and effects on others, and such behaviour is not condoned by the College.

The use of illicit substances and misuse of prescribed medications 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 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 or College-related 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

Student A student member of the College

The Policy

The health and safety of our students and staff is our highest concern.

The possession or use of illegal substances, or misuse of legal substances, is not permitted at any time by any individual on College premises or attending an event associated with the College.

If the College becomes aware of drug possession or usage, or misuse of legal substances, because a student has sought medical or pastoral assistance, or through another person seeking help for them, the College will provide support to the individual(s) concerned to

enable them to obtain the appropriate professional help. Do not hesitate to get medical help if that is needed.

If, however, the College becomes aware in any other way (e.g. through a complaint) of the possession or usage of any illegal drug in our community, this is liable to be treated as a serious disciplinary (and potentially a criminal) matter. Consequences may include suspension or expulsion from the College.

The promotion, sale or dealing of any illegal drug will always be treated as a serious disciplinary (and potentially a criminal) matter. Strong penalties (which are liable to include suspension or expulsion) will apply.

The Dean (Stuart Meldrum), Director of Learning (Rachel Buxton), and Chaplain (Grant Moore) are all available to help. If you are using drugs, seek help now, either through College staff or through one of the bodies listed later in this policy. Don't leave it too late.

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 all residents. It will therefore, wherever possible, facilitate access to services to minimise harm and enable rehabilitation.

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 has a duty to protect the safety of all residents and will impose consequences for misconduct when necessary. The College's first priority will always be the safety of all members of the College.

Visitors to College found to be possessing, using, selling or dealing illegal substances or the misuse of medications 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 student 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 student:

- Keep medications in a locked box in their room
- Keep this information private and do not inform other students or visitors of their medications, unless they are supporting the member and their medical condition
- Consider informing the Dean, the Director of Learning, or the Head of College. 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 possession or 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 student or a staff member of the College is thought to be possessing, using, selling or dealing in illegal substances or misusing, selling or dealing in prescribed medication, a complaint may be referred to the Head of College or Dean in person, by phone or in writing.

Penalties, as described above, apply.

Procedural Fairness

The College will respect the rights of respondents throughout any investigation and behaviour management process. We acknowledge that respondents are entitled to the presumption of innocence, and to respond to allegations against them which may have disciplinary consequences. For the purposes of its own investigation and behaviour management interventions, the College acts according to an appropriate standard of proof.

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:

- Head of College
- Dean
- Director of Learning
- Chaplain
- Assistant Deans
- 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](#)

[Legal Services Commission of SA](#)

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

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 resident students about the effects, both short and longer term, of using illegal substances and the misuse of prescribed medication.

All students 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 at the start of each year, prior to publication in the student Handbook, to ensure that it is compliant with best practice management and the College's legal obligations.

This policy may be reviewed and revised at other times also.

Policy created: June 2018

Policy updated: June 2018, February 2020, January 2021

Policy authorised by: Head of College

Date to be reviewed: January/February 2022

APPENDIX I: No Hazing Policy

If you need help or support, contact:

- the Head of College, Professor Don Markwell
- the Dean, Mr Stuart Meldrum
- the Director of Learning, Dr Rachel Buxton

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 or apparent willingness to participate.*

Statement of Policy

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

Apathy or acquiescence in the presence of hazing are not neutral acts but violations of the No Hazing Policy.

Accountability

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

Individuals who participate in acts of hazing are personally accountable under the College's *Student Code of Conduct* and the *No Hazing Policy*.

Reporting Hazing

Every member of the College 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 College 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 No Hazing Policy or *Student 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 Dean or the Head of College.

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 *Student Code of Conduct*. It is a chance for you to discuss what happened and look at options for restoring your and/or others' 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 Head of College, the Dean, an Assistant Dean, or the Director of Learning.

Make an anonymous report to College:

Incidents of hazing can be reported anonymously to the Head of College, the Dean, or the Director of Learning.

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 *Student 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.

1. Does the activity uphold and promote the purpose, goals, and values of the College?
2. Is this activity safe?
3. Is this activity consistent with respect and dignity for all, and genuine inclusiveness?
4. Will this activity increase respect for the group and current members?
5. Is it an activity in which new and current students participate equally together?
6. Does the activity have value in and of itself?
7. Would you be able to defend the activity in a court of law?
8. Would you be willing to allow family members to witness this activity? The Board Chair? The Head of College? The Vice-Chancellor? Prospective future employers?
9. Would this behaviour reflect well on participants if it appeared in the media?
10. Am I asked to keep these activities secret?

Examples of hazing

The College's *Student Code of Conduct* or other policies prohibit many activities that may be associated with hazing, such as alcohol use in breach of liquor licensing laws or Responsible Service of Alcohol, 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 academic work
- 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 or victimisation

An individual reporting hazing is entitled to protection from any form of retaliation or victimisation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence.

The College seeks to protect any member of the College community from retaliation or victimisation, which is a form of serious misconduct which may itself result in a disciplinary process.

The College will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith: made a report of hazing or possible hazing; or indicated an intention to make such a report; or assisted or supported another person in bringing forward a report; or participated in an investigation of a report; or it is suspected that they have done or may do any of the above.

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

Policy updated: February 2020, January 2021

Policy authorised by: Head of College

Date to be reviewed: January/February 2022

APPENDIX J: 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 membership of the College, residency, employment, scholarships and financial assistance, appointed leadership positions, etc;
- assist in residency – e.g. room allocation, medical assistance, dietary needs, potential interests in cultural and other activities;
- provide references;
- provide information for the alumni database;
- provide an academic development program to suit student needs;
- assess and support student performance or conduct at the College or at University;
- extend invitations to events;
- pay accounts and collect monies pursuant to the Residential Contract;
- promote College activities on the College's website, social media, newsletters, and the like; and
- related purposes.

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 and other events
- Bequests
- Scholarships program
- Annual donation program
- 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.

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 not give public recognition of any donation where the donor has requested anonymity.

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 may be obtained 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.

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 resident membership of the College
- 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 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 makes all reasonable efforts to ensure that all students and their families enjoy:

- freedom from intrusion and public attention
- being treated with honour, respect and dignity
- 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 Board members, Fellows, 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 or email addresses to any callers, except as provided for in this policy.

Personal files of current students are held in hard copy and/or electronic form.

Details of personal records will not be disclosed to relatives without the student's written permission, except at the discretion of the College in an emergency or equivalent.

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 threat to the life or health or safety 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 removal from communication lists

Should you wish to be removed from the College's communication list, you may request this by email to stmarks@stmarkscollege.com.au, which the College will endeavour to act on immediately.

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 Head of College.

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 ordinarily only record your e-mail address if you provide it or if you send the College a message. It will ordinarily 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. The College will not disclose your e-mail address without consent, or if required for a legally authorised purpose.

By using the College's website, 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 website 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 website contains links to other sites. The College is not responsible for the privacy practices of other websites 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 Head of College and/or 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 the College's website, 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 Head of College:

Mail: 46 Pennington Terrace, North Adelaide, South Australia 5006

T: +618 8334 5600

Email: stmarks@stmarkscollege.com.au

Policy Review

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

This policy may be reviewed and revised at other times also.

Policy updated: January 2021

Policy authorised by: Head of College

Date to be reviewed: January/February 2022

APPENDIX K: Complaints Policy

If you need help or support, contact:

- the Head of College, Professor Don Markwell
- the Dean, Mr Stuart Meldrum
- the Director of Learning, Dr Rachel Buxton

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 in the Handbook and on the College website). 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 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 orally or in writing – and indicating that it is a formal complaint – to any of the following office-holders of the College:
 - the Head of College
 - the Dean
 - the Director of Learning
 - an Assistant Dean.

The complainant is free to change her/his mind about the complaint at any time, including to withdraw it. That decision will be respected and the College will still provide support, information and advice to the complainant as may be appropriate. However, there may be some situations in which the implications for the complainant, or for others actually or potentially affected, are serious, and in which the College assesses that its duty of care is such that it may need to take some action to avoid a foreseeable risk of harm.

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 an incident and the complaint
- the 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, 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, or an Assistant Dean will be conveyed promptly to the Head of College.

Initial assessment

The Head of College 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 wellbeing 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 Head of College may consult with and/or delegate any task to any one or more of the Dean, Director of Learning, Registrar, Assistant Deans, or other officer of the College.

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 and obligation to provide 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.

Further action

Following on from the initial assessment, unless determined otherwise, , the College will as soon as reasonably practicable:

- 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, and, where appropriate, 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; 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 Head of College, 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 at the start of each year, prior to publication in the student Handbook, to ensure that it is compliant with best practice management and the College's legal obligations.

This policy may be reviewed and revised at other times also.

Policy updated: February 2020, January 2021

Policy authorised by: Head of College

Date to be reviewed: January/February 2022

Annexure – Form for Lodging a Complaint

Lodging a Complaint

Name of complainant:

Contact details of complainant (e.g. mobile number, email address, room number):

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) any one of:

- the Head of College
- the Dean
- the Director of Learning
- an Assistant Dean.

APPENDIX L: Social Media Policy

If you need help or support, contact:

- the Dean, Mr Stuart Meldrum
- the Director of Learning, Dr Rachel Buxton
- the Registrar, Ms Kathy Radoslovich
- the Director of Advancement, Ms Amanda Crawley
- Officer of the eSafety Commissioner: www.esafety.gov.au
- any of the other services listed near the end of this policy

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 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 and wellbeing of all students and staff (and any other College residents) 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, Reddit, and LinkedIn.

As a means of communication, social media is increasingly prevalent and powerful. 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, however, 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.

Remember that social media posts that are meant to be "private" are liable to become public very easily, sometimes with significant adverse consequences.

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*, Student Agreement Terms and Conditions, College Handbook and other policies.

All social media use must be consistent with a culture of respect, inclusion, and safety; with respect and dignity for all individuals; and with upholding the reputations of all members of the College and of the College as an institution.

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 any other 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 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 or that is connected with the College.

Resident All residents of the College.

Senior Resident Members of the SCR, and students who hold a formal leadership position, including Assistant Deans, Senior Academic Tutor, Residential Advisors, College Club Committee members, and Academic Coordinators.

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 *Student 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 is 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 must 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 Head of College, the Dean or the Director of Learning. The Head of College, the Dean and the Learning 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 that 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 (many of them strangers), you should not post it online.
- Remember that it is near impossible to permanently delete something from the internet.
- Remember that you are very unlikely to be able to control who accesses or disseminates information that you share, even when you may think it is “private”.
- 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, and other personal information. Never disclose your passwords, or credit card or banking details, on social media.
- 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. (It might not be possible to separate the capacities or roles in reality.)
- 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. 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 the university that you attend.

Reporting

Any suspected breaches of this policy should be reported to the Head of College or the Dean, as well as to the administrator of the College social media platform (if relevant). Breaches can be reported by any student, other resident, 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 is liable to 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, and to respond to allegations against them which may have disciplinary consequences. For the purposes of its own investigation and behaviour management interventions, the College acts according to an appropriate standard of proof.

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 Head of College
- The Dean
- The Director of Learning
- Registrar
- Assistant Deans

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 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:

[University of Adelaide counselling service](#)

[University of South Australia counselling service](#)

[Flinders University counselling service](#)

[Legal Services Commission of SA](#)

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

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 resident members of the College and staff concerning online safety and appropriate use of social media.

Policy Review

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

This policy may be reviewed and revised at other times also.

Policy created: June 2018 (*to replace the St Mark's College Club Social Media Policy 2015*)

Policy updated: June 2018, February 2020, January 2021

Policy authorised by: Head of College

Date to be reviewed: January/February 2022

APPENDIX M: Child Safe Environment Fact Sheet

If you need help or support, contact:

- the Head of College, Professor Don Markwell
- the Dean, Mr Stuart Meldrum
- the Director of Learning, Dr Rachel Buxton
- the Registrar, Ms Kathy Radoslovich
- the Chaplain, Rev'd Grant Moore
- the Chair of the College Board, Ms Linda Matthews
- the Department of Child Protection or other services listed at the end of this policy

A child safe environment at St Mark's

St Mark's College is committed to supporting the safety and wellbeing of all children and young people accessing its services, both as a moral responsibility and in accordance with our responsibilities under the *Children and Young People (Safety) Act 2017 (SA)*. The College has a zero-tolerance approach to child abuse and neglect.

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 of St Mark's has a responsibility to ensure that our community provides a child safe environment for all children and young people.

In this document, as in the South Australian legislation, "child or young person" means a person who is under 18 years of age.

This document provides an overview of what constitutes a child safe environment, the inherent responsibilities each resident student has to make sure St Mark's is a safe and welcoming community for underage residents and visitors, and information on how to report suspected abuse or neglect.

To find out more about child protection at St Mark's, please refer to our Child Safe Environments Policy, available from the College website or from the Registrar or other staff member.

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 in South Australia

- *Children and Young People (Safety) Act 2017 (SA)*

What is Child Abuse?

Child abuse is any behaviour that harms a child (anyone under 18). The common types of abuse include:

- **Physical abuse:** “Physical abuse of a child is defined as the intentional use of physical force against a child that results in – or has a high likelihood of resulting in – harm for the child’s health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating. Much physical violence against children in the home is inflicted with the object of punishing.”¹
- **Sexual abuse:** Any type of sexual involvement, activity or contact involving a child other than what is permitted by law (e.g. consensual contact between individuals over the age of consent in the relevant jurisdiction). The age of consent in South Australia is 17, noting that a person under the age of 18 is not taken as capable of consenting to a person who is in a position of authority in relation to them.²
- **Emotional abuse:** “Emotional and psychological abuse involves both isolated incidents, as well as a pattern of failure over time on the part of a parent or caregiver to provide a developmentally appropriate and supportive environment. Acts in this category may have a high probability of damaging the child’s physical or mental health, or its physical, mental, spiritual, moral or social development. Abuse of this type includes: the restriction of movement; patterns of belittling, blaming, threatening, frightening, discriminating against or ridiculing; and other non-physical forms of rejection or hostile treatment.”³
- **Neglect:** “Neglect includes both isolated incidents, as well as a pattern of failure over time on the part of a parent or other family member to provide for the development and well-being of the child – where the parent is in a position to do so – in one or more of the following areas: health; education; emotional development; nutrition; shelter and safe living conditions. The parents of neglected children are not necessarily poor. They may equally be financially well-off.”⁴

Who is responsible for reporting child abuse?

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

¹ World Health Organisation, *Prevention Child Maltreatment*, 2006, page 10

² Criminal Law Consolidation Act 1935

³ World Health Organisation, *Prevention Child Maltreatment*, 2006, page 10

⁴ World Health Organisation, *Prevention Child Maltreatment*, 2006, page 10

relevant authority and to the College. Under law, any person identified as a Mandatory Notifier is legally obligated to report child abuse, but any person can make a report.

The College expects residents, staff and volunteers, whether in a prescribed position or not, to ensure that any children they interact with in any context are safe and protected, and that any concerns are reported to the Child Abuse Report Line (and to the Head of College or Dean if it relates to a St Mark's student).

What is Mandatory Notification?

Mandatory Notifiers are people who 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**.

Who is a Mandatory Notifier at St Mark's?

- Chair
- Head of College
- Dean
- Director of Learning
- Chaplain
- Registrar
- Assistant Deans
- Residential Advisors
- Duty Tutors
- Indigenous Student Advisor
- Senior Academic Tutor
- Academic Coordinators
- College Club Committee Members
- Tutor (where tutoring underage students one-to-one)
- Any person with access to student records
- Any person holding a key card with access to children's rooms
- Any other staff or student leader who may have unsupervised interactions with children in the course of their duties

How to Report Child Abuse

If you witness or suspect that child abuse is occurring or has occurred, you can (and if you are a Mandated Notifier must) make a report to the Child Abuse Report Line (CARL)

- Telephone: 13 14 78
- Online Reporting: <https://www.childprotection.sa.gov.au/reporting-child-abuse>

In addition to reports made to CARL, any student or other 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 Head of College or Dean.

Your responsibility does not end when you make a report. As someone witnessing or suspecting that child abuse has or is occurring, you have a duty of care to support the safety and wellbeing of the child or young person.

Staff at College can assist you in determining what actions you need to take in response to a situation.

Responding to Disclosures

A child or young person's disclosure is seldom straightforward as 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 especially (but not exclusively): 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 Head of College or the Dean 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:

- St Mark's College Child Safe Environments Policy:
<https://www.stmarkscollege.com.au/about/publications/>
- 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/reporting-child-abuse/preparing-report-child-abuse factsheet.pdf>
- Kids Helpline: <https://kidshelpline.com.au/>

APPENDIX N: Gym Use Policy and Agreement

The Allister McLeod Gymnasium 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 improving your concentration, intellectual function. and mental health.

The Allister McLeod Gymnasium is an unsupervised facility, so it is important that you have a good understanding of your programme and the exercises that you perform. Please speak with the Gym Curator, a staff member or a qualified fitness instructor 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 a person who has current, valid Gym Membership Agreement with the College.

"We" or **"us"** means the College;

"You" or **"your"** means the signatory to this Agreement.

Access and opening hours

Entry to and use of the Gym is available to resident members of St Mark's College or those who are otherwise authorised by the College. Gym access is subject to the College's right to suspend or cancel access at any time and for any reason it determines.

You will need your key card to access the Gym and this should not be given to anyone else.

The opening and closing times for the Gym shall be determined by the College. The College reserves 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

The College will provide an induction in the use of the Gym. You must complete an induction before using any Gym facilities.

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 yourself 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 the Front Desk, the Dean, or the Gym Curator) 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.

For safety reasons, two people must be in attendance, inside the gym, when using the free weights, bars and bench press.

Duress pendant

The College provides a duress pendant which **must be worn at all times when exercising alone in the gym**. In the case of an emergency, the pendant alarm may be activated for the urgent attention of the Duty Tutor or Assistant Dean who will immediately attend the emergency. An ambulance would normally be contacted immediately when responding to an emergency.

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 access 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 the Front Office or the Dean, or the Duty Tutor out of office hours).

Privacy and Security

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 the Front Office 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.

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.

Noise

If you choose to play music in the Gym, it must not be too loud so that it is heard anywhere outside the Gym (e.g. the Academic Centre). If another person using the Gym does not wish to have music playing, you must turn the music off or use your own headphones.

No Smoking

As with all areas of the College grounds, smoking is not permitted in or near the Gym.

Personal Property

You should not 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.

Breach of gym agreement

We may suspend or cancel your Gym access 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 the College's Code of Conduct or any of the College's policies

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.

Policy updated: February 2021

Policy authorised by: Head of College

Date to be reviewed: January 2022

APPENDIX O: IT Facilities Acceptable Use Policy and Procedure

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.

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 to the extent that it interferes with another user's ability to utilise the network. Excessive downloads required for university studies or device updates should be discussed prior with the Dean.

The College has printing quotas in place. The quota 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 resident 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.

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.

Staff members and students must not use their access to IT facilities to gain any inappropriate personal, academic or other advantage.

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:

- Materials that may not be lawfully accessed;
- 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.

Users must not use a VPN to bypass monitoring systems to hide inappropriate use.

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.

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.

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.

Policy updated: January 2021

Policy authorised by: Head of College

Date to be reviewed: January 2022

APPENDIX P: Car Park Terms and Conditions

The following conditions apply for Car Park use at St Mark's College.

1. You must register your vehicle details (registration, colour, type etc) with the College and any changes to the vehicle must be made in writing to the Assistant Dean / Dean.
2. You enter and use the Car Park at your own risk. We may refuse use by any vehicle or person.
3. We are not liable for you or any person with you for:
 - injury to you or to anybody else;
 - damage to, destruction of, theft or unauthorised use of your vehicle or any other vehicle whether authorised or not; or
 - damage to, destruction of, theft of any property (including anything in or on your vehicle or any other vehicle);**however** caused, and you release and indemnify us from any claim you might otherwise have against us.
4. You agree to indemnify us in respect of any claim made against us and any expenses incurred by us as a consequence of, in relation to, or in any way out of the use of this Car Park.
5. We will not be liable to you for delivery of your vehicle to any person who did not have written authority to take your vehicle.
6. A parking permit fee is payable.
7. Car Parks have secure perimeter fencing and gates:
 - Duty Tutors and/or Security will check these gates periodically; and
 - It is the responsibility of Permit holders to ensure that entrances are secured at all times, especially between the hours of 6.00pm and 7.00am.
8. Permit holders will be given access to the car park on their room key card. There is a replacement cost for lost or non-returned cards.
9. Lock your vehicle at all times. The College has no liability for any loss of personal property.
10. You agree:
 - To park only in your designated numbered car park;
 - Not to use any obstruction;
 - Not to park anywhere that we designate as no parking or reserved area;
 - Not to use the car park other than in accordance with instructions we may give
 - Close the Car Park gate after your entry or exit at all times
11. While in the Car Park you must comply with all signs and all reasonable directions and requests made by us. The College will make reasonable effort to ensure that you have access to and from the Car Park at all times.
12. These conditions may only be altered by a written agreement between us and you.

13. Each exclusion of our liability in these conditions is subject to any law which restricts or forbids that exclusion of liability including the Trade Practices Act and similar State legislation.
14. In the conditions, references to:
 - **“we”, “us” and “our”** mean St Mark’s College Inc., its employees, agents and independent contractors;
 - **“your vehicle”** includes a vehicle driven, or intended to be driven, by you into this Car Park.

APPENDIX Q: Room Points

As set out in the section in the Handbook on 'Administrative Matters', when making allocations of Rooms and Flats the Dean takes into account the number of Room Points earned by each student, alongside relevant factors such as documented health or disability needs, or the need for balance.

Room Points can be earned in each of four categories, and each category has an overall cap of maximum points which can be earned in that category.

The point tariffs used in 2020/21 are set out below. These will be updated and may be adjusted slightly for 2021/22, but the categories and weightings are a good indication of what the scoring system is likely to be.

Students also have the opportunity to note if any categories have been affected by factors beyond their control; this information can then be taken into account by the Dean as appropriate.

1. Academic Achievement (cap: 18 points)

- 1 point per subject passed while a St Mark's student during 2020, to a maximum of 8 points.
- 1 point per Distinction or High Distinction achieved in 2020, to a maximum of 8 points.
- 1 point per semester of Academic Tutoring undertaken in 2020.

NB: double-weighted subjects count double; year-long subjects count double; a year of full-time study equals 8 points.

2. Seniority (cap: 10 points)

- 2 points per year (1 point per semester) of residence in College, up to end of 2020.
- 4 points for anticipated 2021 MCR membership (i.e. completion of an undergraduate degree by end of 2020).

3. Formal Service and Leadership roles (cap: 12 points)

2020 service

- 4 points for service on the College Club Committee (non-Exec position) in 2020.
- 6 points for service on the College Club Committee (Executive position) in 2020.
- 2 point for service on the Charitable Foundation (non-Exec position) in 2020.
- 4 points for service on the Charitable Foundation (Executive position) in 2020.
- 6 points for service on Student Leadership Team in 2020.
- 2 points for service as Additional Duty Tutor in 2020.
- 2 points for service on Student Leadership Executive in 2020.

2021 service

- 4 points for election to the College Club Committee (non-Exec position) for 2021.
- 6 points for election to the College Club Committee (Executive position) for 2021.
- 4 points for election to the Charitable Foundation (Executive position) for 2021.
- 6 points for appointment to Student Leadership Team in 2021.
- 4 points for appointment to one or more non-SLT roles (excl. additional DT) in 2021, to a maximum of 4 points.
- 2 points for appointment to Additional Duty Tutor in 2021.
- 2 points for appointment to Student Leadership Executive in 2021.

4. Community Contribution (cap: 20 points)

- College Sports contribution in 2020 (including playing, coaching, supporting), up to 6 points;
- College Arts contribution in 2020 (including performing, exhibiting, supporting, College mural), up to 6 points;
- Volunteering in 2020, both in and outside College (including envelope-stuffing, Open Day involvement, taking tours, participating in volunteering activities), up to 6 points;
- Other kinds of contribution in 2020 not captured above, up to 2 points.

APPENDIX R: Important Contact Details

EMERGENCY:

Ambulance, Fire, Police (attendance).....	000
Police Attendance (non-emergency).....	131 444
Poisons Information Centre.....	131 126
Adelaide Metropolitan Security (AMS).....	0405 381 447

Duty Tutor	0438 827 376
College office.....	08 8334 5600

HEAD OF COLLEGE

Prof Don Markwell.....	8334 5600
don.markwell@stmarkscollege.com.au	

DEAN

Mr Stuart Meldrum.....	8334 5608
stuart.meldrum@stmarkscollege.com.au	

DIRECTOR OF LEARNING

Dr Rachel Buxton.....	8334 5603
rachel.buxton@stmarkscollege.com.au	

ASSISTANT DEANS

Ms Kate Beltakis.....	0429 166 654
Ms Ashlee Nichol.....	0457 889 052

SENIOR ACADEMIC TUTOR

Ms Niamh Jones.....	0490 451 816
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ST MARK'S COLLEGE CLUB INC

President – Ms Sophie Ludbrook.....	0439 257 534
Vice President – Ms Taylor Glover.....	0423 261 775

CHAPLAIN

Rev'd Grant Moore.....	0402 336 621
grantellie.moore@telstra.com	

DIRECTOR OF ADVANCEMENT

Ms Amanda Crawley.....	8334 5614
amanda.crawley@stmarkscollege.com.au	

REGISTRAR

Ms Kathy Radoslovich.....	8334 5606
katherine.radoslovich@stmarkscollege.com.au	

PROPERTY MANAGER

Mr Richard Foster.....	8334 5609 / 0417 807 434
property@stmarkscollege.com.au	

FINANCE OFFICER (fees and billing)

Ms Lorraine Burgess.....8334 5605
lorraine.burgess@stmarkscollege.com.au

FRONT OFFICE ADMINISTRATOR

Ms Carol Atkinson.....8334 5601
carol.atkinson@stmarkscollege.com.au

LIBRARIAN

Ms Pirjo Rayner.....8334 5612

CATERING

Sodexo.....8334 5611

HOUSEKEEPING

Maintenance.....8334 5600

MEDICAL

Adelaide Unicare.....8313 5050

University of Adelaide, North Terrace Campus – Horace Lamb Building

UniSA Health Medical Clinic.....172 996

UniSA City East, level 2 Centenary Building

UniSA City West, 27 North Terrace

Flinders University Health Service [Note: Flinders Students Only].....8201 2118

BirthLine – Pregnancy Support.....8331 1223

Clinic 275 (STD Clinic).....8222 5075

275 North Terrace, Adelaide

Sexual Health Information Networking & Education SA.....1300 883 793

North Adelaide Dental Centre.....8267 1894

55 Archer Street, Adelaide

Dental emergency (Dr Greg Miller).....0437 733 350

Adelaide Dental Hospital.....1300 008 222

University of Adelaide Health and Medical Sciences building, Level 11 and 12

Yarrow Place Rape & Sexual Assault Service.....8226 8777

Level 2, 55 King William Road, North Adelaide

FREECALL.....1800 817 421

After Hours Emergency Line.....8226 8787

COUNSELLING

Neaves and Menne (Private clinic, North Adelaide).....8267 5466

www.neavesandmenne.com.au

Headspace: headspace.org.au.....1800 063 267

facebook.com/headspaceadelaide

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
After Hours Crisis Line.....	1300 167 654 (call) / 0488 884 197 (text)
University of South Australia Counselling Service.....	1300 277 924
After Hours Crisis Line	1300 107 441 (call) / 0488 884 163 (text)
Flinders University Counselling Service.....	8201 2118
After Hours Crisis Line.....	1300 512 409 (call) / 0488 884 103 (text)

OTHER

Centrelink – Youth Allowance.....	132490
Customer Relations.....	1800 050 004
Housing SA – Rent Relief.....	13 12 99
Sexual Assault Support Services:.....	1800RESPECT
National sexual assault, domestic family violence counselling service.....	1800 737 732
Yarrow Place Rape & Sexual Assault Service.....	8226 8777
Level 2, 55 King William Road, North Adelaide	
FREECALL.....	1800 817 421
After Hours Emergency Line.....	8226 8787

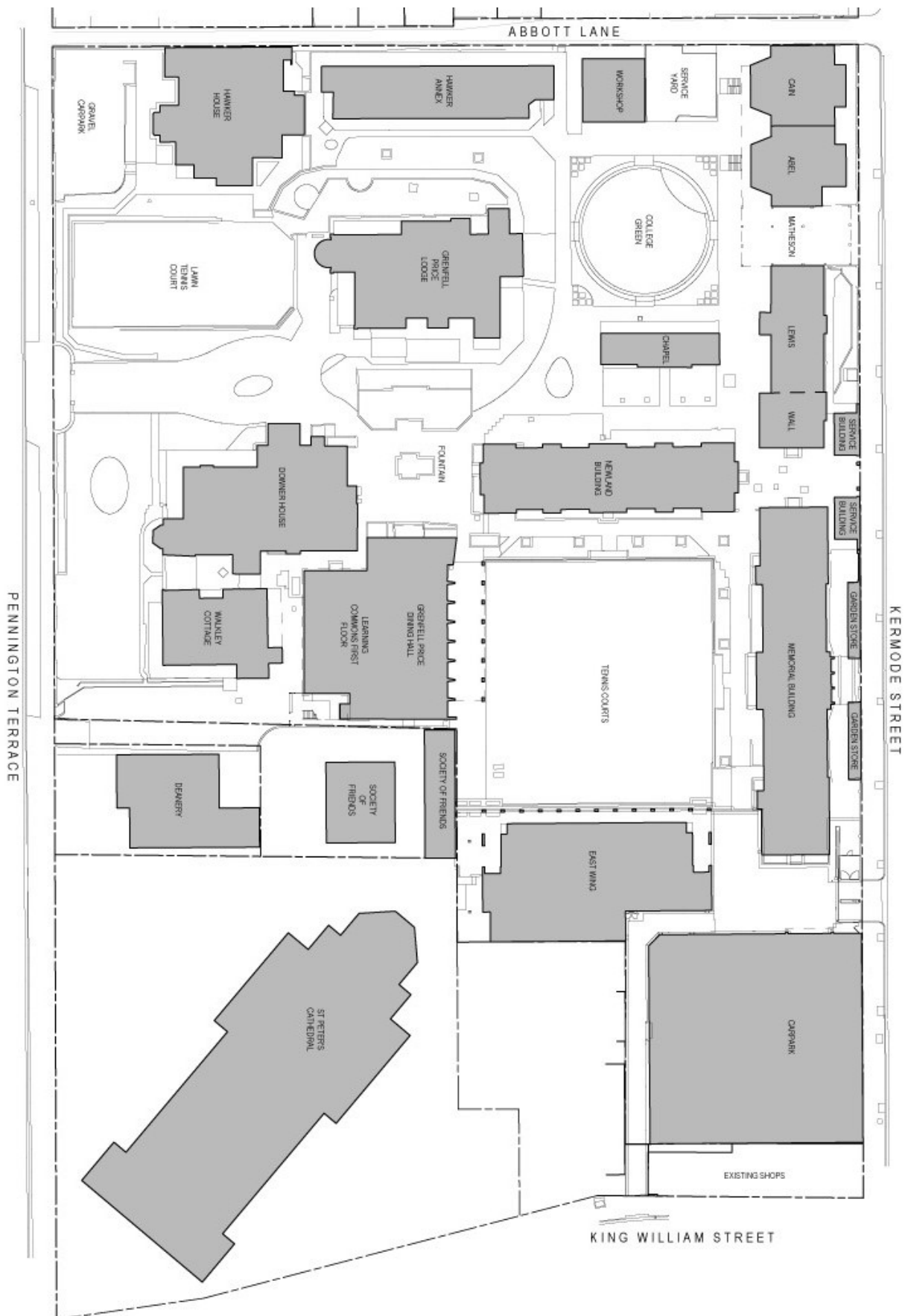
Contents

Contents.....	1
From the Head of College.....	2
College Values and Identity.....	4
Aims	4
Vision and Values.....	4
College Coat of Arms and Motto.....	5
College prayer and College hymn.....	6
College Governance	7
College Staff.....	7
Head of College	7
Dean	8
Director of Learning	9
Director of Advancement.....	10
Registrar.....	11
Chaplain.....	11
College Staff.....	12
Student Leadership	13
Student Executive Team	13
Assistant Deans (ADs).....	14
Senior Academic Tutor (SAT)	14
Indigenous Student Advisor	14
St Mark's College Club.....	15
Charitable Foundation	16
Residential Advisors.....	17
Flat/Hawker House Wardens	18
Academic Coordinators	18
Other Student Leadership Positions	19
Senior & Middle Common Rooms.....	19
Senior Common Room (SCR)	19
Middle Common Room (MCR).....	19
Alumni & Friends, Guests & Supporters, Special Events	20
Old Collegians' Association	20
Other Guests and Supporters.....	20
Special Events	21
Academic Life.....	21
Senior Academic Tutor (SAT)	22
Academic Coordinators	22
Academic Tutors	22
Learning and Wellbeing Reviews	23
"Thrive at Mark's"	23
Academic Results.....	24
Scholarships, Bursaries and Prizes.....	24
College Life	25
Communication	25
Student Code of Conduct.....	26
Welcome Week.....	26
Links between colleges.....	27
Arts and Culture	28

Sport	28
Social Events.....	29
Indigenous cultural awareness	29
Sustainability.....	29
The <i>Lion</i> and The <i>Cub</i>	30
Dining	31
Meal times	31
Formal Hall.....	32
Special Meal Arrangements	33
Kitchen Duty	34
Facilities.....	35
Academic Centre	35
Learning Commons	35
Sport, Recreation and Exercise Facilities	36
Music Rehearsal Rooms	36
Chapel.....	36
Junior Common Room (JCR).....	37
Senior Common Room (SCR)	37
Mail and packages	37
Ballroom and Council Room.....	38
Tennis Courts	38
Laundry	38
College Grounds	38
The College Bell	39
Out of Bounds Areas	40
Car Parking.....	40
Bicycles	40
Archives.....	41
External use of College facilities	41
Health, Safety and Wellbeing.....	42
Student wellbeing.....	42
Medical (Health Problems)	43
Mental health.....	44
Absence.....	44
Sexual harassment and sexual assault	45
Alcohol	45
Drugs	46
Privacy Policy	47
Social Media Policy.....	47
Security and safety.....	47
Fire	50
Administrative Matters.....	52
Admission	52
Fees	52
Rooms.....	53
Insurance	57
Information technology.....	57
APPENDIX A: Student Code of Conduct.....	58
APPENDIX B: Behaviour Management Policy	65
APPENDIX C: Student Agreement Terms and Conditions.....	71

APPENDIX D: Vision, Values and Guidelines	77
APPENDIX E: Health, Safety and Wellbeing Policy	80
APPENDIX F: Sexual Harassment and Sexual Assault Policies.....	84
SEXUAL HARASSMENT POLICY	84
SEXUAL ASSAULT POLICY.....	94
APPENDIX G: Alcohol Policy	105
APPENDIX H: Drug Policy	113
APPENDIX I: No Hazing Policy	117
APPENDIX J: Privacy Policy.....	120
APPENDIX K: Complaints Policy	126
APPENDIX L: Social Media Policy	131
APPENDIX M: Child Safe Environment Fact Sheet.....	137
APPENDIX N: Gym Use Policy and Agreement.....	142
APPENDIX O: IT Facilities Acceptable Use Policy and Procedure.....	146
APPENDIX P: Car Park Terms and Conditions.....	149
APPENDIX Q: Room Points.....	151
APPENDIX R: Important Contact Details	153
Map of the College.....	159

Map of the College



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