



ST MARK'S COLLEGE

HANDBOOK

GUIDELINES FOR MEMBERS OF THE COLLEGE





St Mark's College ADELAIDE

St Mark's College acknowledges the Traditional Owners of the land on which we are situated, the Kaurna people, and pay our respects to Elders past and present.

Welcome!

St Mark's College warmly welcomes students who are at College for the first time, and welcomes back our returning students for 2024.

St Mark's is a values-based residential academic community whose life comes from its members. This Handbook provides the framework and guidelines for all members to live comfortably within, contribute to, and benefit fully from 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 and managing your time well, 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, learning, and thriving at St Mark's, and to help you to understand how our community works.

Best wishes for a great year in 2024, and throughout your years at St Mark's!

Excellence reaches for the stars

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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!

2024 is a year of great optimism and hope for the St Mark's community. We again have excellent student leaders. Our staff team to support students is exceptional. Enrolments in the College are very strong. Our academic results in 2023 were excellent, and one of our fourth-year students, Oliver Douglas, was chosen as Rhodes Scholar for South Australia, which will take him to postgraduate study in Oxford later this year. Our scholarships to support students, already the most generous of any of the Adelaide colleges, are expanding further, and remain the focus of our fundraising. Our facilities continue to improve, with the College having recently purchased the Cathedral Deanery (fully funded by an extremely generous donation from Dr Pamela Wall OAM) – the first expansion of the College's grounds since 1969.

We are also preparing to mark our Centenary in 2025. 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 some 250 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 or gender identity, ethnicity, sexual orientation, or other attributes. We work always to ensure a culture of respect, genuine inclusion, and safety.

Ours is a community which also aims to nurture good character, values-driven leadership, and a commitment to service to the wider community. The College works to create an environment for students to develop self-awareness, experience new things and discover what really matters to them, and to use their own character strengths to make the most of their time at St Mark's, and for what follows.

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

Every student entering St Mark's, and their parents, must acknowledge that while the College will assist and encourage students in all aspects of their lives at university, students are entering an adult environment and they must accept responsibility for their studies, their grades, their conduct, and their choices. 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 oneself 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.

I would also add that our primary relationship is with you, not with your parents – and this is another aspect of your entering an adult environment. We will not normally discuss matters which relate to you with your parents; likewise, our expectation is that you will raise with us any issues that you may have, rather than having your parents contact us.

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 a resident student 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.

All good wishes for a great year in College and at university in 2024!

Professor Don Markwell AM
January 2024

College Values, Strategic Plan, and Identity

St Mark's College, the oldest of the residential colleges in Adelaide, opened its doors to students in 1925, and will celebrate its Centenary in 2025. It became a co-educational college in 1982 and now comprises over 250 undergraduates, postgraduates, staff and other senior members, and academic 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 has been and is with the University of Adelaide, and it is also closely associated with the University of South Australia and Flinders University.

Aims

A residential academic community founded in strong values, 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, intellectual and personal breadth, 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 serve the common good of that community and of the wider community throughout their lives. In line with its values, St Mark's takes a whole-of-institution approach to promoting gender equality, respect, diversity, and inclusion.

The College encourages its members to participate in our 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 responsible for their choices, 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

The following values guide our behaviour and choices in all things: respect, excellence, inclusion, integrity, service, and community.

At the heart of our values are emphasis on:

- promoting academic excellence
- respect and dignity for all, and
- community service, both within the College community and in the wider community.

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

- promotes intellectual enquiry and rigour, a love of learning, and a culture of continuous improvement

- supports the 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.

There is a fuller outline of the *Vision and Values* of the College in Appendix D. As part of their online contract, all students sign an agreement which contains this statement, and all students agree to abide by the *Vision and Values* statement.

The St Mark’s College student leaders of 2023 developed a “Living Document of Values” which sets out the principles that the students see as fundamental to a positive and enriching College experience. These values are: integrity, collegiality, respect, growth, and generosity. These principles align strongly with the St Mark’s values referred to above, and the Living Document demonstrates what they might look like in a day-to-day College context. All students in 2023 pledged their commitment to uphold these values. The Living Document is being updated by the 2024 student leaders, and all students in 2024 will be asked to pledge their commitment to this student-written statement of shared values and behaviours, and will be expected to abide by it.

Strategic Plan – Towards our second century: a strategy for St Mark’s College

In 2022, the College Board – with input from Old Collegians, staff, and student leaders – adopted a strategic plan to guide the College over the years to our Centenary in 2025 and beyond.

The strategic plan – *Towards our second century: a strategy for St Mark’s College* – focuses on offering our students the best university educational experience possible in Australia, and on making that available to students of potential, regardless of their means, through a major expansion of scholarship support.

The strategic plan commits St Mark’s College to providing life-changing opportunities for students in coming years through focusing on seven areas of strategic priority:

1. Actively encouraging **academic excellence** and supporting career preparation
2. Promoting **student wellbeing and belonging** in a safe, respectful, diverse, and inclusive community
3. Working to **support all students who need it, and to promote excellence and diversity**, through a major expansion of scholarships and other financial support for students
4. Developing the **strongest team of staff** who contribute to an exceptional student learning experience
5. Providing **outstanding facilities and services** in an inspiring and sustainable physical environment
6. Developing the **financial resources** needed to achieve these priorities
7. Engaging our alumni and friends in **lifelong connections** and in positioning St Mark's for its second century.

The College Board reviews the strategic plan and its implementation annually. The first annual review was in 2023. A major review of strategy is expected to take place in or soon after the 2025 centenary year.

The strategic plan is on the College website at:

<https://stmarkscollege.com.au/towardsoursecondcentury/>

College Coat of Arms and Motto

The winged lion is the emblem of St Mark, for whom the College is named, and is the symbol also of the College. This reflected in the College Coat of Arms, which 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, 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 senior resident member 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 hymn. These are used on such occasions as the Commencement and Final Services, and the service on Founders' Day.

The College prayer and hymn express the values for which the College stands as an academic institution that 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.

(This current College Prayer was written in 1999 by the Rev'd Shane Hübner, College Chaplain.)

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 (written for the College's 50th anniversary in 1975, adapted)

Tune: Old 100th or Duke Street (English Hymnal 167)

College Governance

The governing body of the College is a skills-based College Board, currently comprising seven members (two of them Old Collegians) with expertise and experience in such fields as education, equal opportunities, law, business, finance and accounting, human resources, and the science of wellbeing.

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

St Mark's College has an outstanding team of staff, who each contribute to an exceptional student learning experience.

The Head of College, Dean, Director of Learning, and Director of Wellbeing have an open-door policy, meaning that students are welcome to pop in and chat at any time. If their doors are physically closed, the Front Office staff or the Executive Officer can usually book appointments on their behalf, or will also endeavour to assist with any queries.

Head of College

Professor Don Markwell AM

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 Front 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 Indo-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 board of the Constitution Education Fund Australia (CEFA), and the council of St Barnabas College (the Anglican theological college on King William Road, opposite the Cathedral). His many other previous governance roles including serving on the Council of the National Library of Australia.

In January 2023, he was made a Member of the Order of Australia (AM) "for significant service to education in a range of roles".

Adviser and Special Projects

Dr Rachel Buxton

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



The Adviser and Special Projects supports students – including leaders and candidates for student leadership positions – through mentoring, training programs, and follow-up to Learning and Wellbeing Reviews. The position also involves undertaking project-based and strategic work for the College.

Dr Rachel Buxton took on this role in 2022, having served for the previous two years as Director of Learning. She uses her skills and experience as an educator, strategist, and mentor to help students and the College more broadly. She has also served as Acting Head of College when Professor Markwell has been overseas on College business.

Rachel was Senior Tutor of Merton College, Oxford, from 2015 to January 2020, and Domestic Bursar of Lincoln College, Oxford, in 2010-15. As Senior Tutor at Merton, Rachel managed all academic-related activities in one of Oxford's academically most successful colleges, and here at St Mark's she continues to devote considerable attention to supporting individual students in their academic and personal development.

Rachel was a C.A.S. Hawker Scholar at St Mark's College in 1993-97, and was elected 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.

After being elected 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.

After completing her doctorate, Rachel held Research Fellowships at Worcester College, Oxford (2001-02), and New College, Oxford (2002-05); she has also undertaken internships with McKinsey & Co. and at the UK Cabinet Office. While Senior Lecturer in American Literature at Oxford Brookes University in 2005-09, Rachel completed an Executive MBA with Distinction, again topping her year.

Rachel's office is at the back of Walkley Cottage. Her role is part-time and she is usually in College on Tuesdays and Wednesdays – please don't hesitate to get in touch by email if you'd like to arrange a time to meet up with her.

Dean

Mr Stuart Meldrum

BPsych (Hons) (Newc), DipAppPsych (COPP)



The Dean of St Mark's College is central to the College's support for students, and is integral to the effective functioning and thriving of the College residential community.

The Dean is responsible for fostering a vibrant and engaged student body with a strong culture of inclusion and respect, nurturing student leadership skills, and overseeing student discipline and upholding the College's values. The Dean is also responsible for overseeing the College Calendar of student-related events and activities, for the smooth running of day-to-day student life and its associated operations, and for security and emergency procedures outside business hours.

Stuart Meldrum has served as Dean since October 2023, after returning to St Mark's from being Director of Student Life at Queen's College in the University of Melbourne for most of 2023. Stuart had previously served as Dean of St Mark's throughout 2021 and as our inaugural Director of Wellbeing in 2022.

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.

Before coming to St Mark's in late 2020, Stuart had also worked as a health and wellbeing coordinator for University of Newcastle student residences and 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.

Stuart's community involvement has included five years as President of the Central Coast Christian Football Association in NSW. He has a love for sport and music, and keen appreciation for how both can support social connection and develop community wellbeing.

Stuart's office is downstairs in Downer House, and he has an open-door policy. Stuart, his wife Sarah, and their sons, Harry and baby Sol, live in College.

Director of Learning

Dr Katrina Stats

BA (Hons), DML, MA (UniMelb), PhD (Adel)



The Director of Learning leads and administers the College's academic program, actively encouraging academic excellence and supporting career preparation for all students.

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 postgraduate study. In addition to Learning and Wellbeing Reviews, all students are encouraged to meet with the Director of Learning to discuss their academic progress and how to fulfil their potential in their studies and subsequent careers.

A highly acclaimed university teacher and researcher, Dr Katrina Stats commenced in the role of Director of Learning in January 2022, succeeding Dr Rachel Buxton. Katrina previously served as a course co-ordinator, lecturer, and tutor in the Department of History at the University of Adelaide (sessional), and as a Senior Research Assistant in the College of Humanities, Arts and Social Sciences at Flinders University.

Katrina graduated in 2003 from the University of Melbourne with First Class Honours in political science and a Diploma of Modern Languages (Swedish). Her Master of Arts by Research at the University of Melbourne was also awarded First Class Honours. Katrina has previously taught history and politics, and contributed to research projects, at various Australian universities, on Australian history, global citizenship, international relations, European politics, media studies, migration, domestic violence, and gender equality.

Katrina has been a Visiting Scholar at Columbia University in New York. Her leadership roles have included Postgraduate Officer on the Student Representative Council at the University of Adelaide in 2009. Katrina grew up in regional Victoria and, after a year as an exchange student in Sweden, was a resident student at Newman College at the University of Melbourne.

Katrina's office is on the ground floor of Downer House, near the Junior Common Room. She has an open-door policy. If she is unavailable, you can arrange a meeting time with her at the Front Office or by sending her an email or message.

Director of Wellbeing

Ms Sally Cassidy

BA, BSW (Flin), PostGradDip Adv Mental Hlth Prac (BU)



The Director of Wellbeing at St Mark's College is responsible for facilitating a range of wellbeing initiatives. This role includes managing the Wellbeing team to ensure that students receive support tailored to their unique needs. The Director of Wellbeing works to empower both students and staff with vital skills such as resilience, enhancing their overall wellbeing and ability to thrive.

In addition to skill development, the Director of Wellbeing provides crucial support in times of need, guiding students towards accessing external mental health care services, thereby ensuring a comprehensive and supportive environment within the College.

Sally Cassidy, the Director of Wellbeing at St Mark's since late 2022, boasts an extensive professional background in mental health, with nearly two decades of specialisation. Her previous position as a Student Counsellor for complex cases at the University of Adelaide's Counselling Support service, which she held from 2015, culminated in her role as Acting Team Manager in 2022, underscoring her leadership and depth in the field.

Sally's diverse career in social work includes significant roles such as a senior social worker with the Courts Administration Authority and Disability SA, and as a support worker for Youthlink, aiding disadvantaged young people. Her international experience is equally noteworthy; she served as a registered senior social worker in mental health care in London from 2004 to 2012.

Sally graduated from Flinders University with a BA (Legal Studies and Politics) before completing a Bachelor of Social Work at Flinders. She has postgraduate qualifications in social work practice and advanced mental health practice from universities in the United Kingdom.

A Mental Health First Aid trainer since 2017, Sally has extensive experience in developing and delivering training programs. She has been a member of the Wellbeing Champion Network at the University of Adelaide, and a founding member of South Australia's first Tertiary Suicide Prevention Advisory Group.

Sally lives on site in Walkley Cottage with her husband Rohan, their two children, Bella and Olly, and their beloved dog, Hachi, a white fluffy Samoyed. Hachi loves accompanying Sally to work and takes immense pleasure in supporting the wellbeing of students.

Sally's office is at the back of Walkley Cottage.

Business Manager

Mrs Sara Ware

BCom (UniSA), CPA



The role of the Business Manager includes overall responsibility for a wide range of matters that affect students – including but not limited to catering, property (maintenance requests should go to the maintenance team), IT, and the carpark, as well as financial matters.

Mrs Sara Ware commenced as the College's Business Manager in June 2021. She has a Bachelor of Commerce degree and has been a CPA (Certified Practising Accountant) since 2008. She has had several high-level positions including as Finance and ICT Manager at ForestrySA, as Finance Manager at MG Corporation (WA), and as Chief Financial Officer at Austwine. Her main recreations include roller skating, four-wheel driving, and adventure caving.

Sara's office is upstairs in Downer House.

Research and Scholarships Manager

Ms Kathy Radoslovich

BInt (Hons), BDS (Adel)



The Research and Scholarships Manager is responsible for administration of the College's extensive scholarship program, and for a range of research and other projects for the College, including as we prepare for our Centenary in 2025. She is always keen to support students in discussing options for College and external scholarships, and also provides extensive academic support and mentoring to St Mark's students.

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 commenced a PhD in the University of Adelaide's School of Sociology, Criminology and Gender Studies.

Kathy 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, and from 2020 to 2023 as Registrar of the College (with particular responsibility for College admissions).

Kathy's office is upstairs in Downer House.

Chaplain

The Rev'd Canon Steve Daughtry

AssocDip Performing Arts (JCU), GradDip Theological Studies (Flin), GradDip Theology (CSU)



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, and being available for advice and counselling of a personal and spiritual nature.

We are delighted that the Rev'd Canon Stephen (Steve) Daughtry has been appointed Chaplain of St Mark's College from February 2024.

Steve will normally be in College three days each week, and his office is located in the Vestry, which is the room behind the Chapel.

Steve has served for the last nine years as Parish Priest at Holy Innocents Anglican Church in Belair, where he was previously a Lay Minister.

Steve is also Education Missioner for the Anglican Board of Mission (ABM), and he will continue in that part-time role while serving as part-time Chaplain at St Mark's.

Steve's service in the Anglican Diocese of Adelaide since 2009 has included five years (2013-17) as part-time Chaplain of St John's Grammar School, Belair.

His earlier work in the Diocese included serving as part-time Diocesan Media & Communications Officer, and his work has included producing the "I am Anglican: Exploring and Explaining Anglican Faith" video series, which has been widely distributed to parishes and schools.

He became a Canon of St Peter's Cathedral, Adelaide, in 2019, and also serves on the Anglican Church's Adelaide Diocesan Council and the Council of St Barnabas College, a theological college on King William Road, near St Mark's.

Since his secondary education in Townsville, Steve has earned university qualifications in the performing arts at James Cook University, and in theology at Flinders University and Charles Sturt University.

After extensive freelance theatre work early in his career, including as an actor, tutor, and director, in 1993 he founded Company of Sinners, a full-time theatre company working in schools and churches to communicate the Christian faith. Over a dozen years, Company of Sinners performed to well over 250,000 people, and toured overseas and around Australia.

Steve has written over 20 plays, all of which have been performed throughout Australia and at festivals overseas. His poetry and songs have been published in several magazines, newspapers, and collections.

In his work for ABM, Steve has produced over 20 short documentaries, and authored or edited a number of Lenten studies. With ABM, he has visited many Anglican communities throughout Australia, including many Indigenous communities, as well as in the Pacific, South-East Asia, the Middle East, and Africa.

Steve and his wife Vanessa, a clinical counsellor and artist, have “three wonderful children and one glorious grandchild”.

Property Manager

Mr Richard Foster

BTeach, BEd (UniSA), DipChildPsych



The Property Manager leads the maintenance team, and is responsible for keeping the College's beautiful grounds and outstanding facilities in good order.

A resident student at St Mark's while an undergraduate, Richard Foster was College Club President in 1993. He undertook a part-time role with the College's grounds staff while completing a Bachelor of Education and Diploma in Child Psychology. After completing a Certificate 3 in Horticulture, he assumed the role of

Assistant Property Manager. He has worked as Property Manager since 2003. He has been actively involved in the Old Collegians' Association, and is in the Hall of Fame for the Adelaide University Football Club.

Finance Officer

Ms Lorraine Burgess



The Finance Officer is responsible for the day-to-day operations of the College's finances, and is students' first point of contact for matters relating to their accounts at College. Her office is located upstairs in Downer House. Students are welcome to drop by to discuss any financial matters with her.

Lorraine has been with St Mark's for over a decade. Prior to joining us, Lorraine worked in a food brokerage firm as a finance officer, and before that spent a decade as a finance officer at the Port Adelaide Football Club. She studied towards a Bachelor of Business at what became the University of South Australia before spending some time living in New Zealand.

Director of Centenary Engagement

Ms Karin Dunsford

BA, Dip Ed, MBA, CFRE, FEdplus



The Director of Centenary Engagement has the role of engaging the St Mark's community, including alumni throughout the world, students and their families, and friends of St Mark's, in celebrating our Centenary in 2025. A special program of events, including a Gala Dinner on Saturday 15 March, will be promoted for all to participate in this once-in-a-hundred-years' occasion.

Karin Dunsford has enjoyed a career in education as a teacher of English followed by various executive roles in education administration.

She has worked in the independent school sector and has achieved expertise in Advancement, particularly in the fields of marketing, community relations, and philanthropy. Karin has been described as a driven community-builder in advancing education in South Australia.

With a family background in country newspapers on Eyre Peninsula, Karin has an affinity with the power of words through journalism and advertising. Learning about the history of St Mark's College from the Old Collegians and sharing that story is an aspect of her role that is of great interest to her.

With an ability to motivate, enthuse and inspire others, Karin aims to increase engagement and create lifelong connections with the St Mark's community, alumni, and the College. She is devoted to encouraging support of the scholarship program which can truly create a life-changing educational experience for a St Mark's student. Karin's sights are set on 2025 when St Mark's College will celebrate its Centenary with a program of events that will enable all the St Mark's community to celebrate this exciting anniversary.

Events Manager and Executive Officer

Ms Carol Atkinson



The Events Manager and Executive Officer provides a wide range of executive, operational and administrative duties in support of the Head of College, including overseeing administrative procedures, managing special projects, assisting with office software, IT, website, and portal administration, and Health, Safety, and Wellbeing compliance, and Human Resources/staff recruitment.

The Events Manager and Executive Officer also oversees many of the internal College and alumni events, manages the College database, and assists with development, marketing, and communications.

Carol Atkinson joined St Mark's in January 2020, having previously held a variety of roles, including as Office and Communications Manager at Radio Adelaide, Executive Assistant to the Directors of the Southern Division of the Department of Education, Executive Assistant to the Principal at Walford Anglican School for Girls, Business Relations Manager at the Australian Science Media Centre, and State Manager for Young Achievement Australia.

Office and Admissions Administrator

Ms Michelle Tomlinson

DipLM, Cert IV BusAdmin



The Office and Admissions Administrator provides day to day support for students and staff through administering the Front Office, and administers the key tasks of the admissions lifecycle, from application through to final offer, enrolment, and commencement at College, readmission processes, and departure from residence at the end of a student's time in College.

Michelle Tomlinson joined St Mark's in February 2022. She has around twenty years' experience working in Catholic Education, providing administrative assistance to Heads of School and the Administrative Dean at several Adelaide Catholic schools. More recently she spent three years working in the disability sector, as a client intake officer, and in an administrative support role at UniSA. She has a Certificate IV in Business Administration and a Diploma in Leadership and Management.

Administrative Assistant

Ms Nila Canning

Cert III Bus, Cert II Gov



The Administrative Assistant contributes to the preparations for the College's Centenary through supporting the Director of Centenary Engagement, and supports key aspects of Front Office administration, especially on Fridays.

Nila Canning joined St Mark's in August 2023, with over 15 years' experience working in administration and marketing.

Prior to St Mark's, Nila worked at Wine Australia, with a career focused on marketing, graphic design, events, logistics and general office management. She has a Certificate III in Business and a Certificate II in Government.

Librarian and Archivist

Ms Amanda Ward

BAppSc(InfoLibSc) (Curtin), GradDipIMS (Monash)



term.

Amanda Ward joined the St Mark's team in December 2022, and since July 2023 has been responsible for the College Library and Archives, aiming to help students as much as possible with their study needs as well as assisting with other projects, such as research and archival displays for the College Centenary. She is also working with colleagues on projects to improve the College's information management, and to implement the outcomes of the recent review of our Library and Archives needs for the long

After a ten-year period in public libraries, Amanda worked as a Librarian at the Parliamentary Library of South Australia, and for four and a half years as Librarian, Archivist, and Information Manager at Adelaide Zoo. She has also worked as a Business Analyst at the University of Western Australia.

Amanda's professional interests include unearthing and preserving history through archives, storytelling for community and individual wellbeing, harnessing technology to make resources more accessible and enjoyable, storytelling through data visualisation, and helping others develop a passion for reading.

Amanda can be found in the Library and is always happy to help students find the information they need, to recommend a great book, or to assist in any other way that she can.

Maintenance Team

Mr George De Bono

Mr Henry Mancini, BAppSc (UniSA), MEnvSc (Adel), Cert III Hort (TAFE SA)

Mr Tony Zander

Led by the Property Manager, the maintenance team is responsible for keeping the College's grounds and facilities in good order. The College's maintenance team has four members: Richard Foster (Property Manager), Henry Mancini, George De Bono, and Tony Zander. They have all had previous experience in other trades, including painting, horticulture, and construction. They are also assisted by student workers from time to time.



George De Bono, Henry Mancini, Tony Zander

Catering and cleaning are provided by external contractors (Cater Care and ServiceFM respectively). Their staff are much-valued members of the St Mark's community.

Centenary Historians



St Mark's College has commissioned two highly regarded historians from the University of Adelaide, **Associate Professor Paul Sendziuk and Dr Carolyn Collins**, to write the College's history for publication during our Centenary in 2025.

Associate Professor Paul Sendziuk teaches Australian history at the University of Adelaide. He has particular expertise in the histories of Australian immigration, labour, public health and disease. Paul has an abiding interest in university residential colleges, having lived at three of them: as an undergraduate student at St Thomas More College in Perth, as a resident tutor at Newman College in Melbourne, and as a Scholar in Residence at St Mark's in 2005.



Also the author or co-author of several works of history, Dr Carolyn Collins is a member of the South Australian Working Party of the *Australian Dictionary of Biography* and a committee member for Oral History Australia (SA/NT), and edits the *Journal of the Historical Society of South Australia*.

Paul and Carolyn have collaborated numerous times. They have invited input from Old Collegians and friends of the College on their experiences of St Mark's.

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.

Student Leadership

Student leadership positions are central to the life of the College, including providing academic and wellbeing support to fellow students, organising various activities (including community service, sporting, cultural, social, and other activities), and contributing to ensuring College is a safe and enjoyable place to live.

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 provides 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, along with various 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 Senior Residential Advisor, the Indigenous Student Advisor/s, and the President of the Charitable Foundation. It works closely with the Head of College, Dean, Director of Wellbeing, and Director of Learning to co-ordinate many aspects of College life, and in 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 Wellbeing, the Director of Learning, and the College Club Committee to provide a high level of pastoral care and academic support to members of the College.

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

Assistant Deans (ADs)

In 2024, the Assistant Deans are Mr Anthony Doll (on the left in the photograph) and Ms Cass Joubert (on the right).



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

The Assistant Deans are senior leaders in the College and assist the Dean, Director of Wellbeing, and Director of Learning in leading the Student Leadership Team (SLT). Their role also includes working with the College staff on different tasks.

Anthony resides in the East Wing building on Upper East and Cass resides on J Floor (in the Memorial Building).

Senior Residential Advisor (SRA)



The 2024 Senior Residential Advisor is Ms Gemma Garraway. The SRA assists the Dean, Director of Wellbeing, and Assistant Deans to support students in the positive transition from school to university life, and throughout their College life. The SRA leads the Residential Advisor and Warden Team and will co-ordinate regular meetings with them. The primary role of the Residential Advisors is to establish and maintain an environment that is safe, socially cohesive, welcoming, and conducive to academic excellence.

Senior Academic Tutor (SAT)



The 2024 Senior Academic Tutor is Mr Cameron Akehurst. 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 available at the College. The SAT also leads the team of Academic Coordinators and assists with arranging Faculty Dinner events.

Indigenous Student Advisors (ISA)



Annie Coffey and Drew Willie are serving jointly as Indigenous Student Advisors in 2024. The ISAs provide pastoral care and support to all current Aboriginal and Torres Strait Islander students. Working closely with the Director of Wellbeing, Dean, Director of Learning, and Research and Scholarships Manager, the ISAs also act as representatives for current Aboriginal and Torres Strait Islander students, assist in the recruitment to College of future Aboriginal and Torres Strait Islander students, maintain relationships with local Elders and with relevant university support services, and assist in the organisation of events that celebrate Indigenous culture and history.

St Mark's College Club



Photo: 2024 College Club Committee and Charitable Foundation Executive with Staff

Front from left: Kellie Lessue, Jacob Deeb, Dr Katrina Stats (Director of Learning), Stuart Meldrum (Dean), Professor Don Markwell AM (Head of College), Sally Cassidy (Director of Wellbeing), Eloise Montefiore, William Gillett, Charlie Shepperd

Back from left: Jed Thiel, Kobi Lowe, Zoe Hughes, Tiahna Olsen, Baeley Tucker, Jean-Philippe Soulie, Nathan Rokebrand, Jordan Laverty, Eloise Wills, Cameron Dixon, Dino Macri

The members of the College Club Committee for 2024 are:

President	Ms Eloise Montefiore
Vice President	Mr William Gillett
Secretary	Ms Kellie Lessue
Treasurer	Mr Charlie Shepperd
Female Sports Officer	Ms Eloise Wills
Male Sports Officer	Mr Jordan Laverty
Female Equity Officer	Ms Tiahna Olsen
Male Equity Officer	Mr Dino Macri
Female Social Officer	Ms Baeley Tucker
Male Social Officer	Mr Jed Thiel
Arts and Cultural Officer	Mr Cameron Dixon
Merchandise Officer	Mr Kobi Lowe
Sponsorship/Charitable Officer	Ms Zoe Hughes

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 the student body 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 College Club members, and helping to promote a culture of respect, inclusion, and safety. Their responsibility includes the upgrade, care, and maintenance of all College Club property and rooms used by the College Club.

Charitable Foundation



From left: Jean-Philippe Soulie, Jacob Deeb, Nathan Rokebrand

The Charitable Foundation is a sub-committee of the College Club responsible for coordinating the College Club's charitable activities, including volunteering for various charities and fundraising. 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. All St Mark's students are encouraged to take part in community service activities, including volunteering.

The Charitable Foundation Executive for 2024 is:

President
Secretary
Treasurer

Mr Jacob Deeb
Mr Nathan Rokebrand
Mr Jean-Philippe Soulie

Residential Advisors



*Pictured in this photo: 2024 Residential Advisors and Wardens with Staff and Assistant Deans
Front from left: Anthony Doll, Stuart Meldrum (Dean), Professor Don Markwell AM (Head of College), Sally Cassidy (Director of Wellbeing), Cass Joubert, Gemma Garraway
Middle from left: Riley Herbert, Lara Garin, Emma Mattiske, Charlotte Le Page, Ben Grima, Hamish Napier
Back from left: Ben Ransom, Callum Saville, Sam Purcell, Manon Finch, Natalie Fitzpatrick
Absent: Alice Alexander, Jasper Atkinson, Liam Phillips*

Residential Advisors (RAs) have the responsibility of providing care and assistance to all students in College. They are expected to show leadership in all aspects of College life, and actively support 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 that is safe, respectful, inclusive and 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 2024 Residential Advisors:

Newland Building

A Floor
B Floor
C Floor

Ms Gemma Garraway (SRA)
Mr Riley Herbert
Ms Natalie Fitzpatrick

Memorial Building

J Floor

K Floor

L Floor

Mr Ben Grima

Ms Charlotte Le Page

Ms Manon Finch

Hawker Annex

Mr Hamish Napier

East Wing

Middle East (EW)

Upper East (EW)

Mr Ben Ransom

Mr Liam Phillips

Flat/Hawker House/Deanery Wardens

Flat/Hawker House/Deanery 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

Mr Callum Saville

Deanery

Ms Emma Mattiske

Flats

New Abel (NA)

New Cain (NC)

Lewis (LEW)

Matheson (MATH) and WALL

Mr Jasper Atkinson

Ms Alice Alexander

Mr Sam Purcell

Ms Lara Garin

Academic Coordinators



*Front from left: Cameron Akehurst, Dr Katrina Stats (Director of Learning), Madi Martin.
Top from left: Rachael Bird, Dorisa Nasserian, Hamish McKenny.
Absent: Anthony Doll, Tara Phelps*

The Academic Coordinators support the Director of Learning and the Senior Academic Tutor (Mr Cameron Akehurst) to provide a strong academic program to support all students. The academic support program includes tutorials, Faculty Dinners, guest speakers, mentoring, and career and professional development workshops.

The 2024 Academic Coordinators by Faculty are:

Agriculture, Viticulture, Veterinary & Animal Science
Allied Health and Health & Medical Sciences
Arts & Education

Business & Law

Engineering, Physical Sciences, Architecture & Aviation
Medicine, Nursing & Dentistry

Ms Rachael Bird
Ms Madi Martin
Mr Anthony Doll
Ms Tara Phelps
Mr Cameron Akehurst
Mr Hamish McKenny
Ms Dorisa Nasserian

Other Student Leadership Positions

Music Room Curator
Gym Curator
Lion Editor(s)

Photographer
Film Maker
Library Assistants

Student Outreach Officer

Mr Daniel Stephens
Ms Georgia Craig-Neal
Ms Juliette Parlange
Ms Zoe Raynes
Ms Roslyn Thomas
Ms Estelle Wollin
Mr Cameron Dixon
Mr Oscar Hemmings
Ms Charli Nisbet
Ms Zoe Hughes



*Front from left: Oscar Hemmings, Zoe Hughes, Charli Nisbet
Back from left: Daniel Stephens, Georgia Craig-Neal, Cameron Dixon*



From left: Roslyn Thomas, Juliette Parlange, Zoe Raynes



Estelle Wollin



Tara Phelps

Table of 2024 Student Leaders & Student Positions

Position	Name	Hometown	University & Course	Year at St Mark's in 2024
President	Eloise Montefiore	ALICE SPRINGS, NT	USA Bachelor of Business / Bachelor of Finance	3rd Year
Vice President	William Gillett	LOXTON, SA	USA Bachelor of Laws / Bachelor of Business (Economics, Finance & Trade)	3rd Year
Secretary	Kellie Lessue	PORT LINCOLN, SA	UA Bachelor of Business (Design & Marketing)	3rd Year
Treasurer	Charlie Shepperd	CUMMINS, SA	USA Bachelor of Commerce (Accounting) / Bachelor of Business (Finance)	3rd Year
Female Sports Officer	Eloise Wills	HORSHAM, VIC	USA Bachelor of Physiotherapy	2nd Year
Male Sports Officer	Jordan Laverty	DIMBOOLA, VIC	USA Bachelor of Business	2nd Year
Female Social Officer	Baeley Tucker	BALLARAT, VIC	UA Bachelor of Physiotherapy	2nd Year
Male Social Officer	Jed Thiel	WAIKERIE, SA	UA Bachelor of Agricultural Sciences	2nd Year
Female Equity Officer	Tiahna Olsen	MILDURA, VIC	USA Bachelor of Psychology	2nd Year
Male Equity Officer	Dino Macri	ADELAIDE, SA	UA Bachelor of Computer Science	2nd Year
Arts and Cultural Officer	Cameron Dixon	GLOSSOP, SA	USA Bachelor of Creative Industries	2nd Year
Merchandise Officer	Kobi Lowe	RENMARK, SA	USA Bachelor of Business (Design and Marketing)	2nd Year
Sponsorship/ Charitable Officer Student Outreach Officer	Zoe Hughes	LOXTON, SA	USA Bachelor of Communications and Media	2nd Year

Assistant Dean	Anthony Doll	MOUNT GAMBIER, SA	USA Bachelor of Primary Education	5th Year
Assistant Dean	Cass Joubert	JAMESTOWN, SA	USA Master of Management (Tourism & Event Management)	4th Year
Indigenous Student Advisor	Annie Coffey	ALICE SPRINGS, NT	USA Bachelor of Laws / Bachelor of Psychology	2nd Year
Indigenous Student Advisor	Drew Willie	ALICE SPRINGS, NT	USA Bachelor of Business	2nd Year
Senior Residential Advisor – A Floor	Gemma Garraway	MILDURA, VIC	USA Bachelor of Social Work	4th Year
Residential Advisor – B Floor	Riley Herbert	MONASH, SA	USA Bachelor of Clinical Exercise Physiology	3rd Year
Residential Advisor – C Floor	Natalie Fitzpatrick	BALLARAT, VIC	FL Bachelor of Speech Pathology	3rd Year
Residential Advisor – J Floor	Ben Grima	BALLARAT, VIC	USA Bachelor of Clinical Exercise Physiology	3rd Year
Residential Advisor – K Floor	Charlotte Le Page	PERTH, WA	USA Bachelor of Health Sciences (Public Health)	3rd Year
Residential Advisor – L Floor	Manon Finch	MOUNT GAMBIER, SA	FL Bachelor of Health Sciences / Master of Physiotherapy	3rd Year
Residential Advisor – Middle East Wing	Ben Ransom	ADELAIDE, SA	UA Bachelor of Medicine / Bachelor of Surgery	4th Year
Residential Advisor – Upper East Wing	Liam Phillips	LOXTON, SA	USA Bachelor of Science	3rd Year
Residential Advisor – Hawker Annex	Hamish Napier	ALICE SPRINGS, NT	USA Bachelor of Human Movement	3rd Year
Flat Warden	Alice Alexander	MOUNT GAMBIER, SA	UA Bachelor of Agricultural Sciences	3rd Year
Flat Warden	Jasper Atkinson	LORNE, VIC	UA Bachelor of Medical Studies / Doctor of Medicine	2nd Year

Flat Warden	Lara Garin	ULLADULLA, NSW	UA Bachelor of Medical Studies / Doctor of Medicine	2nd Year
Flat Warden	Sam Purcell	ESK, QLD	UA Bachelor of Dental Surgery	2nd Year
Hawker House Warden	Callum Saville	ALICE SPRINGS, NT	UA Bachelor of Business	3rd Year
The Deanery Warden	Emma Mattiske	LONGLEA, VIC	UA Bachelor of Health and Medical Science (Advanced)	3rd Year
Senior Academic Tutor	Cameron Akehurst	PORT LINCOLN, SA	UA Bachelor of Laws (Hons) / Bachelor of International Business	5th Year
Academic Co-ordinator – Allied Health and Health & Medical Sciences	Madi Martin	BERRI, SA	USA Bachelor of Speech Pathology (Honours)	3rd Year
Academic Co-ordinator – Agriculture, Viticulture, Veterinary and Animal Science	Rachael Bird	NARACOOORTE, SA	UA Bachelor of Agricultural Sciences	2nd Year
Academic Co-ordinator – Business & Law	Cameron Akehurst	PORT LINCOLN, SA	UA Bachelor of Laws (Hons) / Bachelor of International Business	5th Year
Academic Co-ordinator – Medicine, Nursing and Dentistry	Dorisa Nasserian	SYDNEY, NSW	UA Bachelor of Dental Surgery	3rd Year
Academic Co-ordinator – Arts & Education	Anthony Doll	MOUNT GAMBIER, SA	USA Bachelor of Primary Education	5th Year
Academic Co-ordinator – Arts & Education	Tara Phelps	CUMMINS, SA	USA Bachelor of Psychology (Counselling and Interpersonal Skills)	3rd Year
Academic Co-ordinator – Engineering, Physical	Hamish McKenny	NARACOOORTE, SA	UA Bachelor of Engineering (Honours)	4th Year

Science, Architecture and Aviation			(Architectural & Structural)	
Charitable Foundation – President	Jacob Deeb	BRISBANE, QLD	UA Bachelor of Medical Studies / Doctor of Medicine	2nd Year
Charitable Foundation – Secretary	Nathan Rokebrand	HORSHAM, VIC	UA Bachelor of Engineering	2nd Year
Charitable Foundation – Treasurer	Jean-Philippe Soulie	MELBOURNE, VIC	UA Bachelor of Science (Biomedical Science)	3rd Year
Library Assistant	Oscar Hemmings	LITTLEHAMPTON, SA	UA Bachelor of Science (Biomedical Science)	4th Year
Library Assistant	Charli Nisbet	GEELONG, VIC	UA Bachelor of Health & Medical Science (Advanced)	2nd Year
Music Room Curator	Daniel Stephens	PENOLA, SA	USA Bachelor of Business (Design and Marketing)	2nd Year
Gym Curator	Georgia Craig-Neal	SWAN HILL, VIC	USA Bachelor of Physiotherapy	2nd Year
Photographer	Estelle Wollin	SALE, VIC	USA Bachelor of Architectural Studies	3rd Year
Lion Editor	Juliette Parlange	BALLARAT, VIC	UA Bachelor of Medical Studies / Doctor of Medicine	2nd Year
Lion Editor	Zoe Raynes	LOXTON, SA	USA Bachelor of Medical Radiation Science (Medical Imaging)	2nd Year
Lion Editor	Roslyn Thomas	LEXINGTON, KY, USA	UA Bachelor of Agricultural Sciences	2nd Year
Film Maker	Cameron Dixon	MONASH, SA	USA Bachelor of Creative Industries	2nd Year
Additional Duty Tutor	Ellie Akehurst	PORT LINCOLN, SA	UA Bachelor of Food & Nutrition Science	3rd Year
Additional Duty Tutor	Joe Clyde	LAUNCESTON, TAS	UA Bachelor of International Relations	3rd Year
Additional Duty Tutor	Oscar Hemmings	LITTLEHAMPTON, SA	UA Bachelor of Science (Biomedical Science)	4th Year

Additional Duty Tutor	Luke MacKay	MILDURA, VIC	UA Bachelor of Science (Advanced)	2nd Year
Additional Duty Tutor	Zachary Meakin	BALLARAT, VIC	FL Bachelor of Clinical Sciences / Doctor of Medicine	2nd Year
Additional Duty Tutor	Charli Nisbet	GEELONG, VIC	UA Bachelor of Health and Medical Science (Advanced)	2nd Year
Additional Duty Tutor	Olivia Williams	BRISBANE, QLD	USA Bachelor of Physiotherapy	2nd Year

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 of Formal Hall.

Members of the SCR in 2024 are:

Head of College, Professor Don Markwell AM

Adviser and Special Projects, Dr Rachel Buxton

Ms Rachael Willis

Dean, Mr Stuart Meldrum

Mrs Sarah Meldrum

Director of Learning, Dr Katrina Stats

Director of Wellbeing, Ms Sally Cassidy

Mr Rohan Cassidy

Associate Professor Paul Sendziuk (Centenary historian)

Dr Carolyn Collins (Centenary historian)

Business Manager, Mrs Sara Ware

Mr Paul Ware

Scholarships and Research Manager, Ms Kathy Radoslovich

Mr Tristan Sudholz

Director of Centenary Engagement, Ms Karin Dunsford

Mr Trevor Dunsford

Chaplain, the Rev'd Canon Steve Daughtry

Mrs Vanessa Daughtry

Professor Patrick Flanery

Professor Andrew van der Vlies

Professor Iain Hay

Mr Jeff Duncan

Ms Caroline Govin

Dr Tiffany De Sousa Machado

Assistant Deans, Mr Anthony Doll and Ms Cass Joubert

Senior Residential Advisor, Ms Gemma Garraway

Senior Academic Tutor, Mr Cameron Akehurst

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 affording them limited use of some SCR facilities, the right to dine at High Table once per week, and exemption from kitchen duty.

Membership is a privilege that can only be taken up on the invitation of the Head of College. MCR Membership is ordinarily offered to graduates, or undergraduate members of the College doing their fourth or more senior year of a Bachelor degree, or who are in their fourth or later year of residence in the 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. All of the buildings the College has bought or built over the last century have depended on funding from generous donors.

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 hosts some events for current students during 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 through the year, the College will welcome visiting speakers of various kinds, including in Formal Hall, Faculty Dinners, careers events, Port'n'Talks, Speaking from Experience, and the annual J C Bannon Oration. 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. The College is committed to an active program of visiting academics when circumstances 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 – Leading into the Centenary of St Mark's College (2025)

In 2025 St Mark's will celebrate 100 years since the establishment of the College by dedicated and committed founders in 1925. Preparations are well underway for acknowledgement and celebration of this Centenary.

The highlight of the Centenary celebrations will be a Gala Dinner on Saturday 15 March 2025, which is the exact date of the official opening of the College one hundred years ago. During 2024, bookings will be released for this exciting once-in-a-hundred-year celebration. Other events are also being planned for that weekend.

A Centenary history of the College has been commissioned and is well underway, and is expected to be launched next year on Founders' Day (Sunday 4 May 2025), which will include a special Service in the Cathedral at 6pm, which all members of the College are encouraged to take part in.

The annual J C Bannon Oration will be given in 2025 jointly by our Centenary historians, speaking on "St Mark's and law, politics, and history".

A Centenary fundraising campaign, including a dedicated Giving Day, is also in preparation to contribute to a major expansion of scholarships. The 2024 Annual Giving Appeal will also focus on increasing financial support for students.

Members and friends of the College are encouraged to ensure that their contact details are up to date so that they can participate in the Centenary, and events leading up to it.

Reunions are planned for interstate and North America in 2024 to expand the engagement of our Alumni and their families.

Information will be shared with members of the community through the e-newsletters during the year and will also be available on the College website: <https://stmarkscollege2.com.au/towardsoursecondcentury/>

The Centenary is a time for all the College community to celebrate!

Academic Life

Academic life and the pursuit of knowledge are at the heart of College life. The College was founded to be an outstanding values-based 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 excellent 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.
- *Learning and Wellbeing Reviews* – These compulsory meetings with senior staff, including the Director of Learning, provide an important opportunity to check in on your academic progress and challenges, and to seek help.
- *Study Hall* – After dinner on regular designated nights, the Hall is open for students to study together, including with a roster of tutors available. All students are welcome to study in the Hall on Study Hall nights. Study Hall nights are listed in the College Calendar and, beginning in the second week of each semester, are ordinarily Tuesday nights during the teaching semester, Tuesday and Thursday nights during Jacaranda Week and SWOTVAC, and the first Tuesday night of the exam period.
- *The Library*, including the Learning Commons, Makerspace and Health Practical Room – These provide very useful resources (including many textbooks) and superb environments in which to study, including to seek assistance from the Librarian in accessing materials.
- *Thrive@Marks* – which provides study skills tips and other useful information – <https://www.stmarkscollege.com.au/life/thrive-at-marks/>

- *Faculty Dinners* – The College hosts one Faculty Dinner each year for each of the faculty groupings at which guests who are leading experts in the relevant disciplines are invited to dine at the College and connect with students.
- *Port 'n' Talks, Speaking from Experience* discussions, and other guest speaker events – These events provide opportunities to hear from and talk to interesting speakers from all walks of life in a relaxed and informal atmosphere. A significant annual event is the J C Bannon Oration, a public lecture given in memory of Dr John Bannon AO, an Old Collegian who, having served as Premier of South Australia, became Master (Head) of the College from 2000 to 2007; all students are warmly welcome to attend the Bannon Oration.
- *Academic Visitors* – Contributions from visiting academics who may assist, through occasional lectures and teaching, in the academic and intellectual growth of students. The College ordinarily has an active program of visiting scholars, many of whom stay in the College for periods of time.
- *Career Development Program* – This includes training sessions, professional mentoring, and other professional development opportunities.
- *Academic Awards* – The most outstanding academic achievements of students are recognised with scholarships and prizes, with awards made at an Academic Awards Dinner and with College colours and commendations at Final Dinner, and in a special book in the Front Office display case. The names of the Dux of the College (winner of the E. A. Radcliff Scholarship) and the runner-up to the Dux (winner of the G. Angas Parsons Scholarship) are recorded on an honour board in the Junior Common Room.
- *Sir Keith Angas Essay Prize* – This annual prize is awarded for the best essay written by a member of the College on a set topic of general or contemporary interest. Details are circulated by the Director of Learning.

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. All students at St Mark's are expected to undertake full-time study. Any student wishing to study at less than a full-time load must seek approval in advance from the Director of Learning, and any study load less than three subjects a semester must be approved in advance 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 and on the Forum Facebook page. At or before the commencement of each semester, the Director of Learning and SAT will collect and collate data relating to the subjects for all students, and establish a Tutorial Program that meets students' needs, ensuring the College's

commitment to the pursuit of high academic achievement. The SAT also manages the Makerspace and the Health Practical Room in the Learning Commons and is responsible for running the regular Study Hall sessions in the Dining Hall.

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 oversees and provides support to the Academic Coordinators.

Academic Coordinators

Academic Coordinators (ACs) are student leaders in each broad 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. ACs are students who have experience and understanding of 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:

- Agriculture, Viticulture, Veterinary and Animal Science;
- Medicine, Nursing, and Dentistry;
- Engineering, Physical Sciences, Architecture and Aviation;
- Business and Law;
- Allied Health and Health & Medical Sciences;
- 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 each semester. 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 will consult the Director of Learning in the first instance. 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 providing academic and wellbeing support to each student is the Learning and Wellbeing Review. Each semester every student will be required to meet with the Dean, Director of Wellbeing, and Director of Learning to discuss their academic progress, career goals, and their overall health and wellbeing.

The Learning and Wellbeing Review is a formal meeting and students attending 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 and wellbeing, 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” that 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:

- study skills, including managing online study, time management, and technical help;
- faculty-specific support;
- revision and exams;
- wellbeing;
- 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: stmarkscollege.prosple.com.

Academic Results

Academic excellence is one of the core values of the College, and the College aims to support all students to achieve their full potential in their studies. St Mark’s exists to provide the best environment possible in which to be a university student. At St Mark’s, we want all students to succeed in their studies to the best of their abilities. In addition to its intrinsic educational benefit, this is important for ensuring that every student has the best opportunities in their lives and careers beyond College. 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 that our students achieve.

Each year students are required to complete an exam authorisation form that permits their university to provide the College with their 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, Director of Wellbeing, 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 are liable to be placed on Academic Probation to allow time to demonstrate significant academic progress.

If after a period of Academic Probation, a student has failed to show satisfactory 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, is liable to prevent a student from being granted readmission to College (whether or not they have previously been on Academic Probation).

Any student wishing to stand for a position on Committee or the Charitable Foundation 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. A student in an elected or appointed student leadership role may be required by the College to surrender that position if they do not maintain a satisfactory academic performance.

All students are reminded that they must adhere to their university's policies and expectations relating to academic integrity. Students are required to advise the Director of Learning of any allegation made against them of breach of university academic integrity or other university policies, and are strongly encouraged to seek her support (e.g. during a university investigation of their alleged breach of academic integrity).

Where a student is subject to disciplinary action for breach of academic integrity under university policy, the College will consider what action it may take in relation to that situation.

Scholarships, Bursaries, and Prizes

A number of scholarships, bursaries, and prizes, awarded on the basis of varying combinations of academic excellence, financial need, and other merit (including service to the College and wider communities) have been generously donated to St Mark's College by various benefactors over past years. Some have quite specific criteria.

Awards are made by a College scholarships panel in line with the criteria established for each 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.

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.

Although St Mark's already offers the most generous scholarships and other financial support of any of the Adelaide colleges, increasing this support through attracting donations from Old Collegians and friends of the College is one of our highest priorities as we head towards the College's Centenary in 2025.

One prize for which all current resident students are eligible to compete is the **Sir Keith Angus Essay Prize**, with a prize of \$600 in 2024 for an essay on an aspect or aspects of the benefits, risks, and ethical dilemmas arising from the use of Artificial Intelligence in your own field of study. Artificial Intelligence tools are not to be used in the writing of this essay. Essays are due by 5pm on Tuesday 1 October 2024. Further details of this prestigious essay competition will be circulated by the Director of Learning, Dr Katrina Stats.

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. However, 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 2024, 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 via email 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 before 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 the College’s values, including respect and consideration for others. All students are role models in the community and as such should always be aware of their behaviour. 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 with others, and to behave in accordance with the College Handbook, policies, and the values of the College as laid out earlier in this Handbook, including with the *Student Code of Conduct* and our *Vision and Values*.

The *Code of Conduct*, associated *Behaviour Management Policy*, and other College policies set out the behaviour and conduct expected of members of the St Mark’s College student community. They also outline the processes applicable or available where there have been potential or alleged breaches of the Code, and describe 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, including a duty of care for them. The College has a general responsibility to ensure that the College, as an educational community, is a safe environment for all that functions based on respect and consideration for others. These 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 workshops and information sessions provided throughout the week.

This training incorporates an overview of the College's procedures and structures, information about the College's Tutorial Program and academic support system; 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 confident sense of involvement in the College, as well as facilitating the development of friendships. Participation in social activities 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 optional for those 18 and over, and never compulsory.

Welcome Week provides everyone the opportunity to meet each other and make new friends. During Welcome Week itself, visitors are only permitted between 9.00am and 5.00pm, and guests are not permitted to participate in Welcome Week activities. Past students, while usually welcome in College, are not permitted to attend any of the College-based Welcome Week functions (other than the Old Collegians' tennis at the end of the week), as the activities exist primarily to make new students comfortable in the current College environment. Opportunities to meet with Old Collegians will arise through 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 five institutions in Adelaide affiliated with University Colleges Australia, the others being Aquinas College, Flinders Hall, Lincoln College, and St Ann's College. Flinders Hall is at Flinders University whilst the other four 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). They generally include: the College Club President and Vice President, and the two Sport Officers. 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. It is a SAAUCC and College rule that there is to be no alcohol at SAAUCC sporting events; breach of this is liable to result in disqualification of the College from that competition. It follows from the College's values and rules that there are to be no offensive signs, chants, or other behaviour at SAAUCC or other events.

Some friendly 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 and respect. Words and actions that 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 disturbance or 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 are liable to 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 may incur a substantial fine.

College members visiting another college must adhere to the rules of the college they are visiting.

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), art exhibitions such as Marksenfeast, inter-college Battle of the Bands, the Marksenfest music festival (a celebration of arts and culture), and an annual Variety Evening. In some years a College play is held. 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 2024 these positions are held by Cameron Dixon and Daniel Stephens, respectively. They work with the Dean to coordinate the overall program and help the Choir Director, production directors and Arts Evening coordinators to produce high quality entertainment.

The College Choir performs at College events such as the Commencement and Final Services and, on occasions, Arts Evenings. Details of rehearsals and further information can be obtained from the Choir Director, who is appointed early in the year.

When held, 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 compete in a variety of sports, with the overall winner being awarded the Douglas-Irving Cup, also known as the 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 events; 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, which are usually played on Saturdays (and also avoiding interference with study commitments). The SAAUCC college responsible for organising each event will also be responsible for booking St John Ambulance to be present as first aid officers, and for a first aid kit and esky with ice to be available.

As previously mentioned, it is a SAAUCC and College rule that there is to be no alcohol at SAAUCC sporting events; breach of this is liable to result in disqualification of the College from that competition. It follows from the College's values and rules that there are to be no offensive signs, chants, or other behaviour at SAAUCC or other events.

Social Events

Throughout the year the College Club Committee and the Charitable Foundation will organise a number of social events, which are open to all resident members of the College. Examples of events include the College Ball, Pond Parties, movie nights, Charitable Foundation 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, usually 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. Students should not walk home alone from such events at night; the event organisers will help to ensure that this is not necessary.

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 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 Indigenous Student Advisors. In 2024, two ISAs have been appointed: Annie Coffey and Drew Willie.

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

St Mark's is situated on Kurna Country, and we encourage all students to be proactive in getting to know the local Aboriginal community. You may wish to explore these local community sites:

- [Adelaide Kurna Walking Trail](#)
 - [Kurna Learning Circle \(Karra Wirraparinangku\)](#) at the University of Adelaide
- You may also be interested in exploring the [Kurna Warra Pinthyanthi \(KWP\) YouTube channel](#), which has some interesting introductory Kurna language videos. KWP is a part of the University of Adelaide.

Your university's Indigenous support unit will also have resources that may be of use to you:

- [University of Adelaide – Wirltu Yarl](#)
- [University of South Australia – Warringka Student Services](#)
- Flinders University – Yunggorendi Student Engagement

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 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 may 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, key College activities and achievements since 1925 had been recorded in the *St Mark's College Record*. *The Lion* is intended to serve as a high-quality public record of College activities for the year. It is edited on behalf of the College by two students appointed each year by the College. The magazine offers scope for the literary, journalistic, and photographic talents of members of the College. As well as being of interest to current Collegians, it is an important public and historical record.

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

Dining

All meals during the academic year are provided. All are served in the Dining Hall or on some occasions elsewhere (such as the tennis courts, the Grenfell Price Lodge garden, the Junior Common Room, or the Learning Commons), including on special occasions or when the Dining Hall is required for another purpose.

Having meals together and conversations over meals are at the heart of the College experience. Everyone is encouraged to have meals in the Dining Hall and to observe the College tradition of sitting next to whoever is already at a table.

During the pandemic, the College allowed meals to be taken away from the Dining Hall. However, we have now returned to the usual College practice of only allowing meals to be taken away by students **when absolutely essential**. Should a takeaway meal become necessary, you should provide your own container for it to be served in, as cutlery and crockery are not to be removed from the Dining Hall (or its al fresco area) at any time. Any crockery or cutlery taken from the Late Meals Room must be returned to the Late Meals Room as soon as possible.

Footwear must be worn in the Dining Hall at all times. Academic gowns and appropriate dress are required for Formal Hall; these symbolise our membership of an academic community. At other meals dress should be of a reasonable standard (e.g. no caps or other headwear). As conversation with fellow Collegians and guests over meals is at the heart of College life, 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*. For example, having a phone or wearing a cap in the Hall may result in a fine at the discretion of the Dean.

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. The College Club bears the cost of replacement items when stocks become depleted.

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 must sign for them in the Guest Book located in the Dining Hall. The charge will be added to the student's account or may be paid for at the time at the Front Office.

Any suggestions or complaints related to catering should first be directed to the Food Committee or the Assistant Deans. Positive and constructive feedback is welcomed. Any comments made in the book in the Dining Hall should be respectful. Students are strongly encouraged to provide feedback on food, including taking part in any surveys, as this will help to guide future menus.

Any issues relating to specific dietary requirements (as included on their application form or reported subsequently) should be discussed directly with the Dean to ensure problems are resolved as quickly as possible.

Meal Times

Breakfast

Monday to Friday:	
Continental breakfast	7.00am – 9.30am
Cooked breakfast	7.30am – 9.00am
Saturday (continental breakfast only)	7.30am – 9.30am
Sunday brunch	10.00am – 12.30pm
Vacation and SWOTVAC	7.00am – 9.30am

Lunch

Monday to Friday	12.00 noon – 1.30pm
Saturday	12.00 noon – 1.00pm
Vacation and SWOTVAC	12.00 noon – 1.00pm

Dinner

Monday and Wednesday (academic term)	Formal Hall, in Hall by 6.25pm
Tuesday, Thursday, Friday, and Saturday	6.00pm – 7.00pm
Sunday	5.30pm – 6.30pm
Vacation and SWOTVAC	6.00pm – 7.00pm

The Dining Hall closes 15 minutes after the end of the above serving times. There may be some changes to these times for special occasions and on public holidays. Changes to serving times are generally announced via the Forum or email.

Formal Hall

Referred to as “Formal Hall”, the formal dinner is an important and central 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.

In 2024, Formal Hall will be held on Monday and Wednesday nights during semester (other than in Jacaranda Week, SWOTVAC, the exam period, Welcome Back Week, or on Public Holidays or when the AGM and FGM are held). All resident members of the College are strongly encouraged to come to each Formal Hall, except when they are genuinely unable to do so.

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 Formal Hall and on special occasions, which symbolise our membership of an academic community. Students coming to High Table are also expected to wear what is commonly referred to as High Table dress – meaning business casual attire.

All students should be punctual for Formal Hall. A bell is rung at 6.25pm, five minutes before the Head of College, Dean, Director of Wellbeing, 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. Before High Table arrives, the President and other members of the 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 regarding 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,
and the Head of College has made any announcements, 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. This consists of making your own sandwich or wrap during breakfast service. Fresh fruit is also available. The kitchen staff reduce the 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.

Early, late, and missed meals

As mentioned above, everyone is encouraged to have meals in the Dining Hall, and to observe the College tradition of sitting next to whoever is already at a table.

While the College encourages students to eat in the Dining Hall (and specifically to attend Formal Hall) as often as possible, meals can be provided for students who are genuinely unable to attend due to other commitments.

Late meals are ordinarily considered a concession, and not an alternative to Formal Hall or other meals in the Dining 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 on weekdays must be made through the Front Office before 3.30pm on the day for which the request is made, or an application may be made to the Dean for the whole term. New applications must be made at the beginning of each term.

On weekends, given that the Front Office is closed, early or late meals may be obtained by asking a kitchen staff member with adequate notice; enter via the Late Meals Room.

Note that no rebate of fees will be provided for missed meals.

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.

Students for whom a special diet has been prescribed by a doctor or dietician should advise the College of this on their application form. If the need for a special diet is prescribed after the College year has commenced, please email or arrange a time to meet with the Dean so that Cater Care (the College's caterers) can be informed, and College records updated.

It is also important to note any allergies on your application form, so the College is aware of this. The same applies if a new allergy is diagnosed during the College year: please email or arrange a time to meet with the Dean to discuss and update with Cater Care.

Meals for guests and others

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, which will be added to the student's account, or may be paid for at the time at the Front Office. These are:

Breakfast: \$11.00 per person

Lunch or Dinner: \$17.00 per person

Light refreshments

Some beverages are available from the beverage machines in the Dining Hall and Late Meals Room. Fruit is available from the Dining Hall during meal service should you require a snack for later in the day.

Kitchen Duty

All undergraduate students in College, except MCR members, and students who are exempt by nature of their position at College (the Student Executive Team, College Club Committee, Residential Advisors, Academic Coordinators), are required to contribute one night or weekend breakfast, brunch or lunch shift per term in the kitchen as a community service and to help manage catering costs. Rosters are organised by the Front Office staff. Students failing to attend for rostered duty will be fined \$100.00 for each occasion AND will be required to do another duty later.

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 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 within the Library; however, 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 is also available.

If you have any questions or any issues in the Library, please do not hesitate to speak to Amanda Ward, the Librarian/Archivist, or either of our two Library Assistants. In 2024 the College’s Library Assistants are Oscar Hemmings and Charli Nisbet.

Learning Commons

The Learning Commons is a dual-use modern space designed for holding occasional College functions and to provide students 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 as an alternative study space with printing and kitchen facilities available. The Learning Commons is located above the Dining Hall. It is also used for College and, at times, external events. Access to the Learning Commons is via stairs or lift.

The Learning Commons contains a number of tutorial rooms that all students can use, including one tutorial room that houses a dedicated Makerspace (with 3D-Printers, a LASER cutter/engraver, and other prototyping and craft tools) and a Health Practical Room with a physio table and other health and medical equipment for our Allied Health, Nursing, Dental, and Medicine students to use. When not in use for these purposes, the room is available as another private tutorial space for all students.

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 to your being granted access to the gym on your access card, you are required to agree to the *Gym Use Policy and Agreement* (Appendix N).

If you need support using the gym equipment or designing a personal fitness program, talk to the Gym Curator. The Gym Curator for 2024 is Georgia Craig-Neal.

Users must ensure that gym equipment and other recreational equipment and facilities are properly cared for and stored neatly after usage. Any restrictions, such as for health and safety, must be adhered to.

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

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 our facilities are 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, the JCR (with upright piano), and the 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 that rooms are tidied and locked up after use. Equipment left in rooms is at students' own risk. No equipment should be left in the Ballroom (or the Council Room) as these areas are frequently used for other purposes.

If you would like access to the Music Room added to your key card, please speak to Daniel Stephens, the 2024 Music Room Curator, or visit the Front Office.

Chapel and Other Services

As an Anglican college that welcomes people of all faiths and none, St Mark's encourages members of the College to take part in Chapel and other services, as they choose.

As well as being responsible for College services, our Chaplain, the Rev'd Canon Steve Daughtry, is available to all students for advice and counselling of a personal and spiritual nature. Steve will normally be in College three days each week, and can be found in the Vestry, which is the room behind the Chapel.

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, including for communion.

There are two important occasions at which attendance is required of all students. They are the Commencement Service, which in 2024 will be on Saturday 24 February prior to the Commencement Dinner, and the Final Service which will be held on Saturday 26 October prior to the Final Dinner. Both services will be in the neighbouring St Peter's Cathedral, with which St Mark's has had a special relationship since the founding of the College.

The Founders' Day Service is held on the Sunday after St Mark's Day (St Mark's Day is also ANZAC Day, i.e. 25 April each year). In 2024, the Founders' Day Service will be on Sunday 28 April. This service is held in the Dining Hall, and all students are encouraged to attend. Many Old Collegians and friends of St Mark's attend this service, which is followed by a unique and special morning tea. Other events of significance for the College may also be held on Founders' Day.

A Morning Prayer service (duration of approximately 15 minutes) will be held in the Chapel weekly from February until November, except for the holiday breaks. Details will be advertised. All students and staff are welcome to attend. Personal prayer requests can be forwarded to the Chaplain. If you would like to request a private communion service at any time, alone or with friends or family, he would be happy to make arrangements.

It is possible that other services will be held during the year (possibly involving visiting clergy), to which students are warmly invited.

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

Students are also warmly welcome to attend regular services at the Cathedral, which is adjacent to the College, or at a church or worship assembly of their own tradition or faith.

Sunday services at the Cathedral are at 8.00am, 10.30am, and 6.00pm, and short services are held at 7.30am every weekday morning in the Lady Chapel at the Cathedral.

Cathedral clergy and Old Collegians active at the Cathedral are keen to welcome students to take part in services there and in other activities that continue the strong link between the College and the Cathedral. Our Chaplain is also a Canon of St Peter's Cathedral.

Junior Common Room (JCR)

The JCR is a common area for all students of the College. The room ordinarily features a table tennis table, couches, television, and a full-sized billiard table.

The JCR also houses the Buttery, providing facilities for serving food and drink. A Buttery team of students is appointed each year. The Buttery is also used by, for example, the Charitable Foundation and for various wellbeing and fundraising 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. The table tennis table is 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, Dean, Director of Wellbeing, Director of Learning, Adviser and Special Projects, Business Manager, Research and Scholarships Manager, Centenary historians, Assistant Deans, Senior Academic Tutor, Senior Residential Advisor, resident academics and comparable senior members, and academic visitors are members of the SCR during their time in College. A number of university academics and others are invited members. Members of the Board and Honorary 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.

When providing a postage address for mail and packages, request delivery to Front Office of St Mark's College, 46 Pennington Tce, North Adelaide, SA 5006. 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, damaged, or stolen items.

Ballroom and Council Room

The historic Ballroom on the first floor of Downer House is used for meetings and other events, including to host guest speakers, and for music practice. The Council Room, adjacent to the Ballroom, can be used for official meetings of the College Club Committee

and other student leaders, 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

Two 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. Students are welcome to use them on the condition that they are promptly disassembled and returned following use. All players should play tennis and other games barefoot or wear footwear that 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 to cause other property damage. Should a student cause damage to surrounding buildings, they should immediately report it to an Assistant Dean or the Dean. 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 (or hold other suitable activities) 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. 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 top two floors of Newland, all floors of Memorial, in East Wing, and ground floor of Hawker House, and require \$1.00 per load. Dryer lint filters must be kept lint-free to reduce fire hazard. Please check and empty the lint filter before and after each use of the dryer.

Washing machines and dryers should only be used between 7.00am and 10.00pm, for the noise consideration of others. 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 we should all take pride in. A lot of time and effort is put into their maintenance. Students are requested not to remove flowers or plants from the gardens; anyone found doing so will be fined, at the discretion of the Dean. All students of the College are asked to help care for the grounds and buildings by keeping rooms tidy, putting rubbish into rubbish bins, and not leaving any litter (such as cans,

bottles, foodstuffs, and wastepaper) lying around the grounds. The College also provides recycling bins for bottles (\$0.10 deposit containers), glass, and paper at the entrances to the main residential buildings and in the Academic Centre.

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 and requests that all students treat the lawns with care and, in particular, not wear pathways across them or damage them through sporting activities. For example, students should not use the College Green as a thoroughfare between buildings.

Communal areas in the College, including corridors, bathrooms, stairwells, Library, Learning Commons, 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. Other students usually help with this.

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. Students can contact their RA or the Duty Tutor to obtain a spill kit to assist with the cleaning process.

The College Bell

The College Bell at the back of Downer House is rung to indicate when it is time to be present for Formal Hall and on special occasions such as Remembrance Day. Other than for these purposes, the Bell is not to be rung unless to warn of a genuine emergency or danger.

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.

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 in the

grounds of the Grenfell Price Lodge or Walkley Cottage, or any of the flats in which College staff or academic visitors are resident, unless invited.

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*).

Vehicle Parking

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

Parking spaces are allocated based on need and service to the College as well as the payment of a parking fee. Whilst the car park is secure, all car owners are advised to take care when locking their vehicle, ensuring all valuables have been removed. Be vigilant and report any suspicious activity, particularly as you enter and exit the multi-level car park. 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, including the multi-level carpark, are at the owner's risk.

Students are to park in their allocated car park only. 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 is likely to 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, or other penalty, 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. Students and their visitors are not permitted to park in Walkley carpark. Nor are they permitted to park in the driveway off Kermode Street directly under the Matheson flats, as it blocks access to College vehicles. This is also a location where Fire Trucks and/or Ambulances may park if required to attend to someone at the College. There is also to be no parking outside of East Wing without prior permission from the Dean or Assistant Deans; this may block access to a fire hydrant. Breach of these requirements is liable to result in a fine, at the discretion of the Dean, and repeated offences may result in a more severe penalty.

The multi-level carpark has two charging stations for electric and hybrid vehicles, the use of which will incur additional charges.

Please ensure you notify the Front Office if your vehicle or vehicle registration changes during the year, so that their list can be kept up to date. If this is not done, it may be assumed the car does not belong to a member of the College and you risk being fined, or the vehicle being towed.

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

Bicycles

Students may store bicycles on the bicycle racks located on the ground floor of the carpark or in the bicycle shed adjacent to the Hawker Annex. Keys to the shed can be obtained from the Front Office for a deposit of \$10.00, which is 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 must be aware of the risk of theft of bicycles, even from apparently secure spaces, and are advised to lock their bicycles securely (e.g. with a D lock) when not in use, and to insure their bicycles. The College is not responsible for the theft of or damage to any bicycles. 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 to the planning for it over preceding years. Records include correspondence, enrolments, photographs, artefacts, and financial data. The archives are currently located in a secure compactus in the stacks area below the Academic Centre and next to the gym.

Students are encouraged to contribute photos and files to the archives and the College's record. Any submissions can be provided directly to the Librarian-Archivist, Ms Amanda Ward, or 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 (often Old Collegians) 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 College facilities, both out of common courtesy and as they are effectively subsidising your residency.

The College will always seek to ensure that the needs of resident members of St Mark's are not compromised by external use of facilities, especially in the lead-up to and 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 the health, safety, and wellbeing of all its students, staff, and visitors. To support this goal, the College offers a range of activities and resources to promote personal and community wellbeing, including through the work of the Director of Wellbeing, Ms Sally Cassidy. The College's Health, Safety, & Wellbeing (HS&W) Policy can be found in Appendix E.

Counselling

At St Mark's College, students who are navigating personal or academic challenges can access a comprehensive support system tailored to meet a diverse range of needs. Our dedicated staff and student leaders are committed to providing guidance and assistance. This includes the Director of Wellbeing, a key figure who offers specialised support to

students. Additionally, students can seek help from the Director of Learning, the Dean, Adviser and Special Projects, the Chaplain, the Assistant Deans, the Senior Residential Advisor, Residential Advisors, the Flat/Hawker House Wardens, the Indigenous Student Advisors, the Senior Academic Tutor, and Academic Coordinators. Moreover, the male and female Equity Officers of the College Club, along with any member of the College Club Committee, are also available to provide support and guidance. This network of professionals and peers ensures that every student at St Mark's College can have access to the resources they need to thrive both personally and academically.

In addition, professional counselling is available through the counselling centres at the three universities (please see Appendix R). If you need psychological services, you can also access them through our partnership with May Health. They provide in-house psychological services to collegians with a Mental Health Treatment Plan, which must be developed in consultation with a General Practitioner. If you need medication review or Mental Health Treatment Plan, May Health also have a mental health GP service available to students at their North Adelaide clinic, May Medical. Students can access a bulk-billed appointment.

To access this support, or if you have any questions or concerns, please contact Sally Cassidy, the Director of Wellbeing.

If you prefer to access May Health's services off College grounds, you can contact May Health directly at their clinic in North Adelaide (08 8267 5466). There is a cost associated with this type of booking, but there is a reduced rate available for St Mark's students.

Student Wellbeing

The College is committed to nurturing students' holistic development and enhancing their wellbeing through a diverse array of support services, activities, and events, including community engagement initiatives. These endeavours are not just beneficial; they are pivotal, with proven impacts on elevating overall wellbeing. Engaging in community-centric activities enables individuals to cultivate a sense of purpose, forge meaningful connections, and foster a spirit of belonging—fundamental elements of wellbeing.

Furthermore, the College actively encourages students to be proactive in their own wellbeing journey. This includes adopting self-care practices such as engaging in regular physical exercise, maintaining a balanced and nutritious diet, ensuring adequate sleep, and employing stress management techniques, including mindfulness practices and physical activities.

Moreover, establishing and maintaining robust social connections, actively participating in community engagements, and seeking support when necessary are emphasised as crucial components of a well-rounded approach to wellbeing. This multifaceted strategy ensures that each member of the College community has the tools and support to thrive both individually and collectively.

Residential Advisors and Wardens

The Residential Advisors (RAs) and Flat/Hawker House Wardens at St Mark's College are key to creating a nurturing environment. While helping to uphold the values of the

College, their role extends beyond enforcing College rules and communal responsibilities. They are approachable and supportive, always ready to lend an ear to students who might be facing challenges. By offering guidance and connecting them with the necessary resources, they ensure that their areas within the College are inclusive and supportive spaces for everyone.

- RAs and Wardens are Fire Wardens for the floor or flat block 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 members 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. These kits are located in a communal area of each floor, most often the kitchen, so a student can still access even if their RA is not available. Please, however, notify your RA if you have used something from the first aid kit so that it can be replenished.
- RAs and Wardens hold a master key 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 Advisors

The Indigenous Student Advisor/s at St Mark's College play a crucial role in supporting Indigenous students by providing culturally attuned guidance and ensuring access to resources that facilitate success at university. In 2024, Annie Coffey and Drew Willie hold these positions, offering pastoral care to Aboriginal and Torres Strait Islander students. Their responsibilities extend to student representation and recruitment, as well as external engagement, all of which are elaborated upon earlier in this Handbook. Their approach not only nurtures academic success but also fosters a deeper understanding and respect for Indigenous cultures within the College community.

Duty Tutors

The Duty Tutor is the after-hours point of call for all students.

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

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 (after 5.00pm and before 9.00am) and all weekend.

The Duty Tutor is also in possession of a master key card to assist students locked out of their rooms. Students are reminded to contact their RA/Warden or an RA/Warden in their building or adjacent flat block prior to the Duty Tutor if it is a reasonable time of day

(e.g., do not contact your RA at 2.00am if they are not the Duty Tutor on call for that evening). Fines will be issued to students who make a habit of contacting the Duty Tutor without genuine reason.

In addition to Student Leaders whose roles involve their undertaking Duty Tutor responsibilities, the following students have been appointed as Additional Duty Tutors for 2024:

Ms Ellie Akehurst
Mr Joe Clyde
Mr Oscar Hemmings
Mr Luke MacKay
Mr Zachary Meakin
Ms Charli Nisbet
Ms Olivia Williams

Reasons to call the Duty Tutor include, but are not limited to, being locked out of your room outside office hours when all RAs in your building are unavailable or it is late at night, or to report excessive noise, physical injury, mental health issue, fire alarm, building or property damage, inappropriate behaviour, an individual trespassing on College grounds, or any other issue or concern that occurs outside of office hours.

If the Duty Tutor feels they are not equipped to deal with a particular issue, they will contact the Assistant Dean/Senior Residential Advisor on call or the member of staff on call (i.e., the Dean or Director of Wellbeing).

At all times, one of the Assistant Deans or the Senior Residential Advisor is on call for any more significant issues that may arise. All Duty Tutors are aware of which senior student is on call, and which of the Dean or Director of Wellbeing is on duty. (The Head of College, the Dean, and the Director of Wellbeing all live on site, and may be contacted in the case of an emergency.)

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), UniSA (City East and City West Campuses, 1300 172 996) and Flinders University (Bedford Park Campus, 8201 2118) operate medical clinics, which typically bulk bill for Australian students.

Students are strongly encouraged to have ambulance cover. As part of the College's duty of care, an ambulance will be called in situations where there is relevant concern about a student's safety or wellbeing.

If an ambulance is required for an emergency, ring 000, and then contact the Duty Tutor so that the staff member on call is notified.

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

There will be a nominated first aid officer for all events organised by the College Club Committee, with a first aid kit available for any injuries sustained during events held on College grounds. Similarly, all SAAUCC sporting events are required to have first aid officers from St John Ambulance present, and for a first aid kit and esky with ice to be available to manage any injuries.

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

The College requires that anyone coming onto College grounds must meet its vaccination or other health requirements under the *Health, Safety, and Wellbeing Policy* and its Addendum (Appendix E).

All members of the College are strongly encouraged to observe public health advice on ways to minimise the risk of catching or spreading COVID-19, including through regular washing of hands, other good hygiene practices like covering coughs and sneezes and wiping down surfaces, physical distancing (stay 1.5 metres apart whenever appropriate), and not going out if you are unwell.

All members of the College are reminded that if they test positive for COVID-19 or suspect they may have it, they should notify the Dean of their situation, who will assist with the appropriate requirements for that situation. If a student needs to isolate, the Dean will liaise with others to organise the delivery of meals and ensure support is provided throughout the period of isolation.

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.

Despite having several students studying Medical and Allied Health degrees there is no expectation for those students to provide support and there should be no pressure placed on these students to provide such assistance. If you require medical assistance, please seek support from a qualified health professional. The Dean, Director of Wellbeing, Assistant Deans, Residential Advisors, or any other member of the Student Leadership Team can support you in finding the right support.

Mental health

In the event of a mental health crisis, it is critical to prioritise immediate action. If there is any direct risk to life, your first step should always be to dial 000 for emergency assistance. Once emergency services have been alerted, it is essential to contact a key member of the College's support team promptly. If the incident occurs outside of business hours, the Duty Tutor should be contacted so that the staff member on call is notified.

Following these initial steps, there are various organisations that offer specialised assistance in emergency or crisis situations:

Urgent Mental Health Care Centre: 8448 9100 - 215 Grenfell St Adelaide
<https://www.umhcc.org.au/>

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

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

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

Furthermore, students have the option to access after-hours crisis support through their university's counselling service. This ensures continuous availability of help when needed.

- 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.

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

Absence

If students intend 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 misconduct

St Mark's College will not tolerate sexual misconduct of any kind. Sexual misconduct, such as sexual assault or sexual harassment, is contrary to the values of St Mark's College, and is unlawful. The College expects and urges individuals to act *against* sexual assault and sexual harassment, and has a whole-of-institution commitment to promoting gender equality, respect, diversity, and inclusion.

The College is committed to doing all it can to prevent and, should it occur, respond appropriately to sexual misconduct. The College's values and policies on this are clear, extensive training is provided to students, and appropriate action is taken if the College becomes aware of an issue.

Any member of St Mark's found to have engaged in sexual misconduct will face serious consequences, which are liable to be suspension or expulsion from the College.

Any student who experiences or witnesses sexual misconduct of any sort, 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 to the Head of College, Dean, the Director of Wellbeing, the Director of Learning, Adviser and Special Projects, the Chaplain, or a trusted student leader within the College. Students also have the option of seeking advice from, or making a report to, our external independent support person and consultant, Rebecca Abbott, whose contact details are below. The College takes a trauma-informed approach where support for survivors is paramount and will always be the focus of our approach. Students will be supported if they wish to report or disclose the matter to their university or the police.

External bodies from whom help may be sought, such as Yarrow Place or 1800RESPECT, are listed in the College's "Sexual Misconduct Policy and Response Procedures", which can be found in Appendix F, and in the important contact details listed in Appendix R. The College will facilitate access to such external support when required.

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 the importance of ethical bystander responses, and on compassionate responses to the victims of any sexual misconduct.

All students are required to have completed the "Consent and Respectful Relationships" module prior to their commencing at St Mark's. Links to the module are provided directly to each student by their university, and may be accessed here:

- University of Adelaide: you can access the module via MyUni, or find the link here (under the "MyUni Training (online) tab")
<https://www.adelaide.edu.au/safer-campus-community/training-and-education>
- University of South Australia: you can access the module via the UniSA website here <https://i.unisa.edu.au/students/student-support-services/wellbeing-at-unisa/sexual-assault-and-harassment/online-training/>
- Flinders University: you can access the module via Canvas, or find the link here <https://blogs.flinders.edu.au/student-health-and-well-being/2023/08/29/lets-talk-about-relationships-consent-and-respect/>

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, which may be accessed via <https://www.griffith.edu.au/student-support/counselling/helpful-resources>

In 2022, as part of its commitment to ensuring a culture of respect, inclusion, and safety, the College initiated an independent external review by Professor Catharine Lumby of the University of Sydney of what the College does and can do better to prevent and respond to sexual misconduct. Professor Lumby's report (which is on the College's

website) found that the College's practices are "gold standard", and also made a number of recommendations for further improvement, which the College is implementing in full.

External support person on sexual misconduct

Ms Rebecca Abbott, a social worker with extensive experience in crisis counselling and support for victim-survivors, is as an independent external support person and consultant on sexual misconduct.

Rebecca provides an external, confidential service for any member of the College who has experienced sexual harassment or assault in any context at any time, or who is aware of it, and wishes to report it, or to seek independent advice and support.

While College staff and student leaders are trained in responding to reports of sexual misconduct and remain available to students, Rebecca is an alternative or additional point of support. She may assist you either in handling the matter within College, or in approaches to external agencies (including for counselling).

For anyone who wishes to have such support, Rebecca, as our external consultant, provides an alternative to raising matters within College or going to a fully external agency (such as Yarrow Place, SA Police, 1800RESPECT, or your university), if you would rather not do those things, or want to discuss your options first. She may be approached anonymously.

Rebecca will discuss with anyone who contacts her what, if anything, she may disclose to others. She will observe strict confidentiality other than as agreed with you, or where necessary for your safety or the safety of others.

Rebecca may be reached at abbottws@bigpond.com.

If you have any questions about this, please contact the Director of Wellbeing, Director of Learning, Dean, or Head of College.

Alcohol

The College respects the right of all students who are 18 or over to consume alcohol. Any consumption of alcohol should be done responsibly, and in accordance with the *Student Code of Conduct* (Appendix A) and the *Alcohol Policy* (Appendix G).

It is 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* 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 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; such behaviour can lead to harming oneself 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. Furthermore, at SAAUCC-organised High Table Cup sports under no circumstances are individuals permitted to consume alcohol.

See Appendix G for the full policy.

Drugs

The health, safety, and wellbeing 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. This includes, but is not limited to, events organised by the College Club or a member of the College or College Club Committee, SAAUCC-run events, and events where College merchandise is worn or where there is any other association to the College.

The College encourages individuals to seek assistance, within or outside the College, related to the use of drugs. The College encourages you to start a conversation about the use of drugs with your doctor or other external support such as your university counselling team, as well as seeking support from College staff. If a student is in the process of seeking medical or pastoral assistance, 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 or other professional 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, offering, or dealing of any illegal drug will always be treated as a serious disciplinary and potentially a criminal matter. Strong penalties will apply (ordinarily, expulsion from the College).

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

The Dean (Stuart Meldrum), Director of Wellbeing (Sally Cassidy), Director of Learning (Katrina Stats), and Chaplain (Steve Daughtry) 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 others 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

The College, its staff, and students make extensive use of social media. The College 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; it is, however, a form of publishing with all the legal and ethical responsibilities that follow. All members of the 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 provides valuable tools for communicating, in general 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, Vision and Values*, Student Agreement Terms and Conditions, College Handbook, and other policies.

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

See Appendix L for the full policy.

Security and safety

It is important that all students are always aware and vigilant 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 contributing to 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 (other than on Pennington Terrace) 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.

As mentioned in the Duty Tutor section of the Handbook, the on-call Duty Tutor also does two rounds each evening. The first is between 6.00pm and 7.30pm, ensuring that all external doors are locked, and the second is between 9.00pm and 11.00pm when all external doors as well as the Walkley Driveway gates, Front Gates, and Hawker House gates are locked.

Smart Key Card Lock System

The College has a Smart Key Card system (SAFLOK) 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 by email to Maintenance to have this fixed as a matter of priority.

It is important, if you notice a door flashing red/green rather than green, to notify the Assistant Deans, Duty Tutor (out-of-hours only) or Maintenance as this means the battery is close to being flat. Prompt notification will enable the battery to be changed prior to it going completely flat.

Door light colour meanings:

Flashing Red/Green	Battery going flat – please contact an Assistant Dean, Duty Tutor (out-of-hours only) or Maintenance ASAP
Orange	Incorrect key card being used
Nothing or solid Red	Battery completely flat
Green	Correct key card

For security purposes, key cards must not be shared with visitors.

Lost Key Cards

Due to the importance of effective security measures, it is critical that students advise the Front Office as soon as possible if they lose a key card. If a card is lost when the Front 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, incurring a replacement fee of \$20.00. Those found to be abusing the system (for example, lending their card to a student with different access permissions or someone 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. Please hand any found cards to Front Office staff.

DURING BUSINESS HOURS: If you are locked out during normal business hours, please visit the Front Office for a temporary key card in order to retrieve your card from your room or to have time to search for it. Temporary cards are provided for a short period only and will be deleted from the system should they not be returned. Residential Advisors/Wardens should not need to be contacted for room lock-outs during business hours unless they are already available on the floor. In the event you are returning from

the bathroom and in a towel or otherwise unable to go to the Front Office, a friend may ask the office for a temporary key card.

OUT OF HOURS, BEFORE 10.00PM AND AFTER 7.00AM: 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.

OUT OF HOURS 10.00PM – 7.00AM: If you are locked out of your room in any area of the College, please contact the Duty Tutor unless your Residential Advisor/Warden is readily available on the floor/flat area.

Keys (metal)

In the few situations where the Smart Key Card system (SAFLOK) is not in place, a metal key may be required. For example, each student allocated a space in Hawker House carpark will be provided with a metal key to access the carpark gate.

Students issued with a metal key will have a \$70.00 bond charged to their account, which will be refunded when the key is returned to the Front Office at the end of the year. Please keep the key safe and secure, but if you do lose it, notify the Front Office and a replacement key will be provided at a cost of \$70.00. If a key is lost, the College may be required to have the locks rekeyed and new keys issued, hence the \$70.00 bond and replacement cost.

Master Key Cards

A master key card is issued to a very limited number of senior individuals and is only to be used for specific purposes. Any individual in control of a master key 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. The privacy lock is intended for use when the student is in their room. When the privacy lock is activated, no other key card, including the Residential Advisor and Duty Tutor master cards, will open the door aside from your own. If you accidentally lock yourself out when your privacy lock is activated, you will need to contact the Dean or Assistant Deans 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 Key Card system enables the College to interrogate door locks and review 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, doors, and windows to maintenance via the portal or by sending an email to maintenance@stmarkscollege.com.au.
- Ensure that windows are locked when the room or flat is unoccupied, particularly if living in a ground floor room.

Corridors and Bathrooms

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

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

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 always be observant and careful.

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 and fire alarms

All students should be familiar with the content of the Fire Safety Notice placed near room doorways (most commonly on the back of each individual's door) and in common areas.

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

- Smoking and vaping are not permitted in any area of the College except for in the designated smoking area, which is situated near the New Cain/New Abel flats.
- 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, which can set off fire alarms and cause fires, are not permitted in bedrooms or communal areas except on High Table during Formal Hall.
- Alarms can occasionally be triggered by steam in bathrooms, so it is important that exhaust fans are switched on when students are taking showers.
- Sprays, such as deodorant and hair sprays, can also set off fire alarms, and care must also be taken to prevent them doing so (including use of exhaust fans in bathrooms).

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 that 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 (MFS), result in fines to the value of the MFS call-out fee (approximately \$800.00). Where such an alarm is triggered from an individual room or flat, the occupant/s of the room or flat is/are liable to be required to pay the amount of the fine. Where the person responsible for triggering an alarm in a public area can be ascertained, they 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 is liable to be required to pay the fine.

It is important to note that in the case of a fire, lifts are not to be used. If you are in the East Wing (including the Allister McLeod Gymnasium), the Learning Commons, upstairs in Downer House, or the multi-level carpark, stairs must be used to exit.

Fire Drills

Fire drills will be held from time to time, and it is compulsory for all students, visitors, contractors, and staff on College grounds to participate in these. When evacuating buildings, assemble at the designated locations (listed below) immediately to facilitate the process of ensuring that the evacuation from buildings has been successfully completed. When evacuating, 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 always have responsibility both for their own safety and the protection of others, 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	Main Driveway
Hawker Annex	College Green to northeast 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 & Deanery	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.

Only students who are undertaking or are about to commence full-time on-campus study at Bachelor degree or higher level at the University of Adelaide, the University of South Australia, or Flinders University will be eligible to become or remain a resident member of the College.

Fees

Accounts

When completing your contract for 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 regarding 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 residential fees and other sundry purchases. Accounts left unpaid at the end of an Agreement will be forwarded to a debt collection service for recovery. Any associated fees are added to the outstanding debt amount.

Students, other than approved short-term or one-semester contracted students, are required to 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 a genuinely high-quality residential academic community. These are reasons why the College insists on a full-year residence for most of our members, making exceptions only for certain specified one-semester students, usually students commencing or graduating mid-year, international students on short-term study trips, or Australian students going overseas on study abroad/exchange (e.g., through the New Colombo Plan).

Being a resident student of the College is subject to completion of the abovementioned Student Agreement.

Costs

The College is a not-for-profit entity. The fees it charges depend upon the expenditures it incurs, less the income it earns from conferences and other sources. Increased expenditure from the destruction, defacement or other damage of College property, wastage of water, electricity or food, littering, etc., ultimately leads to increased fees which disadvantages everyone. Similarly, the removal and non-return of crockery and cutlery from the Dining Hall results in the College Club incurring replacement costs, and put upward pressure on College Club fees. All members of the College are asked to help reduce the upward pressure on College and College Club 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, thereby 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 second or later year students. Groups of rooms are serviced by a common bathroom and a utility room which has a fridge, microwave, and kettle. Automatic washing machines, clothes dryers (\$1.00 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 items, such as couches or armchairs, are not permitted to be brought to the College. Students are invited to make their rooms more personal and cosier by bringing their own rugs, bedcovers, wall hangings, etc. Furniture provided by the College in a room must remain in that room. Students 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 that could damage paint work etc. should not be used. Any damage will be billed to the resident student. Rooms are inspected by staff before occupation each year and the condition of the room and its

contents is noted in an inventory report for each room. 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 residency bond 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 \$150.00 per chair
Clean carpet	from \$200.00 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 may be inspected by an Assistant Dean, the Dean, or a staff member on the Property team at the end of each semester, or as the need arises. 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.

Please note that technology that requires Wifi extenders such as Google Assistants, Chromecasts, Apple HomePods etc. or Smart Home appliances such as Smart Lights, Smart Clocks or Smart Cameras will not work on the College internet system and are therefore not permitted at College. Technology like this can cause too much strain on the College network and our main priority is having the fastest internet possible for College students to use for their study purposes.

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 that ensure that electrical items are not being used when the resident student has left the room.

Any electrical appliances brought into the College must be in a safe condition. Items older than two years old should be tested and tagged. During first semester, the College will provide a “Test and Tag” service in the Dining Hall where students should bring any electrical items that require testing. Any items not done at the designated opportunity will need to be arranged by the student at their own cost.

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, or unless it is necessary in the judgement of the College to move a student from one room to another. Applications from students for changes to room allocations during the year will not be considered by the Dean except under exceptional circumstances. An application for such a change should be made in writing to the Dean.

Towards the end of each year in the College, students who are applying for readmission for the following year are given the opportunity to submit building and room preferences to the Dean to assist with the allocation of rooms. Preference submissions are no guarantee of allocation of 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.

When allocating rooms and flats, the Dean considers the number of Room Points earned by each student, along with relevant factors such as documented health or disability needs, or the need for balance.

Room Points can be earned in four categories, each of which has an overall cap of maximum points. 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 considered by the Dean when making allocations, specifically:

- the past behaviour of an individual student
- 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 or State/country of origin, school, course of study, etc.)
- incumbency (i.e., students who choose the room they occupied the year before)
- particular health or disability needs.

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 ServiceFM 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.

A student is welcome to leave their bin outside their room on the scheduled day if they do not wish to be disturbed by the cleaner. They should return it to their room once emptied.

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. Any complaints relating to room cleaning should be referred to the Property Manager or Assistant Deans in the first instance. The Business Manager can be contacted should the issue remain unresolved.

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. There are vacuum cleaners in Newland, Memorial, and East Wing. The Duty Tutor also has access to basic cleaning supplies and a spill kit.

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 removing laundry from the washing machines and dryers in a timely manner, or risk your items being removed by other users.

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

At the conclusion of the academic year, it is expected that all students leave their room or 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 Storage 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.

Students are expected to remove their belongings during summer and store them off site. At the discretion of the Dean, some storage space may be made available for students who apply. Students are warned, however, that any belongings stored in College over the break are stored at the owner's own risk, and must be labelled clearly with your name. Towards the end of the academic year, an email or other correspondence is likely to be sent to all students with an option to apply for onsite storage.

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 via the student portal or by email to maintenance@stmarkscollege.com.au. 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 and put budgetary pressures on the College that ultimately impact all students. Where there is damage to a room not attributable to fair wear and tear, the residency bond paid by the resident student 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 key 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 strongly recommended students are covered by ambulance cover in case of need. As part of the College's duty of care, an ambulance will be called in situations where there is relevant concern about a student's safety or wellbeing.

Information Technology

Resident students have access to the College network. Access to the Internet is in accordance with the College's *IT Facilities 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 excessively high. Excessive data usage will automatically 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 \$0.10 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 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

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, staff, and others can live, learn, and thrive together harmoniously and with dignity in accordance with St Mark's values.

St Mark's is a values-based community, and the *Vision and Values* of the College are set out in Appendix D.

All St Mark's College students must act in accordance with those values, this Code, and all College policies and expectations, as well as any code of conduct issued by the student's university.

The Code itself only covers in detail some aspects of behavioural expectations, and others are covered more fully in other policies and statements (such as on sexual misconduct, hazing, alcohol, and drugs), by which all students are bound. It is central requirement of this *Code of Conduct* that members of the St Mark's College student community must observe all College policies, guidelines, and expectations (as amended from time to time), including any special requirements arising from public health emergencies (such as a pandemic) or other circumstances.

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, sexual orientation, race, religion, disability, marital status, or any other attribute. St Mark's College has a whole-of-institution commitment to promoting gender equality, respect, diversity, and inclusion, and expects this to be reflected in the behaviour of all members of the College.

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.

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 or disrepute upon themselves, upon others or upon the College. 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.

Students are expected to act in accordance with the policies of their university, including respecting academic integrity. Where a student is found by their university to have acted in breach of university policies, including with regard to academic integrity, the College will consider appropriate action (such as disciplinary action) it may take in that situation.

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. These sections apply in conjunction with other College policies, guidelines, and expectations, such as the College's zero-tolerance approach to sexual misconduct, and its policies on alcohol, drugs, and hazing; and with the College's Behaviour Management Policy (Appendix B).

Misconduct that will result in behaviour management interventions in accordance with the College's Behaviour Management Policy 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 misconduct, such as 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, including through gossip and rumours, and comments on, for example, an individual's body shape, size, colour, or eating/meal preferences;
- inappropriate use of master key cards;
- any illegal behaviour, including but not limited to:
 - possession of, use of, or dealing in illegal drugs, 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, damage, or disturbance 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 any of the College's policies, including:
 - Sexual Misconduct Policy
 - Alcohol Policy
 - Drug Policy
 - Anti-Hazing Policy
 - Social Media Policy
- any action which endangers the safety or welfare of College members or others, or risks damaging the College's reputation;
- trespass into another college, or causing damage or disturbance in another college;
- the possession or consumption of alcohol at SAAUCC sporting events, or offensive signs or chants at such events.

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 or the Late Meals Room;
- 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);
- display of inappropriate materials;
- 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 and Values*.

Sexual misconduct

St Mark's is deeply committed to ensuring a safe and respectful environment for all, and has a zero tolerance approach to all forms of sexual misconduct, such as sexual harassment and sexual assault.

Any member of St Mark's found to have engaged in sexual misconduct will face serious consequences, which are liable to be suspension or expulsion from the College.

All members of the College are bound by the College's "Sexual Misconduct Policy and Response Procedures", which is at Appendix F of the College Handbook.

Hazing

As part of its commitment to ensuring a safe and respectful environment, and to upholding respect and dignity for all, the College does not tolerate hazing in any form.

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*.

All members of the College are bound by the College's "Anti-Hazing Policy", which is at Appendix I of the College Handbook.

Noise

All students 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, or play console games etc. at a level which is higher than the confines of their room allow should use headphones. 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 SWOTVAC 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 persistently disturb other students.

Students are expected to regulate their 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, for the courtesy and consideration of our neighbours. As noted elsewhere in the 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 students' rooms or elsewhere in the College 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.

Students are 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, the Director of Wellbeing or 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 or other 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 asked for permission. Impromptu parties should not be a regular occurrence. Failure to seek the approval of the Dean or an Assistant Dean for 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, SWOTVAC 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 these periods are considered a serious breach of the Code.

If a student would like to use one of the common areas of College (e.g., the Junior Common Room, the College Green) for a party/social gathering, a request must be made to the Dean at least 72 hours prior.

Alcohol

Students who are at the College and over the age of 18 are legally entitled to purchase and consume alcohol. Any service or consumption of alcohol must be done responsibly.

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 have 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 College's *Alcohol Policy* (Appendix G) is adhered to and enforced. The aim of the Policy is to encourage students to make informed and responsible choices about the use of alcohol.

Consumption of alcohol at St Mark's College must be seen in the wider context of community 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 considerable harm to oneself and/or others.

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

Smoke-Free Campus

St Mark's College encourages 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

Smoking (including e-cigarettes and vaping – see next section) is not permitted on College grounds, except for within the designated smoking area (outside the New Cain and New Abel flat block – map below). Smoking is not permitted on the balconies of flats, or in the courtyards at the rear of the 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 who reside nearby).

If using the designated smoking area, it is important to keep this area clean and tidy. This includes placing butts in the tin provided and not leaving the area under any circumstances whilst smoking. The designated smoking area has been introduced in part to ensure student safety (as well as consideration for our neighbours) so that students who do choose to smoke do not sit on the side of the road or near neighbours' fences to partake. If this privilege is abused, the designated smoking area may be revoked.

The College actively supports students who want to stop smoking. Please visit <https://www.quit.org.au> or speak with the Dean or Director of Wellbeing for advice and support.

E-cigarettes/vaping

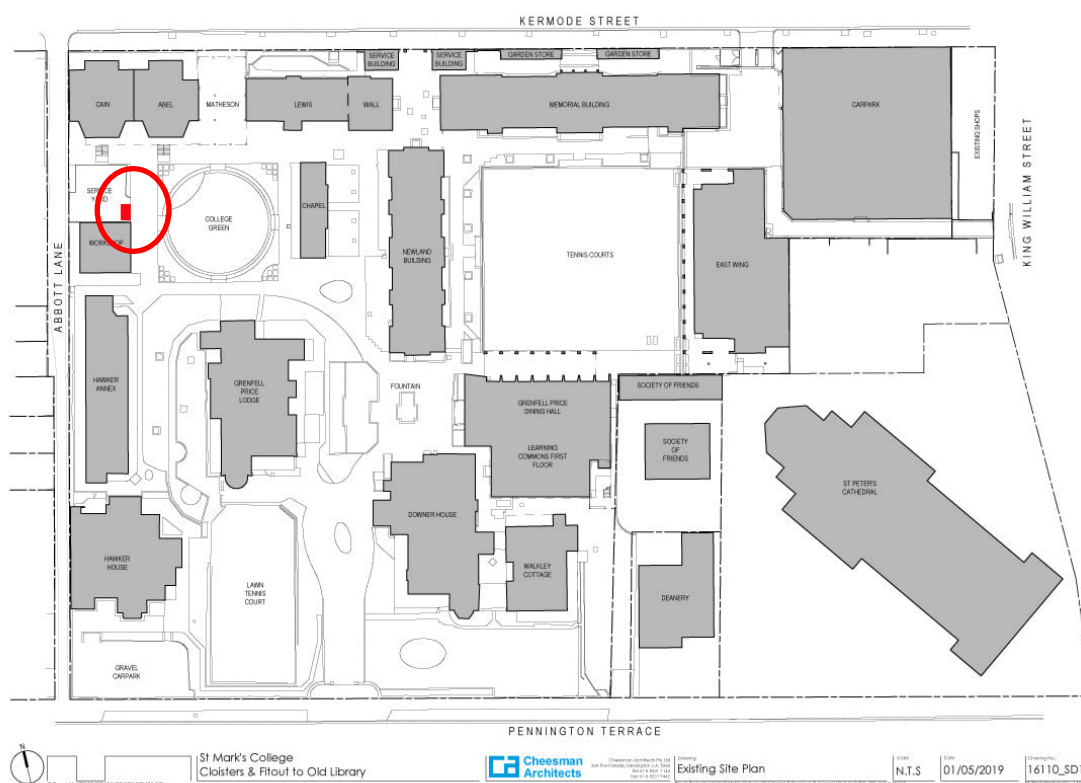
As with smoking cigarettes, the use of e-cigarettes/vapes is not permitted on College grounds other than the designated smoking area. They are also not permitted at College or College-associated events. Students are asked to respect the rights of others by not using e-cigarettes or vaping immediately outside entrances to the College, as this can affect other members of our community (including those who reside nearby). Failure to comply will also result in consequences as provided for in the *Behaviour Management Policy*.

We are all aware of the harmful effects of smoking and nicotine, but there is a common misconception that vaping without nicotine is merely harmless water vapour — in fact, it's an aerosol made up of toxic particles. The liquid is heated into an aerosol, or vapour, and inhaled into the user's lungs, which has harmful health effects for not only the user, but for others who inhale the vapour second-hand.

The Lung Foundation of Australia has developed a variety of educational resources relating to vaping and e-cigarettes, with more information available at <https://bit.ly/lungfoundation>.

Importantly, both vaping and smoking cigarettes indoors can set off the smoke detector alarms. This is liable to lead to considerable cost to anyone setting off a fire alarm, incurring the cost of a Metropolitan Fire Service (MFS_ call-out (approximately \$800).

Image: Location of designated smoking area in the northwest corner of the College



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.

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 would like to have a friend or family member stay over, please let the Dean and your RA/Warden know prior to their arrival.

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). If you have guests to a meal at the 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 these 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 any 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.

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.

Dress that may reasonably be considered offensive to others (e.g., because it disrespects, mocks, ridicules or belittles their gender, gender identity, sexual orientation, ethnicity, or other attribute) is not permitted.

Breaches of the Code

Successful community life in College depends on the respectful, responsible, and cooperative conduct of everyone who lives here. Behaviour management interventions may be required from time to time when students exhibit unacceptable behaviours.

On taking up a place at the College, students are asked to agree to the statement of *Vision and Values*. This indicates that they will abide by the College's expectations of acceptable 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 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 student from being granted readmission to College (which is at the absolute discretion of the Head of 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. An unauthorised activity is any activity requiring authorisation which has not been

authorised by the Dean or an Assistant Dean. Students involved in such activities are liable to be subject to consequences such as 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.

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 readmission

Students are asked to apply for readmission to the College for the following year in the latter part of Semester 2. Readmission to the College is at the absolute discretion of the Head of College. It should be noted that a record of poor conduct, unsatisfactory academic progress, or other unsuitability for living in the College is liable to prevent a student from being granted readmission to the College, or may require conditions attached to continued residency or readmission.

Only students who will continue to undertake full-time on-campus study at Bachelor degree or higher level at the University of Adelaide, the University of South Australia, or Flinders University will be eligible for readmission to the College.

The College Board has determined that a student will not be readmitted to residence from one year to the next if their fees for the prior year/s have not been paid in full, or an arrangement for their payment made to the satisfaction of the Business Manager, Head of College, and Chair of the Finance and Risk Committee. Readmission is otherwise 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:

- Head of College, Professor Don Markwell AM
- Dean, Mr Stuart Meldrum
- Director of Wellbeing, Ms Sally Cassidy
- Director of Learning, Dr Katrina Stats

Statement of Commitment

St Mark's College is an adult living and learning environment for students and senior members of the College based on a culture of respect, inclusion, safety, and dignity for all.

Successful community life in College depends on the respectful, responsible, and cooperative conduct of everyone who lives here.

To ensure this, students are required to adhere to the College's *Student Code of Conduct* (Appendix A), *Vision and Values* (Appendix D), and other policies and expectations of the College.

Behaviour management interventions may be required from time to time when students exhibit unacceptable behaviours, contrary to these requirements, or are unable to progress in their studies.

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 resident student 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 safety, and any conduct and behaviours that disrupt that harmony and safety 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.

Any conduct contrary to the *Student Code of Conduct*, *Vision and Values*, or other College policies (such as those on sexual misconduct, hazing, alcohol, and drugs) is liable to result in behaviour management interventions.

Most behavioural issues will be dealt with under this policy, with reference to other policies as appropriate. Instances of alleged sexual misconduct will be considered under the “Sexual Misconduct Policy and Response Procedures” (Appendix F of the Handbook).

The College will ordinarily accept and act as appropriate on the outcome of a disciplinary investigation or other relevant process by another body (e.g. a student’s university or employer).

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.

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, or being prevented from nominating for a student leadership position
- suspension
- expulsion
- banning from College property and College-related activities.

Students may also be subject to behavioural contracts and placed on probation, and other reasonable measures (such as being banned from consuming alcohol for a period of time) may be taken.

Warning

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

Fine

A monetary fine may be issued in relation to inappropriate behaviour or breaches of the *Student Code of Conduct* or any rules or policy of the College. This fine is to be paid to the College as negotiated with the Dean. This may be required in conjunction with other consequences, depending on the circumstances.

Failure to pay a fine as directed is serious misconduct.

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.

Failure to undertake and complete community service as directed is serious misconduct.

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. Failure to make restitution as directed is serious misconduct.

Removal from student leadership position, or being prevented from nominating for a student leadership position

Student leaders, whether appointed or elected, who commit serious misconduct or whose actions are inconsistent with the values of the College are liable to be removed from their position by the Head of College, most especially if their behaviour impacts their capacity, or perceived capacity, to undertake the responsibilities of their role, which include upholding the values of the College.

Students who commit serious misconduct or whose behaviour is inconsistent with the values of the College may be precluded from nominating for, or being elected or appointed to, a leadership role.

Suspension

Suspension involves termination of resident student status at the College for a specified time period. During this time, the student is only permitted onto College grounds with prior approval from the Dean or Head of College, and must not take part in any way in any College or College-associated activity, including off-site and online. Suspension does not mean automatic return to College at its conclusion. Suspension may be lifted or extended, or expulsion may follow.

Expulsion

Expulsion involves termination of membership of 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 or take part in any events or activities associated with the College for a period determined by the College (which may be indefinite).

Expulsion is likely in cases of serious misconduct such as sexual misconduct, or dealing in, offering, or promoting illegal drugs.

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).

Principles

Except as provided for in other policies or as required at the discretion of the Head of College, the following principles will apply in the event of a behaviour management intervention being required:

- 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 the 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 which may have disciplinary consequences.
- During any investigation, the College will offer pastoral support to any students directly involved.
- 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.
- Where a penalty is imposed, decisions will ordinarily 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.
- The terms of a suspension will involve exclusion from the College buildings and grounds, and from all College-related activities, including off-site and online. 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 (which is likely to be through a sub-committee of the Board), and inform the relevant student(s) and the Head of College.
- Appeals to the Board are likely to succeed only if it is shown that there was a significant problem with the process applied, or a review on the merits shows that the decision was plainly wrong, or the penalty clearly disproportionate to the offence.
- Outcomes of an appeal to the Board may include a reduction, maintenance, or increase of any penalties applied.

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 complaints 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 Wellbeing
- Director of Learning
- Adviser and Special Projects
- 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.

For sexual misconduct, there is also an independent external support person, Rebecca Abbott, available; refer to the College Handbook and “Sexual Misconduct Policy and Response Procedures” (appendix F of the Handbook) for details.

Other services external to the College include:

[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 misconduct, 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.

Policy updated: January 2024

Policy authorised by: Head of College

Date to be reviewed: January/February 2025

APPENDIX C: Student Agreement Terms and Conditions

ST MARK'S COLLEGE STUDENT AGREEMENT TERMS AND CONDITIONS 2024

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 2024; and
- The College Fees & Charges 2024 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's 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 their 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 allocated room and has access to common areas of the College but does not have exclusive possession of the premises or any part of it. Room allocations are made at the discretion of the College, and students are not guaranteed a specific room, although reasonable effort will be made to accommodate accessibility requirements and as much as practical student preferences will be taken into account (e.g. as outlined in the returning student room allocation preference system detailed in the Handbook). It may be necessary initially to allocate a temporary room and require a student to move when a longer-term room becomes available.

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. The student should ensure they have their own insurance for their personal property where appropriate.

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. A minor student will be required to sign to affirm the Agreement when they turn 18 years of age.

The College requires certain health requirements to be met prior to a student coming into or returning to residence.

1. DURATION OF THE COLLEGE YEAR

The “College year” is 40 weeks and acceptance of a place at the College is a commitment by the student, their billing contact and guarantor 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 by the College 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 College 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 (copied to the Dean and Admissions Officer) as soon as possible.

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 accepted 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 25 January 2024. Where termination is notified by 5.00pm on 25 January 2024 in accordance with this clause, the security deposit of \$250 (**Security Deposit**) will be refunded to the student, however an administration fee of \$250 (**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 5pm on 25 January 2024 will be responsible for all fees and charges under this Agreement for a minimum of six weeks from the date of advising the Head of College in writing (CCed to the Dean and Admissions Officer) of their intention to withdraw or their departure date (whichever is the later) and unless and until such time (if any) that the College can find a replacement student. (Note: a replacement

student is a new enrolment to the College, where the offer of a place was made to the replacement student after the departing student's statement of their intention to withdraw, and the offer was made to fill the departing student's vacated place; the order in which any vacant places are filled will be at the absolute discretion of the College.) 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 25 January 2024.

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 Admissions Officer) 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's liability will be limited to an additional six weeks of College fees from the date of stating in writing to the Head of College (CCed to the Dean and Admissions Officer) their intention to withdraw or the date of departure (whichever is the later).

For any early withdrawal, 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 or adherence to health requirements).

The Head of College has absolute discretion to terminate the Agreement of any student who commits serious or sustained misconduct, or fails to respond adequately to guidance or counselling in relation to behavioural problems, or is otherwise deemed unsuitable for living in the College community, or if the College becomes aware of information which, if known before the offer of a place was made, would in the judgement of the Head of College have led the College not to offer a place.

All students in 2024 will be asked to pledge their commitment to the Living Document of Values, a student-written statement of shared values and behaviours, and an unreasonable refusal to make or honour such a pledge will be grounds for termination of this Agreement by the College.

The College may also terminate an agreement in writing immediately if a student fails to enrol in, and remain enrolled in throughout the duration of their contract, an approved academic programme, unless a written exemption is obtained from the Head of College in advance. To be considered in an approved academic program, the student must be studying in a full-time, campus-delivered, Bachelor level or higher degree programme at the University of Adelaide, University of South Australia, or Flinders University.

The College may also terminate an agreement in writing immediately if a student fails to meet any of the conditions outlined in the student's letter of offer.

If the Agreement is terminated under this clause:

- the student, billing contact and guarantor 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 should the College replace the student and is not obliged to fill the place if no suitable applicant is apparent. A replacement student is a new enrolment to the College, where the offer of a place was made to the replacement student after the departing student's withdrawal to fill the departing student's vacated place.

The College also reserves the right to terminate this agreement on reasonable terms should it become unable to offer continued residence should the accommodation facilities become uninhabitable due to 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 (or, in the event of a single-semester contract, from one semester to the next) is at the absolute discretion of the Head of College and is not guaranteed or automatic. Decisions about readmission in the following College year (or, in the event of a single-semester contract, a following semester) will include consideration of whether the student has (unless exempted from a requirement by the Head of College):

- observed all rules and conditions as stated in the College Handbook and in this Agreement;
- attained a satisfactory pass rate in their academic studies, and adhered to all requirements relating to academic participation (e.g. attending scheduled Learning and Wellbeing Reviews, complied with conditions of any Academic Probation);
- met all payments of due accounts;
- enrolled in an approved academic programme, as outlined in Section 2.2, for the duration of the new contract period ; and
- completed the relevant application process by the specified due date.

A decision about readmission, including after termination of a student's Agreement, will at the absolute discretion of the College take into account whether or not the student is suitable for membership of the College, including an assessment of the student's behaviour/s and their impact on the College community, and including risk to others.

4. ST MARK'S VALUES, CODE OF CONDUCT, POLICIES AND GUIDELINES

4.1 Values

The College is a values-based educational 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 among those conducts which are wholly unacceptable within the College or the wider community:

- offensive language or behaviour, including sexist, racist, homophobic or transphobic language or behaviour, or public or publicly visible nudity;
- sexual misconduct of any kind (such as sexual harassment or sexual assault);
- harassment of any kind, including victimisation and online harassment;
- behaviour inconsistent with the responsible service and consumption of alcohol;
- excessive noise and anti-social behaviour;
- 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, or threatening behaviour, including through gossip and rumours;
- any illegal behaviour, including but not limited to:
 - possession of, use of, or dealing in illegal drugs;
 - assault, or any form of violence;
 - 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, including moving or blocking surveillance cameras on the College grounds;
- the possession of a firearm or any device created to cause injury or menace;
- any action which endangers the safety or welfare of College students or other persons or risks damaging the College's reputation; and
- other breaches of the Code of Conduct or College values, policies, or guidelines.

The student is required to notify the Head of College immediately if they are charged with and/or found guilty of a crime, or if they have engaged in or are accused in any context of engaging in any form of sexual misconduct (e.g. sexual harassment, sexual assault) or other form of serious misconduct (e.g. bullying, harassment, threatening behaviour, assault, racist behaviour, homophobic or transphobic behaviour, sexist behaviour, criminal conduct), or if they are dismissed from any form of employment (paid or voluntary) for any form of misconduct. Failure to notify the Head of College will be considered a form of misconduct.

By entering into this Agreement, the student acknowledges and agrees that they will abide by the College's expectations of acceptable behaviour, including the College's values and 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.

Unsatisfactory conduct may prevent a student from being granted re-admission to the College at the College's absolute discretion, 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 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, No Hazing Policy, Sexual Misconduct Policy) in place which set out the specific rules and guidelines in respect of some 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 always act 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 the 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, in accordance with its policies.

5. OTHER ACKNOWLEDGEMENTS

5.1 Health requirements

The student acknowledges that in exceptional circumstances such as severe illness or hospitalisation, parents, guardians, the student's nominated next of kin or nominated emergency contact may be contacted by the Dean, Director of Wellbeing, or nominee. Where a student has indicated that other matters can be discussed with nominated

people, the Dean, Director of Wellbeing, or nominee may undertake to do so in the best interests of the student.

Further to any requirements outlined in any of its policies, including the Health, Safety, and Wellbeing policy, the College may direct that certain health requirements need to be met, such as vaccinations, prior to a student coming into or returning to residence, or for their remaining in residence. The College may also introduce new health requirements once a contract has commenced, where in its judgement they are required to help maintain a safe environment. Failure to provide evidence of having met health requirements or provide documentation of a valid exemption may result in the termination of the Contract, as outlined above.

Students are required to follow any directions from the College related to health and safety, including instructions to isolate or quarantine if required for the health and safety of the individual and/or the community. Students are also required to follow any directions issued by SA Health, SA Police, their university, or other relevant authorities.

5.2 Further acknowledgements

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 in contravention of 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 which 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.

The student acknowledges that throughout the year photographs and videos are used to document events at College, and that these images may be used for promotional, news and archival purposes and in St Mark's publications. If the student does not want their image used for these purposes, they must notify the Admissions Officer in writing.

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 residence 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 and Values

St Mark's College is a vibrant, values-based residential academic community in which university students live, learn, and thrive together, with their all-round education enriched by a range of academic, cultural, sporting, spiritual, and social activities, and community service, and by academic and wellbeing support of a high quality.

St Mark's aspires to offer its students the best university educational experience possible in Australia, and to making it increasingly comparable with the best in the world – a university experience grounded in the pursuit of academic excellence, collegiality, and service.

The College is committed to actively encouraging academic excellence and supporting career preparation, and to promoting student wellbeing and belonging in a safe, respectful, diverse, and inclusive community which encourages a lifelong commitment to service to others.

It is committed to being a community in which all people are respected, included, and safe regardless of gender, gender identity, sexual orientation, nationality, ethnicity, or other factor.

Our values: These values guide our behaviour and choices in all things: respect, excellence, inclusion, integrity, service, and community.

At the heart of our values are emphasis on:

- promoting academic excellence
- respect and dignity for all, and
- community service, both within the College community and in the wider community.

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

- Promotes intellectual enquiry and rigour, a love of learning and a culture of continuous improvement
- Supports the 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.

In 2024, all students will also be asked to pledge their commitment to the Living Document of Values, a student-written statement of shared values and behaviours and to honour that pledge. The core values in the Living Document of Values, which all members

of the College are expected to uphold, are: integrity, collegiality, respect, growth, and generosity.

The values stated above 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 the 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.

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;
- Calling out behaviour that is unacceptable (e.g. sexual misconduct);
- Having the moral courage to speak up about an issue that you feel passionately about, even though your perspective might not be that of the majority;
- Contributing to community service activities that help people in need;
- Helping to promote the camaraderie, passion and pride that makes the St Mark's community unique by supporting other Collegians, whether academically, on the sporting field, or on the stage;
- Making a network of great friends amongst people who come from places 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. These include having the courage to speak up when you see something wrong, and living up to the challenge of community living.

St Mark's College requires all members to act against sexual misconduct (such as sexual harassment or sexual assault). Each member of the College is valued, and has responsibility for themselves, and for others. It is important that any harassment or assault is not ignored. Being under the influence of alcohol does not excuse inappropriate or irresponsible behaviour. Studies show that most harassment continues and often

worsens. The first step is recognising it for what it is. If you are unsure, talk to an appropriate person about the incident or series of incidents, and the way it made you feel. Please refer to the College's policy and procedures on sexual misconduct for more information on responding to and reporting inappropriate behaviour and support available.

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, where circumstances permit, to try to resolve issues with one another. 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 or 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.

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:

- threaten anyone;
- bully anyone in any way, including on-line and through social media;
- sexually harass or assault anyone;
- display racial, religious or ethnic intolerance, or intolerance on the basis of sexual orientation or gender identity;
- show disrespect to the privacy of others and to enter another person's room without permission;
- assault anyone;
- behave inappropriately after excessive use of alcohol;
- damage individual or community property.

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

In accepting responsibility for the consequences of their 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 and in the media.

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 wellbeing of people in the community, the Head of College will act as appropriate to ensure that protection.

One of the great strengths of St Mark's is the positive ways its values have been lived and have evolved over generations. Living in accordance with our community values helps enable the best possible College experience for all.

APPENDIX E: Health, Safety, and Wellbeing Policy

(In accordance with the Regulations of the *Work Health and Safety Act 2012* (SA) and *Work Health and Safety Regulation 2012* (SA) and other legislation as appropriate)

Introduction

St Mark's College is committed to ensuring the health, safety, and wellbeing of its staff and other workers, students, and visitors. The College is committed to providing a safe environment and expects staff and other workers, students, and visitors to the College to view safety 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 risks and 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 2012* (SA) and associated legislation. Officers of the College, including members of Board, the Head of College, the Dean, the Director of Wellbeing, the Business Manager, the Property Manager, other staff, student leaders and others all have a key responsibility to ensure the health, safety, and welfare of staff and other workers, students, and visitors to the College. To fulfill 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 College's requirements.

St Mark's College is committed to:

- proactively taking positive duty measures to prevent sexual harassment or assault
- 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 manage an emergency response
- providing adequate facilities to protect the welfare of all employees, students, and others in the workplace
- 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 appropriate Personal Protective Equipment (PPE)
- following all SA Health advice whenever practicable, particularly during a pandemic or other public health emergency.

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 of 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, incident, or near miss via the incident management system;
- 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 of 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 2012* (SA) 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 any accident, incident, or near miss to via the incident management system;
- 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; and
- report all accidents, incidents, or near misses to the Dean of St Mark's College.

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 sub-contractors are considered to be workers within the College environment, as defined within the *Work Health and Safety Act 2012* (SA). 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

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. They comprise:

[WHS Act 2012 \(SA\)](#) and [WHS Act Regulations 2012 \(SA\)](#)
[Approved Codes of Practice in South Australia](#)

Asbestos register

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

Policy updated: January 2024

Policy authorised by: Head of College
Date to be reviewed: January/February 2025

Health, Safety, and Wellbeing Policy Addendum

Pandemic Conditions – Infection Control Measures, including Vaccinations

Effective from 27 January 2022 (updated annually)

St Mark's takes seriously its duty of care for the health and safety of students, staff, and others at the College, including its obligation under Workplace Health and Safety legislation to protect the health and safety of workers and other persons at the workplace. This includes a commitment to providing and maintaining a work environment that is without risks to health and safety, or to minimise such risks.

To eliminate or to minimise the risks of infection during pandemic conditions, St Mark's has issued this policy addendum relating to measures for infection control, particularly under pandemic conditions.

Infection Control - General Measures

Board members, staff, students, contractors, and other visitors to St Mark's are required to observe general infection control measures, as recommended by SA Health at the time, intended to prevent the spread of infections including, but not limited to, COVID-19. Such measures include promoting good hygiene, and social distancing and wearing masks in certain circumstances.

Infection Control – Vaccinations

Being adequately vaccinated against COVID-19 and any other infection of concern, particularly under pandemic conditions, as recommended by SA Health at the time, is a necessary element of taking all reasonable care to protect the health and safety of Board members, staff, students, contractors, and other visitors to St Mark's.

St Mark's believes it is reasonable to require that staff as well as students and others be adequately vaccinated as required at the time due to the nature of College, including as a workplace providing essential services in a residential context where social distancing is not always possible and where an infection would likely spread very rapidly, given close living quarters and shared facilities, including dining facilities. Further, some of our students are immuno-compromised and many of our students (such as medical, allied health, teaching, and other students) have contact with vulnerable sections of the population, increasing the risks to others in the event of an outbreak. Staff have close contact with students, making it reasonable to require vaccination for both groups in addition to contractors and other visitors. A number of our staff are in vulnerable categories (e.g., due to age or compromised health). In short, the College believes the duty of care to its students and staff makes it reasonable to require vaccination in line with SA Health recommendations at the time.

Accordingly, only people appropriately vaccinated against any infection of concern may enter the grounds of St Mark's College, unless a legitimate, documented medical

exemption applies. The College also strongly encourages any boosters recommended by SA Health.

St Mark's may require proof of vaccination status or proof of medical exemption, if applicable.

This requirement extends to any infection identified by SA Health as being of concern at the time.

Failure by staff to comply with this (or any other) policy may result in termination of employment.

Infection Control – Other Measures

As pandemics or other public health emergencies or similar conditions can lead to rapidly evolving requirements, St Mark's reserves the right to amend this policy without notice at any time.

Addendum created: December 2021

Addendum authorised by: College Board

Date reviewed: January 2024

APPENDIX F: SEXUAL MISCONDUCT POLICY AND RESPONSE PROCEDURES

If you need help or support, contact one of more of the following:

- Head of College, Professor Don Markwell AM
- Dean, Mr Stuart Meldrum
- Director of Wellbeing, Ms Sally Cassidy
- Director of Learning, Dr Katrina Stats
- Adviser and Special Projects, Dr Rachel Buxton
- Chaplain, Rev'd Canon Stephen (Steve) Daughtry
- the independent support person on sexual misconduct, Ms Rebecca Abbott, who may be reached at abbottws@bigpond.com
- any of the external services listed at the end of this Policy, including Yarrow Place Rape and Sexual Assault Service: 1800 817 421 (toll free in SA). Yarrow Place provides a 24-hour crisis response service (medical and counselling services for recent sexual assault), professional counselling and the collection of forensic medical evidence upon request.
- National Sexual Assault, Domestic Family Violence Counselling Service 1800RESPECT (1800 737 732)
- SA Police: 000 (emergency), 131 444 (non-emergency)

OVERVIEW

St Mark's College is committed to fostering a safe, welcoming, respectful, and inclusive environment for all members of its community. This document gives effect to that commitment by prohibiting all forms of sexual misconduct (including sexual harassment and sexual assault) and explaining how the College will respond to reports of sexual misconduct from and about members of the College community.

This Policy is parallel to the staff-facing 'Sexual Misconduct Policy and Response Procedures – Staff and contractors' which is published on the College website.

This document has two sections:

- Section A ('Sexual Misconduct Policy') sets out the St Mark's College policy in relation to sexual misconduct.
- Section B ('Sexual Misconduct Response Procedures') sets out how individuals making reports of sexual misconduct can expect the College to respond and offer support.

There is a list of definitions and a list of external support services at the end of the document.

SECTION A: SEXUAL MISCONDUCT POLICY

1. Statement of commitment

In line with the College's values, all members of St Mark's College have the right to be treated with dignity and respect, and to work, study, live, and participate in a safe environment.

The College takes very seriously its duty of care to do all it reasonably can to provide a safe environment for all, and takes a proactive whole-of-institution approach to promoting gender equality, respect, diversity, and inclusion.

St Mark's College prohibits sexual misconduct of any kind. Sexual misconduct includes sexual harassment and sexual assault, and is further defined below.

All College community members (including the College Board, students, staff and contractors) are responsible for demonstrating a commitment to a safe and inclusive culture that does not tolerate sexual misconduct, including by role-modelling appropriate behaviours.

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

We are committed to:

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

We recognise that sexual misconduct can have traumatic and devastating impacts on people experiencing or witnessing such behaviour. We will treat people who report sexual misconduct with compassion, care, and understanding, and with timely, accessible, inclusive, and culturally-appropriate support.

Reports of sexual misconduct involving children will be handled in accordance with the Children and Young People (Safety) Act 2017.

2. Application

This Policy is binding on all St Mark's College staff and contractors, students, visitors and guests on College grounds. It is also binding on College staff and contractors, students, visitors and guests attending and/or participating in College or College-related events and activities, whether held on or outside College grounds. In some circumstances, at the College's discretion, it may apply in other contexts also. In all cases of reports of sexual

misconduct being made to the College, the College will respond with compassion and provide appropriate support.

This Policy applies to all forms of sexual misconduct, including sexual harassment and sexual assault (see definitions below), perpetrated by, experienced by, or witnessed by anyone covered by this Policy.

Reports regarding historical incidents of sexual misconduct that involve an individual who was a student or staff member of the College at the time the incident(s) occurred will be accepted and managed by the College in accordance with this Policy and Response Procedures, or the 'Sexual Misconduct Policy and Response Procedures – Staff and contractors', as far as is reasonably practicable.

3. Definition of sexual misconduct, including sexual harassment

For the purpose of this Policy, sexual misconduct means any behaviour or act of a sexual nature that a person does not consent to, including:

- i. **sexual harassment:** see definition below;
- ii. **sexual assault:** sexual activity that occurs without the consent of the other (non-assaulting) party. This includes:
 - a. **unwanted penetration:** the unwanted penetration of a person's vulva or anus by any part of the body of another person (including their fingers) or by any object;
 - b. **unwanted oral sex:** unwanted insertion of the penis into the mouth of another person, or the use of the tongue or the lips on the vulva, penis, scrotum or anus of another person;
 - c. **unwanted sexual touching:** unwanted kissing or touching a person's body in a sexual manner, including unwanted touching of a person's breast or chest, bottom or genitals;
 - d. **stealthing:** taking off or tampering with a condom before or during sex without the other person's knowledge and therefore without their consent;
- iii. **other unwanted sexual acts:** doing, or making another person do, an unwanted act of a sexual nature, including flashing (showing another person one's breasts, bottom, or genitals), masturbating, pretending to masturbate, or sending an unwanted still or moving image of a person's genitals;
- iv. **voyeurism:** observing a person who is undressed, using the toilet, showering, bathing, or engaged or apparently engaged in a sexual act, without their consent;
- v. **stalking:** conduct connected to or arising from a current, past or desired sexual relationship or sexual attraction that could reasonably be expected to make a person feel frightened or apprehensive, including following another person, loitering outside their College room or in or near another relevant space, interfering with their property, sending them offensive material, and communicating with them, or communicating to others about them;
- vi. **recording or distributing an intimate image** of another person without their consent, including images of a person who is undressed, using the toilet, showering, bathing, or engaged or apparently engaged in a sexual act, or the like.

Images may be still or moving, real or fabricated, and may be distributed in person, or by electronic, digital or other means.

Threatening to engage in any of the above conduct may also constitute sexual misconduct.

Sexual misconduct does not include consensual sexual activity between adults. Any person engaging in sexual activity must ensure that the other person agrees to engage in the sexual activity. See definition of consent below. However sexual activity or sexual relationships between students and staff members or contractors are not permitted by the College, even if consent has been given.

Sexual harassment means an unwelcome sexual advance, an unwelcome request for sexual behaviours, or other unwelcome conduct of a sexual nature, in circumstances where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated, or intimidated.

Sexual harassment is unlawful under State and Commonwealth anti-discrimination legislation.

Sexual harassment can be verbal, non-verbal, graphic or physical. It can occur through email, text, messaging, social media posts, and other forms of electronic communication.

Sexual harassment includes but is not limited to:

- i. unwelcome touching, hugging or kissing;
- ii. inappropriate staring or leering;
- iii. sexual gestures;
- iv. sexually suggestive comments or jokes;
- v. displaying, sending, or requesting sexually explicit or suggestive pictures or images;
- vi. repeated or inappropriate invitations to go out or 'hook up';
- vii. intrusive questions about a person's private life or physical appearance;
- viii. requests or pressure for sexual intercourse, or other sexual acts.

4. Definition of consent

For the purposes of this Policy, consent means informed consent, freely and voluntarily given, to that sexual activity at that time with that person.

A person is free to withdraw their consent at any time prior to or during sexual activity, for any reason.

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, or otherwise unable, to say no or refuse or resist (this includes because of an actual or perceived power imbalance, for example due to position, age or seniority; because of an explicit or implied threat of force to the person or to another person; or because of an explicit or implied threat to denigrate, humiliate, disgrace or harass the person or another person).

Consent needs to be given and received every time – agreement to engage in sexual activity at one time is not agreement to engage in sexual activity at any other time. Consent cannot be assumed between people in a relationship.

Consent has to happen at every step: agreement to one sexual activity is not agreement to any other sexual activity. Consent can also be withdrawn at any stage. Showing interest is not consent – giving someone attention, agreeing to go on a date or flirting with them is not 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 other person might not be consenting, or
- not giving any thought to whether or not the other person is consenting.

Sexual activity or sexual relationships between students and staff members or contractors are not permitted by the College, even if consent has been given.

5. Reports of sexual misconduct

Those affected by sexual misconduct associated with current students or staff members have the right to decide if they want to report the matter to the College or not.

Instances of sexual misconduct reported to the College will be handled discreetly and fairly, and with compassion, care, and understanding.

Reports will be treated by the College either as ‘disclosures’, where the individual making the report is not seeking that the College take direct action in response to the report; or as ‘complaints’, where the individual making the report is seeking direct action by the College. It is up to the individual to decide if they would like their report to the College to be treated as a disclosure or a complaint. The College will support them to change the status of their report at a later point should they wish to do so, and where it is reasonably practicable to do so.

Reports can be made anonymously, and will be treated by the College as disclosures.

Further information about disclosures and complaints – including how such reports will be managed, and the supports available – is set out below in ‘Section B: Sexual Misconduct Response Procedures’.

The College will make support available to all members of the College who are parties to reports of sexual misconduct, including respondents to complaints of sexual misconduct, by referring them to counselling, medical, Police, advocacy and other specialist services, as appropriate.

Reporting to external agencies, including SA Police, is not governed by this Policy, but this Policy is not intended to preclude or inhibit in any way any reporting to any external agency.

Students have the option of going to their university (the University of Adelaide, University of South Australia and/or Flinders University) regarding alleged sexual misconduct by another student of that university. The College can provide guidance about how to make such a report, and contact details for each university are provided at the end of this document.

6. Procedural fairness

Where there is a complaint of sexual misconduct the College will treat complainants and respondents in accordance with accepted principles of procedural fairness.

The College will respect the rights of complainants and respondents throughout any investigation and disciplinary processes. Complainants and respondents will have a reasonable opportunity to state or respond to a complaint orally and in writing, and to provide any documents or other evidence relevant to the complaint.

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 misconduct.

For the purposes of its own investigation and disciplinary processes, the College applies an appropriate standard of proof.

7. Confidentiality – general

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

The College will treat disclosures and complaints as confidential, and will not disclose information contained in a report of sexual misconduct without the consent of the person who made the report unless:

- i. the disclosure is of de-identified information only;
- ii. the disclosure is necessary to address a serious risk to health or safety, or fulfil the College's duty of care;
- iii. the report involves a person under 18 years of age at the time or a vulnerable person;
- iv. the College is otherwise required to do so in order to meet its legal obligations; or
- v. the disclosure is for the purposes of managing or investigating a report of sexual misconduct.

Information may be shared between senior members (i.e., senior staff or similar) of the College on a need-to-know basis.

Where a report of sexual misconduct has been made against a contractor, the College will ordinarily inform the contractor's employer of the fact of the report.

Those involved in providing support should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a 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.

Any member of staff to whom a report of sexual misconduct is made is required, at minimum, to provide de-identified notice of the report to the Head of College.

Any student leader to whom a report of sexual misconduct is made is required, at minimum, to provide de-identified notice of the report to the Director of Wellbeing, the Dean, or the Head of College.

In order to ensure a procedurally fair investigation can be conducted, complainants and respondents are required to treat complaints of sexual misconduct as confidential pending the outcome of any College investigation and associated disciplinary process. Except as otherwise stated in this Policy, complainants and respondents must not disclose or discuss information about the complaint or the investigation except to obtain support from a support person (such as a family member, friend, student leader, staff member, university caseworker, qualified counsellor), a representative (such as a lawyer), or an external organisation (such as the Police, or the Office of the Commissioner for Equal Opportunity).

Obligations to maintain confidentiality extend to support persons and representatives, and any other parties involved in a complaint (including any witnesses from whom evidence may be sought as part of any investigation).

The College will inform the complainant and the respondent of the outcome of any sexual misconduct investigation on a confidential basis.

Unnecessary disclosure of information regarding any disclosure or complaint and/or processes relating to a complaint of sexual misconduct may result in disciplinary action.

8. Confidentiality – substantiated complaints

Where a complaint has been investigated by the College, or where a court has made a finding, and some or all allegations have been substantiated, certain aspects of the confidentiality obligations set out above will cease to apply. In particular:

- i. the College will no longer require the complainant to keep confidential their own identity and the identity of the respondent, any information provided by them that relates to those parts of the complaint that were proven, and the outcome of the substantiated aspects of the complaint; and
- ii. the College will no longer require the respondent to keep confidential their own identity, any information they provided the investigation that relates to those parts of the complaint that were proven, and the outcome of the substantiated aspects of the complaint. They must not disclose the identity of the complainant.

These confidentiality obligations are in addition to any other obligation individuals may have at law. Disclosure of information about complaints may expose individuals to legal risk and/or may compromise any external investigation or legal proceeding that may arise in relation to the alleged sexual misconduct.

For legal and other reasons, the College will not make a public announcement of the outcome of a sexual misconduct complaint.

The College may, under exceptional circumstances, disclose information about the outcome of a complaint of sexual misconduct in accordance with its legal obligations; to defend its legitimate legal interests; in accordance with the Sexual Misconduct Response Procedures; and in de-identified reports which cannot be used to identify any of the participants to the complaint.

The College will not ask complainants under this Policy to sign a non-disclosure agreement.

9. De-identified reports

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 reported anonymously or confidentially or without all of the details.

In such cases, the College will use the de-identified report (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 all 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 report of sexual misconduct is made confidentially or anonymously is required, at minimum, to provide de-identified notice of the report to the Head of College. Likewise, any student leader to whom a report of sexual misconduct is made is required, at minimum, to provide de-identified notice of the report to the Director of Wellbeing, the Dean, or the Head of College.

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

10. Victimisation

The College is committed to protecting 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 action or the threat of such action as a consequence of making a report, providing information about a report, participating in an investigation of a report, or supporting another person who has made a report of sexual misconduct; or it is suspected that they have done or may do any of the above.

11. 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 sexual misconduct 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.

12. Disciplinary action

The College may take disciplinary action against any member of the College who breaches this Policy. There are likely to be serious consequences, which may include suspension or expulsion, in the case of complaints of sexual misconduct which are substantiated.

13. Readmission to the College

Readmission of a student from one year to the next (or, in the case of single-semester students, from one semester to the next) is at the absolute discretion of the Head of College. Information obtained through reports of sexual misconduct or through inquiries arising from reports may be considered in the exercise of this discretion, including in the

Head of College's consideration of the impact of a student's behaviour and any risk to others.

14. Recordkeeping and reporting

The College will keep appropriate records of all disclosures and complaints of sexual misconduct in a secure location.

The College will collect, store, and use de-identified information about disclosures and complaints made under this Policy to identify trends and to develop targeted responses to sexual misconduct in the College community.

Access to information relating to a disclosure or complaint of sexual misconduct will be restricted to staff and Board members who have a need to access and use the information in order to carry out their responsibilities under this Policy and Response Procedures, relevant professional advisers to the College, and university or other authorities in accordance with the College's obligations.

SECTION B: SEXUAL MISCONDUCT RESPONSE PROCEDURES

This Section (Sexual Misconduct Response Procedures) is to be read in tandem with Section A (Sexual Misconduct Policy). It supports and gives effect to the Policy.

The Procedures set out here apply to all disclosures and complaints of sexual misconduct made under the Sexual Misconduct Policy. They explain how such reports will be managed by the College and the supports available.

1. Seeking support – within the College

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

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

Anyone can provide support – a relative, a friend, or other trusted person. Within College, the following people have received appropriate training in this area, and anyone who has experienced or witnessed sexual misconduct (or who is providing support to someone else) can seek help and support from these people at any time:

- Head of College
- Dean
- Director of Wellbeing
- Director of Learning
- Adviser and Special Projects
- Chaplain
- Assistant Deans

- Residential Advisors
- Other members of the Student Leadership Team

In addition, the College has appointed an independent external support person and consultant on sexual misconduct: Ms Rebecca Abbott, a social worker with extensive experience in crisis counselling and support for victim-survivors.

Rebecca provides an external, confidential service for any member of the College who has experienced sexual misconduct in any context at any time, or who is aware of it, and wishes to report it or to seek independent advice and support. Rebecca may assist you either in handling the matter within College, or in approaches to external agencies (including for counselling).

The College's priority is the health, safety and wellbeing of the person who has experienced or witnessed sexual misconduct, and the most important thing is to ensure that they are safe and supported. What and how much they disclose is up to them.

The College acknowledges that disclosure of sexual misconduct can be traumatic for those providing support. They may also seek support from others, such as those listed above, but not in such a way that inappropriately jeopardises the confidentiality of those involved.

The individual affected may ask the person who is providing them with support to keep the matter confidential, and that must be respected, except to the extent that the person providing support may need to disclose details in order to protect any person from a risk to safety, health or wellbeing, or otherwise fulfil the College's duty of care. Further information about confidentiality is provided in Section A.

In addition to the support available within the College, there are also specialist external support services available – please see the list at the end of this document.

2. Making a report

Those affected by sexual misconduct that falls within the scope of the Policy have the right to decide if they want to report the matter to the College or not.

An individual can make a report of any incident of sexual misconduct to the Director of Wellbeing, the Dean, the Director of Learning, or the Head of College, in person or over the phone or in writing:

- **Director of Wellbeing:** Ms Sally Cassidy
 - o 8334 5613
 - o sally.cassidy@stmarkscollege.com.au
- **Dean:** Mr Stuart Meldrum
 - o 8334 5608
 - o stuart.meldrum@stmarkscollege.com.au

- **Director of Learning:** Dr Katrina Stats
 - o 8334 5614
 - o katrina.stats@stmarkscollege.com.au
- **Head of College:** Professor Don Markwell AM
 - o 8334 5600
 - o don.markwell@stmarkscollege.com.au

The College is committed to providing compassionate, discreet, and non-discriminatory support to those who report sexual misconduct.

Reports will be treated by the College either as ‘disclosures’, where the individual making the report is not seeking that the College take direct action in response to the report; or as ‘complaints’, where the individual making the complaint is seeking direct action by the College. Further information about each of these options is provided below.

Individuals who make reports will be provided with the opportunity to identify whether they are making a disclosure or a complaint. The College will support them to change the status of their report at a later point should they wish to do so, and where it is reasonably practicable to do so.

Reports can be made anonymously (i.e. without any member of staff of the College knowing the identity of the person making the report). Anonymous reports will be treated by the College as disclosures. The College is likely to be limited in the action it can take to support the individual where a report is made anonymously.

On receiving a report under these Procedures, the College will take appropriate steps to ensure that the individual making the report and (where that individual is not the person who experienced the reported sexual misconduct) any person affected are made aware of the supports available to them, and are assisted to access those supports as needed.

The following supports and information will be made available to any individual who makes a report of sexual misconduct to the College:

- i. Information about the College’s Sexual Misconduct Policy and Response Procedures, including the option for their report to be treated as a disclosure or a complaint, and information about what each of these options entails;
- ii. Assistance, if required, in making a disclosure or complaint;
- iii. Information about other support services that are available, including from the Director of Wellbeing and the Chaplain, counselling and medical services, Yarrow Place, and other services such as the independent external support person, Ms Rebecca Abbott – see also the list of support services provided at the end of this document;
- iv. Information, where appropriate, about external reporting options, including making a report to SA Police, and assistance to do so where required;
- v. Information, where appropriate, about how to report the incident to the student’s university (the University of Adelaide, University of South Australia and/or Flinders University) if the individual wishes, and if the incident relates to sexual misconduct by another student of that university;

- vi. Information about how confidentiality will be managed in relation to the report (see information about confidentiality in Section A).

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

3. Disclosures of sexual misconduct

Disclosures are where the individual making a report of sexual misconduct is seeking support, or wants the incident reported, but is not seeking that the College take direct action in response to the report. Disclosures can be made by anyone who has experienced, witnessed, or has knowledge of sexual misconduct associated with current students or staff members.

A staff member, student leader or other support person may assist an individual to make a disclosure.

Disclosures can be an opportunity for an individual to talk to someone about what has happened/what is happening, how they feel, and what help and support they may need, without having to make a complaint.

The College will make support available to all members of the College who are parties to a disclosure of sexual misconduct, including by referring them to counselling, medical, Police, advocacy and other specialist services, as appropriate.

Individuals should make a disclosure (rather than a complaint) of sexual misconduct if they do not wish the College to take any specific action in relation to the incident – for example, they do not want the College to address the matter with the respondent in response to their report. They may later change the status of their report to a complaint if they wish to do so, and it is reasonably practicable to do so.

The College will treat all disclosures confidentially, and will ordinarily not investigate a disclosure unless:

- vii. there appears to be a risk to the health or safety of the individual or another person; or
- viii. one or more other individuals name the same perpetrator in a separate incident disclosure and the College is concerned that there may be a risk to the health or safety of any person; or
- ix. the matter involves a person under 18 years of age at the time or a vulnerable person.

Under such circumstances the College will ask the individual who has made the disclosure if they would be prepared to make a complaint, or will otherwise inform them of the intention of the College to investigate.

Individuals can elect to make disclosures anonymously. However, the College is unable to provide support to individuals who choose to make their disclosure anonymously, and is likely to be limited in the action it can take. The information will still be used for the purposes of the College's risk identification, assessment and prevention strategies.

As with non-anonymous disclosures, there may also be situations in which, where a disclosure has been made anonymously, the implications for the individual(s) actually or potentially affected are serious. In all cases, the College (as part of its 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 to protect any person from a risk to safety, health, or wellbeing.

4. Complaints of sexual misconduct

Complaints are where the individual making a report of sexual misconduct under the Sexual Misconduct Policy wants the College to take direct action in response to the report.

A staff member, student leader or other support person may assist an individual to make a complaint, including being with the complainant when the complaint is made. However, an individual cannot make a complaint of sexual misconduct on behalf of another person because the College cannot be sure that the complainant wants that formal step to be taken.

Any staff member supporting a complainant in relation to a complaint will usually be excluded from having any role in investigating or making decisions about the College's management of the complaint.

Once a complaint has been received by the College, the process as set out below will be followed.

The College's commitment to procedural fairness is set out above, in Section A.

5. Initial assessment of a complaint

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 take precautionary measures, such as suspending the respondent while an investigation is taking place, or limiting contact between the parties concerned. Such action does not in any way prejudice or imply the

outcome of any investigation. In the case of suspension, the College will ordinarily offer to arrange alternative accommodation for the respondent.

The Director of Wellbeing will not ordinarily be involved in the assessment, investigation, or disciplinary process arising from a complaint, but will be available to provide support to all involved, as may other members of staff, such as the Chaplain.

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, in all cases the College (as part of its 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 to protect any person from a risk to safety, health, or wellbeing. This action may include referring the matter for investigation and/or action to SA Police or other external agency.

Where a report is made to the Police or other external agency, or to a university, this will not necessarily prevent the College from investigating or taking action in response to a complaint of sexual misconduct under its own policies and procedures. However, in order to protect the rights of the complainant and the respondent, any internal College process may be suspended pending completion of a criminal process. The College will continue to provide support to the complainant during this process, and precautionary measures may be taken to minimise risk of harm to members of the College until any internal College process is completed.

It is the policy of the College that any resident member of the College who is charged by the Police or Director of Public Prosecutions (or equivalent in any jurisdiction) with a sexual or violent criminal offence will need to go out of residence. Any resident member of the College who is charged with any offence is required to inform the Head of College and Dean of this; failure to do so will itself be considered a serious disciplinary matter.

If an individual makes a complaint of sexual misconduct by a visitor or other person over whom the College has no jurisdiction, the College may seek assistance from another organisation or refer the complaint to an external agency for resolution.

6. Investigation of a complaint

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.

In order to ensure a procedurally fair investigation can be conducted, complainants and respondents are required to treat complaints of sexual misconduct as confidential

pending the outcome of any College investigation and associated disciplinary process. Confidentiality obligations are set out in full above, in Section A.

At all times during a formal investigation both the complainant and the respondent have the right to be accompanied at meetings by a support person, who may be another student member of the College, or a member of staff of the College. Obligations to maintain confidentiality extend to support persons and representatives, and any other parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation). The College may require a support person, if any, to be identified in advance of a meeting.

At no time will the complainant and respondent be required to meet with or to participate in any activity with one other, unless they have both given their prior informed consent.

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 three weeks, if possible. Both the complainant and the respondent will ordinarily 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.

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 counselling, medical, legal, advocacy and other specialist support services, as appropriate), 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.

A complainant is free to change their 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. However, there may be situations in which the implications for the complainant, or for others actually or potentially affected, are serious. In all cases, the College (as part of its 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 to protect any person from a risk to safety, health, or wellbeing.

7. Outcome of a complaint

The College will inform, and keep informed, both the complainant and the respondent about investigation outcomes and any action the College proposes to take.

College sanctions and disciplinary action are at the discretion of the Head of College, taking into account all relevant information and circumstances.

The College will inform the complainant and the respondent of the outcome of any sexual misconduct investigation on a confidential basis. Where possible both the complainant and the respondent will be informed of the outcome in person (separately), to allow them to ask questions and seek clarification about the effect of the outcome.

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

Support will continue to be made available to parties beyond the closure of the complaint, as required.

The College's Board will act as a referral body should one of the parties wish to appeal the outcome. The Board will determine the form such a review will take (which is likely to be through a sub-committee of the Board), and inform the relevant parties and the Head of College.

Appeals to the Board are likely to succeed only if it is shown that there was a significant problem with the process applied, or a review on the merits shows that the decision was plainly wrong, or the penalty clearly disproportionate to the offence.

Outcomes of an appeal to the Board may include a reduction, maintenance, or increase of any penalties applied.

DEFINITIONS

For the purposes of this Sexual Misconduct Policy and Response Procedures:

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

complainant means a person who makes a complaint of sexual misconduct in accordance with this Policy and Response Procedures.

complaint means a report of sexual misconduct made to the College by an individual who wants the College to investigate or to take specific action in response to the incident.

consent means free, voluntary, and informed agreement to a given sexual activity at that time and with that person (see full definition in Section A, above).

contractor or contract staff means a person employed by a company or organisation which is contracted to provide service to or at the College.

disclosure means a report to the College of sexual misconduct, made by a person who is seeking support or wants the incident reported, who has not indicated that they want the College to investigate or to take specific action in response to the incident.

precautionary measures are measures taken in order to minimise the potential for harm to any person arising from a report of sexual misconduct. They are interim measures taken while a report is addressed and may include suspending a person from some or all parts of the College, or prohibiting a person from speaking with or approaching another person.

report means a disclosure or complaint of sexual misconduct made to the College.

respondent means a person whose conduct is the subject of a complaint of sexual misconduct.

sexual activity means any activity of a sexual or intimate nature.

sexual assault has the meaning given in Section A, above.

sexual harassment has the meaning given in Section A, above.

sexual misconduct has the meaning given in Section A, above.

staff or staff member means an employee of the College, including a casual employee, and for the purposes of this Policy includes contract staff (except where clearly not included).

student means a student who is resident at St Mark's College. It includes a person who was a student at St Mark's College at the time that any misconduct took place.

support person means an individual who provides emotional support, and can be called upon to attend meetings with a complainant or respondent, but may not advocate for, act or speak on behalf of the complainant or respondent.

trauma-informed means understanding, recognising, and responding to the impact of trauma, and emphasising physical, psychological, and emotional safety and the importance of choice for individuals who have experienced sexual misconduct.

Seeking Support – Other Sources

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

Staff at the College can help anyone affected to access these services.

Support may also be sought from the independent support person on sexual misconduct, Ms Rebecca Abbott, who may be reached at abbottws@bigpond.com

Yarrow Place Rape and Sexual Assault Service

Further information is available on their website about the following areas:

- Information about a forensic medical examination. 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. 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.
- 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 \(SA\): \(08\) 7322 7070](#)

[Legal Services Commission of SA: 1300 366 424](#)

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

Acknowledgements

With thanks to University of Adelaide ‘Sexual Misconduct Policy’ and ‘Sexual Misconduct Response Procedures’, and University of Sydney ‘Student Sexual Misconduct Policy’.

Policy Review

This Policy and Response Procedures will be reviewed on an annual basis prior to publication in the student Handbook, to ensure that it is compliant with best practice management and the College’s legal obligations. The Policy and Procedures may be reviewed and revised at other times also.

Policy updated: January 2024

Policy authorised by: Head of College

Date to be reviewed: January/February 2025

APPENDIX G: Alcohol Policy

If you need help or support, contact:

- Dean, Mr Stuart Meldrum
- Director of Wellbeing, Ms Sally Cassidy
- Director of Learning, Dr Katrina Stats
- Adviser and Special Projects, Dr Rachel Buxton
- Chaplain, Rev'd Canon Steve Daughtry
- 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 the 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 guests, on College grounds.

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

Liquor licence requirements apply to all events organised on College grounds or externally by the College Club Committee or other relevant groups.

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 resident student 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 responsible 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. The current National Alcohol Guidelines state "to reduce the risk of harm from alcohol-related disease or injury, healthy men and women should drink no more than 10 standard drinks a week and no more than 4 standard drinks on any one occasion" (<https://www.nhmrc.gov.au/health-advice/alcohol>).

What is a Standard Drink?

Drink Type	Volume (ml)	Alcohol Content (%)
Light Beer	425	2.7%
Mid-Strength Beer	375	3.5%
Full-Strength Beer	285	4.9%
Regular Cider	285	4.9%
Sparkling Wine	100	13%
Wine	100	13%
Fortified Wine (e.g. sherry, port)	60	20%
Spirits (e.g. vodka, gin, rum, whiskey)	30	40%

The standard drink is defined in the Australia and New Zealand Food Standards Code.

Source: www.nhmrc.gov.au/health-advice/alcohol

Normal community and legal standards relating to behaviour are applicable in the 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 values and expectations (including as outlined in the *Student Code of Conduct* at Appendix A) and wider 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, or 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 *Anti-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 and Assistant Deans at least 14 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. Non-alcoholic drinks must always be prominently available when alcoholic drinks are offered, and food must also be provided.

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 and Assistant Deans 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 a 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 or College-related 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 College Club or other event as delineated by the liquor licence 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 Licence
- 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 should take pride in always helping in appropriate ways to maintain the safety and wellbeing of others as well as of themselves. 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. It is important to understand that:

- 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
 - The standard drink per cup of beer or cider served should be calculated and clearly visible at the bar
 - If a pre-mixed drink is on offer at any event (e.g., punch) the standard drinks per cup must be calculated and clearly visible at the bar
- 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
- To be permitted to change their mind at any time.

Alcohol, Respectful Relationships and Consent

Engagement in sexual activity should only ever be undertaken where clear 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 Misconduct Policy and Response Procedures" (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 or other information may be given 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 under the *Behaviour Management Policy* or other College provision.

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

- consequences under the Behaviour Management Policy
- individual follow up and monitoring
- referral for ongoing counselling to an appropriate professional
- a behavioural contract
- suspension or expulsion from the College.

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 Wellbeing

- Director of Learning
- Adviser and Special Projects
- 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. Services include:

[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 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 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. This provides an approximate guide to standard drinks:

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

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 (replaced St Mark's College Alcohol Policy and Guidelines)

Policy last updated: January 2024

Policy authorised by: Head of College

Date to be reviewed: January 2025

APPENDIX H: Drug Policy

If you need help or support, contact:

- Dean, Mr Stuart Meldrum
- Director of Wellbeing, Ms Sally Cassidy
- Director of Learning, Dr Katrina Stats
- Adviser and Special Projects, Dr Rachel Buxton
- Chaplain, Rev'd Canon Steve Daughtry
- 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 resident students 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 student's personal responsibility for observing community values, 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 guests, on College grounds.

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

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, safety, and wellbeing 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 or taking part in any activity associated in any way 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/wellbeing 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 or other 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 (liable to be expulsion) will apply.

The Dean (Stuart Meldrum), Director of Wellbeing (Sally Cassidy), Director of Learning (Katrina Stats), and Chaplain (Steve Daughtry) 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 the consumption of illegal drugs and misuse of prescription medication has the potential to affect decision-making and affect the personal safety of all students. The College has a duty to protect the safety of all, 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 everyone 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 student and their medical condition;
- consider informing the Dean, the Director of Wellbeing, 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 is responsible for their own behaviour.

Behaviour Management

If a resident student or a staff member of the College is thought to be possessing, using, offering, selling, or dealing in illegal substances, or misusing, offering, selling, or dealing in prescribed medication, a complaint or other information may be given to the Head of College or Dean in person, by phone, or in writing.

Penalties, as described above, apply.

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 Wellbeing
- Director of Learning
- Adviser and Special Projects
- 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 the College can help anyone affected to access these services. Services include:

[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 last updated: January 2024

Policy authorised by: Head of College

Date to be reviewed: January 2025

APPENDIX I: Anti-Hazing Policy

If you need help or support, contact:

- Head of College, Professor Don Markwell AM
- Dean, Mr Stuart Meldrum
- Director of Wellbeing, Ms Sally Cassidy
- Director of Learning, Dr Katrina Stats

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

As a values-based community which is committed to a culture of safety, respect, and dignity for all, 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 Anti-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* or other process, and may 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 *Anti-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 complaint to the College

A formal complaint is a request by a College member to formally investigate a potential breach of the *Anti-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 the 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, respect, dignity, 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, the Director of Wellbeing, or the Director of Learning.

Make an anonymous report to the College

Incidents of hazing can be reported anonymously to the Head of College, the Dean, the Director of Wellbeing, 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 or similar conduct, 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:

- Activities that interfere with academic work;
- A new member activity in which current students do not participate (excluding those expressly organised for new students in Welcome Week that have been approved by the College). 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 or 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, or nudity;
- Stealing of any kind, or damage to or misuse of property belonging to others;
- Forcing a student to do something they do not feel comfortable doing (e.g., getting into the pond).

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 Dean and/or the Head of College.

Policy last updated: January 2024

Policy authorised by: Head of College

Date to be reviewed: January 2025

APPENDIX J: Privacy Policy

Summary

St Mark's College is committed to protecting personal information about its past and current resident members, as well as others who are or have been a part of the St Mark's College community.

The College complies with the Privacy Act 1988 and the Australian Privacy Principles and will take all reasonable steps to ensure the safe keeping of private information and ensure that information is accurate, up to date, and complete. The College collects personal information such as contact details, educational and academic history, medical history, details of immediate family members, and information relevant to the resident member during and after their residency at St Mark's College. The College may also require or obtain sensitive personal information about you, which is reasonably necessary for, or directly related to, one or more of the College's functions or activities.

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

- assess applications – e.g. for resident membership (including for consideration of applications for readmission), employment, scholarships, and financial assistance;
- assist in residency – e.g. room allocation, medical assistance, potential interests in cultural or other activities;
- provide references;
- provide information for the alumni and friends database;
- provide an academic development program to suit students' needs;
- assess students' performance or conduct at the College or at university;
- pay accounts and collect monies pursuant to the Student Agreement or other residential contract;
- promote College activities on the College's website or in other ways;
- provide a safe environment for staff, students, and visitors to the College; and
- other related purposes.

Your personal information may be disclosed to the College's Board, Fellows, tutors, employees, insurers, auditors and legal advisors, 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. Personal files of current students are held in the Office and Archives in hard copy or electronic form.

Personal information of former students is kept in the College's archive and electronically on the alumni database.

You have the right to access your file and, if necessary, to have information corrected or updated. Please contact the College Office on +61 8 8334 5600 to access this information.

All correspondence to an individual is sent to the address provided to the College. Should an individual wish to be removed from the College's communications list, they can do so by emailing stmarks@stmarkscollege.com.au for immediate removal.

Should you wish to make a complaint about a breach of the Australian Privacy Principles, please contact the Head of College on stmarks@stmarkscollege.com.au or on +61 8 8334 5600, and the matter will be investigated within a reasonable period after the request is made.

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

Please refer to the full Policy for further information about privacy and the College's use of your personal information.

Full 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* (Cth) 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 – e.g. for resident membership, employment, scholarships, and financial assistance;
- assist in residency – e.g. room allocation, medical assistance, potential interests in cultural or other activities;
- provide references;
- provide information for the alumni and friends database;
- provide an academic development program to suit students' needs;
- assess students' performance or conduct at the College or at university;
- pay accounts and collect monies pursuant to the Student Agreement or other residential contract;
- promote College activities on the College's website or in other ways;
- provide a safe environment for staff, students, and visitors to the College; and
- other related purposes.

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

- donor mailouts;
- fundraising and other events;
- bequests;
- scholarship program;

- Annual Giving and other donation programs;
- 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 while 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 able to make a gift. You can ask the College not to contact you or not to ask for a donation, and the College will respect your wish.

The College may collect information for statistical purposes about services provided and demographic data (optional), so it can tailor the information it 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 right 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 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, or to fulfil other obligations of 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 or other alleged misconduct.

Protection of your personal information

The College uses a number of measures to protect each 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, and the College will endeavour to act on this request 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 Head of College:

Mail: 46 Pennington Terrace, North Adelaide, South Australia 5006
T: +61 8 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 last updated: January 2024

Policy authorised by: Head of College

Date to be reviewed: January 2025

APPENDIX K: Complaints Policy

If you need help or support, contact:

- Head of College, Professor Don Markwell AM
- Dean, Mr Stuart Meldrum
- Director of Wellbeing, Ms Sally Cassidy
- Director of Learning, Dr Katrina Stats
- Business Manager, Mrs Sara Ware.

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 a stand-alone "Sexual Misconduct Policy and Response Procedures" (available in the Handbook and on the College website). While reporting of sexual misconduct is covered specifically by that policy and procedure, that does not exclude a complaint under this Policy about any aspect of the College that might involve, or might have some element of, sexual misconduct (such as sexual harassment or sexual assault).

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:
 - Head of College
 - Dean
 - Director of Wellbeing
 - Director of Learning
 - Business Manager
 - an Assistant Dean.

The complainant is free to change their 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 *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, the Director of Wellbeing, the Business Manager, 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 Wellbeing, Director of Learning, Business Manager, Research and Scholarships Manager, 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. However, the College (as part of its commitment and duty of care 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 fulfilment of that commitment and duty of care.

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 their 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, considering 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 their 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. The College may require that the identity of a support person be stated prior to any meeting or other relevant contact.

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 last updated: January 2024

Policy authorised by: Head of College

Date to be reviewed: January/February 2025

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) with any one of:

- Head of College
- Dean
- Director of Wellbeing
- Director of Learning
- Business Manager
- an Assistant Dean

APPENDIX L: Social Media Policy

If you need help or support, contact:

- Dean, Stuart Meldrum
- Director of Wellbeing, Ms Sally Cassidy
- Director of Learning, Dr Katrina Stats
- Research and Scholarships Manager, Ms Kathy Radoslovich
- 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 that 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 and Values*.

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, TikTok, Blogs, Wikipedia, Twitter, Flickr, YouTube, Reddit, and LinkedIn.

The College, its staff, and students make extensive use of social media. The College seeks to engage with its students, alumni and friends, 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 provides new tools for communicating, 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.

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

For the purposes of this policy, the following definitions apply:

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, or the College Club for any purpose, and any social media account, page, group, or other platform set up by a student, other 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 Senior Common Room.

Student – A resident student of the College.

The Old Collegians' Association Inc – The alumni association of St Mark's College Inc.

The Policy

Personal Conduct

All staff, students, and other residents 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 and Values* 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/s of the platform.

All College social media platforms must have at least one of the following as an administrator: Senior Resident, staff member, Residential Advisor, Warden, College Club Committee member, Academic Coordinator.

All College social media platforms 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, the Director of Wellbeing, or the Director of Learning. The Head of College, the Dean, the Director of Wellbeing, and the Director of 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 nearly impossible to delete something permanently 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, threatening, or harassing someone online carry potential legal or other 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 on the entire community 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 an office-holder, be sure to distinguish between your roles. If you are acting in your personal capacity, be sure to make that clear. It is unlikely to 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 College's Student Code of Conduct, *Vision and Values*, Handbook, and other policies of the College and the university that you attend (e.g. policies relating to sexual misconduct, alcohol, and drugs).

Reporting

Any suspected breaches of this policy should be reported to the Head of College, Dean, or the Director of Wellbeing, 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.

Any screenshots taken for the purpose of reporting should not be distributed to anyone other than the people involved. The sharing of such material may lead to a violation of the *Student Code of Conduct* as well as of this policy.

Behaviour Management

If any student is found to have conducted themselves inappropriately and/or have violated this Policy, the *Student Code of Conduct*, or other relevant requirements, they will be required to revise or delete the offending content immediately, and may be subject to

counselling and behaviour management procedures, in line with the *Behaviour Management Policy* or other process.

The College may 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 is responsible for their own behaviour.

Procedural Fairness

The College will respect the rights of respondents throughout any investigation and behaviour management 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:

- Head of College
- Dean
- Director of Wellbeing
- Director of Learning
- Research and Scholarships Manager
- 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 last updated: January 2024

Policy authorised by: Head of College

Date to be reviewed: January 2025

APPENDIX M: Child-Safe Environment Fact Sheet

If you need help or support, contact:

- Head of College, Professor Don Markwell AM
- Dean, Mr Stuart Meldrum
- Director of Wellbeing, Ms Sally Cassidy
- Director of Learning, Dr Katrina Stats
- Research and Scholarships Manager, Ms Kathy Radoslovich
- Chaplain, Rev'd Canon Steve Daughtry
- 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. Moreover, children visit the College, most especially as prospective students, and from time-to-time children live as family members of resident staff members in the College.

Every resident member 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 students, other residents and visitors, and information on how to report suspected abuse or neglect.

The College also undertakes a range of measures to provide a child-safe environment. Our Safe Environments for Children and Vulnerable People Policy and Procedures is available on the College's website, or from the Business Manager 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

¹ World Health Organisation, *Preventing Child Maltreatment*, 2006, page 10.

² Criminal Law Consolidation Act 1935 (SA).

³ World Health Organisation, *Preventing Child Maltreatment*, 2006, page 10.

⁴ World Health Organisation, *Preventing Child Maltreatment*, 2006, page 10.

Who is responsible for reporting child abuse?

The College believes that any person who witnesses or believes that child abuse or neglect has occurred or may occur has a moral responsibility to report the abuse or neglect to the 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 students, other 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, Dean, or Director of Wellbeing 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 educational 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 of the College Board
- Head of College
- Dean
- Director of Wellbeing
- Director of Learning
- Business Manager
- Adviser and Special Projects
- Chaplain
- Research and Scholarships Manager
- Office and Admissions Administrator
- Assistant Deans
- Senior Residential Advisor
- Residential Advisors
- Wardens
- 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, Dean, or Director of Wellbeing.

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 or 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 that 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 their time;

- Let the child or young person use their 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, the Dean, or the Director of Wellbeing as soon as possible;
- 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's Safe Environments for Children and Vulnerable People Policy and Procedures: available from the College website, or the Business Manager or other staff member;
- 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/_data/assets/pdf_file/0008/107099/mandatory-reporting-guide.pdf;
- Kids Helpline: <https://kidshelpline.com.au/>

Fact sheet and Policy updated: January 2024

Fact sheet and Policy authorised by: Head of College

Date to be reviewed: January/February 2025

APPENDIX N: Gym Use Policy and Agreement

The Allister McLeod Gymnasium ("The Gym")

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 program 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 a 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. You are not permitted to provide access to the gym to any other person, and non-Gym members are not permitted to use the Gym.

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, or determine other conditions of use, where necessary or appropriate for health, safety, maintenance, repair, renovation, or any other reason.

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 always be worn when exercising alone in the Gym ****. The pendant alarm may be activated in the event of an emergency. The Duty Tutor or Assistant Dean will immediately attend the emergency and will generally contact emergency services to request an ambulance to respond.

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 resulting from, 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 medical approval. 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 offer, distribution, or use of illegal or performance enhancing drugs is prohibited and agree that you will not use, offer, or distribute any such substance.

No Smoking or Vaping

As with all areas of the College grounds (other than the designated area of the College where smoking is permitted), smoking and vaping are not permitted in or near the Gym.

Noise

If you choose to play music in the Gym, it must not be so 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.

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 of or damage 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 your Gym access at any time, with or without prior notice, if:

- you breach this Agreement; and/or
- 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: December 2023

Policy authorised by: Head of College

Date to be reviewed: December 2024

APPENDIX O: Information Technology Facilities Acceptable Use

1. Introduction

The Information Technology infrastructure is provided to facilitate education and research and to provide support to resident students and resident academics in their studies and to staff in their work for the College.

College IT facilities must be used in a manner consistent with the learning, teaching, and related purposes for which they were established, and consistent with any regulations governing their use which may be published from time to time.

Access is a privilege extended by St Mark's College, not a right on behalf of any student, and St Mark's College may revoke that privilege if it considers a student is abusing this privilege.

St Mark's College IT facilities must not be used unlawfully or for an unlawful purpose.

2. Access and Accounts

All individuals who require access to the College's IT facilities and services must be properly identified, by means of a unique account verified by an authentication mechanism. A username and password will be provided to all students at the commencement of the academic year.

Visitors requiring access to the College IT facilities must be authorised on a case-by-case basis by the Dean of the College.

Internet usage is automatically capped at 200GB per month per student at a speed of 10mbps. If a student exceeds this limit, the speed of their internet access will automatically reduce to 5mbps for the remainder of that month.

Users must not generate excessive network traffic to the extent that it interferes with another user's ability to utilise the network.

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 continuing in or returning to College will have their account deleted at the time they cease to be 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 or other College policies.

3. Security of IT Facilities

The College will take all reasonable steps to protect its IT facilities and data from unauthorised and unacceptable use.

Users of the College's IT facilities must not circumvent the College's authorised internet connections, add additional unauthorised routers, access points or network equipment, or subvert its IT security measures.

All College IT facilities must be kept secured at all times against damage, misuse, loss, or theft. In addition, sensitive information or data must be protected with appropriate security measures such as passwords and encryption.

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

4. User Responsibilities

It is a condition of use of the College's IT facilities that this Policy, particularly the principles of acceptable and unacceptable use, and its associated procedures, must be complied with.

All College students are responsible for all activity initiated from their account.

All College students must access College IT facilities using their own account.

All College students must ensure that their passwords are securely stored.

Any user of the College IT facilities must not create, send, store, access, use, solicit, publish, or link to:

- 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;
- 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 Dean.

5. College Responsibilities and Monitoring of IT Facilities

The College will manage all IT accounts and maintain a secure IT environment.

The College reserves the right to investigate any and all aspects of its electronic information systems if it is suspected that any user of College IT facilities is acting unlawfully or violating this Policy or the College Code of Conduct.

The College reserves the right to monitor, log, collect, and analyse the activities of account holders in their usage of IT facilities as well as carry out security audits.

The College may take any action it considers necessary to remedy immediate threats to the IT infrastructure or security, including suspending authorised accounts and/or disconnecting or disabling relevant IT facilities or other equipment, with or without prior notice.

6. Consequences of non-compliance

Minor breaches of this Policy will be addressed by the Dean. Users will be required 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 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.

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Policy updated: December 2023

Policy authorised by: Head of College

Date to be reviewed: December 2024

APPENDIX P: Car Park Terms and Conditions

Parking terms and conditions of entry and limitation of liability

The following conditions apply for use of any Car Park at St Mark's College, and for parking in general on the grounds of St Mark's College.

- 1) A parking fee is payable on successful application for a designated car parking Permit.
- 2) You must register your vehicle details (make, model, registration, colour, etc) with the College and any changes to the vehicle so registered must be made in writing to the Front Office.
- 3) You enter and use the Car Park at your own risk. We may refuse use by any vehicle or person.
- 4) We are not liable for you, or any person with you, for:
 - a) injury to you or to anybody else;
 - b) damage to, destruction of, theft of or use of your vehicle, or any other vehicle, whether authorised or not; or
 - c) 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.
- 5) 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 arising out of the use of the Car Park.
- 6) We will not be liable to you for delivery of your vehicle to any person who did not have authority to take your vehicle.
- 7) For Car Parks with secure perimeter fencing and gates:
 - a) Duty Tutors and/or Security will check these gates periodically; and
 - b) 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 using the multi-storey car park will be given access to it on their room key card. Lost or non-returned cards will incur a replacement cost.
- 9) Always lock your vehicle and do not leave your keys in the ignition or otherwise in the vehicle. The College has no liability for any loss of personal property, whether or not the car is locked.
- 10) You agree:
 - a) To park only in your designated car park;
 - b) Not to cause any obstruction;
 - c) Not to use the car park other than in accordance with instructions we may give;

- d) For use of the multi-storey car park, to close the Car Park gate after your entry or exit at all times;
 - e) Not to allow access to others into the Car Park;
 - f) Not to enter into an arrangement to sublet your Car Park to another person without prior College approval.
- 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) We have the right, at our discretion, to move your vehicle (including moving it to any location outside this Car Park), even if your vehicle is locked. If we move your vehicle, these conditions continue to apply. We are not liable for any damage caused to your vehicle when we move it.
 - 13) These conditions may only be altered by a written agreement between us and you.
 - 14) 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.
 - 15) In the conditions, references to:
 - a) “we”, “us” and “our” mean St Mark’s College Inc., its employees, agents and independent contractors;
 - b) “your vehicle” includes a vehicle driven, or intended to be driven, by you into the 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 diversity and balance on each floor.

The information below was provided to students in late 2023 for the allocation process for rooms and flats for 2024. While it will be updated and may be adjusted slightly for allocation of rooms and flats for 2025⁵, the categories and weightings are a good indication of what the scoring system is likely to be.

Allocation process and criteria

An offer of residency at St Mark’s is for a place within the College, not for a specific Room or Flat, and there is no guarantee that you will get one of your preferences.

Rooms and Flats are allocated at the absolute discretion of the College, with the Dean making allocations taking into account the points earned by each student, alongside relevant factors such as documented health or disability needs, or the need for balance.

The more points you have earned, the more likelihood there is of your getting a Room or Flat you prefer. However, you should note that there is no guarantee that you will get your first, second, or even fifth preference; people often have the same number of points, and request the same Rooms / Flats.

This is why it is important to note that – 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, etc);
- particular considerations regarding health or disability.

Students wishing to live in a Flat should form a syndicate and lodge a joint application via the Flat application form. Such accommodation is allocated according to the same criteria as Room allocations – that is, taking into account the total points of the joint applicants, alongside other relevant factors.

Calculation of points

Points for 2024 Room and Flat allocations 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:

⁵ For example, it has been suggested that some points under “Academic Achievement” might be given for participation in academic events at the College, such as sessions on referencing, revision, and exam skills.

1. Academic achievement (cap: 18 points)
2. Seniority (cap: 14 points)
3. Formal service and leadership roles (cap: 12 points)
4. Community contribution (cap: 20 points)

Further detail on the points system is set out below:

1. Academic Achievement (cap: 18 points)

- 1 point per subject passed while a St Mark's student during 2023, to a maximum of 8 points.
- 1 point per Distinction or High Distinction achieved in 2023, to a maximum of 8 points.
- 1 point per semester of Academic Tutoring undertaken in 2023.

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

2. Seniority (cap: 14 points)

- 2 points per year (1 point per semester) of residence in College, up to end of 2023.
- 4 points for anticipated 2024 MCR membership (ie completion of an undergraduate degree by end of 2023, or fourth year at College in 2024), or SCR membership.

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

2023 service

- 6 points for service on the College Club Committee in 2023.
- 2 points for service on the Charitable Foundation (non-Exec position) in 2023.
- 4 points for service on the Charitable Foundation (Executive position) in 2023.
- 6 points for service on Student Leadership Team in 2023.
- 4 points for appointment to one or more non-SLT roles (excl. additional DT) in 2023, to a maximum of 4 points.
- 2 points for service as Additional Duty Tutor in 2023.
- 2 points for service on Student Leadership Executive in 2023.

2024 service

- 6 points for service on the College Club Committee in 2024.
- 2 points for service on the Charitable Foundation (non-Exec position) in 2024.
- 4 points for service on the Charitable Foundation (Executive position) in 2024.
- 6 points for service on Student Leadership Team in 2024.
- 4 points for appointment to one or more non-SLT roles (excl. additional DT) in 2024, to a maximum of 4 points.
- 2 points for service as Additional Duty Tutor in 2024.
- 2 points for service on Student Leadership Executive in 2024.

4. Community Contribution (cap: 20 points)

- College Sports contribution in 2023 (including playing, coaching, supporting), up to 6 points;
- College Arts contribution in 2023 (including performing, exhibiting, supporting), up to 6 points;
- Volunteering in 2023, both in and outside College (including Open Day involvement, taking tours, participating in volunteering activities), up to 6 points;
- Other kinds of contribution in 2023 not captured above, up to 2 points.

If any of these categories have been affected by factors beyond your control, you'll have the opportunity to explain this via the spreadsheet; the Dean will then take this into account as appropriate.

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	
Front Office	08 8334 5600

Staff

HEAD OF COLLEGE

Professor Don Markwell AM.....	8334 5600
don.markwell@stmarkscollege.com.au	

DEAN

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

DIRECTOR OF LEARNING

Dr Katrina Stats.....	8334 5614
katrina.stats@stmarkscollege.com.au	

DIRECTOR OF WELLBEING

Ms Sally Cassidy.....	8334 5613
sally.cassidy@stmarkscollege.com.au	

ADVISER AND SPECIAL PROJECTS

Dr Rachel Buxton	8334 5657
rachel.buxton@stmarkscollege.com.au	

CHAPLAIN

Rev'd Canon Steve Daughtry.....	8334 5600
steve.daughtry@stmarkscollege.com.au	

DIRECTOR OF CENTENARY ENGAGEMENT

Ms Karin Dunsford	8334 5607
karin.dunsford@stmarkscollege.com.au	

BUSINESS MANAGER

Mrs Sara Ware	8334 5604
Sara.ware@stmarkscollege.com.au	

RESEARCH AND SCHOLARSHIPS MANAGER

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

PROPERTY MANAGER

Mr Richard Foster.....8334 5609
property@stmarkscollege.com.au

FINANCE OFFICER (fees and billing)

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

EVENTS MANAGER AND EXECUTIVE OFFICER

Ms Carol Atkinson.....8334 5610
carol.atkinson@stmarkscollege.com.au

OFFICE AND ADMISSIONS ADMINISTRATOR

Mrs Michelle Tomlinson.....8334 5601
michelle.tomlinson@stmarkscollege.com.au

LIBRARIAN & ARCHIVIST

Ms Amanda Ward.....8334 5612
Amanda.ward@stmarkscollege.com.au

CATERING

CaterCare.....8334 5611

MAINTENANCE

Maintenance.....8334 5600
maintenance@stmarkscollege.com.au

Student Leadership**ASSISTANT DEANS**

Mr Anthony Doll
Ms Cass Joubert
assistantdeans@stmarkscollege.com.au

SENIOR RESIDENTIAL ADVISOR

Ms Gemma Garraway

INDIGENOUS STUDENT ADVISORS

Ms Annie Coffey
Mr Drew Willie

SENIOR ACADEMIC TUTOR

Mr Cameron Akehurst

ST MARK'S COLLEGE CLUB INC
President – Ms Eloise Montefiore
Vice President – Mr William Gillet

Sexual Assault & Harassment Support:

Independent support person on sexual misconduct

Ms Rebecca Abbott
abbottws@bigpond.com

Sexual Assault Support Services

Yarrow Place Rape & Sexual Assault Service.....1800 817 421
○ info@yarrowplace.sa.gov.au
○ 64 Pennington Terrace, North Adelaide
○ After Hours Emergency Line.....1800 817 421

National Domestic, Family and Sexual Violence Counselling, Information and Support Service (1800 RESPECT)
○ Call.....1800 737 732
○ Text0458 737 732

Medical Support

University Health Practice (08) 7095 0273
○ University of Adelaide, North Terrace Campus – Horace Lamb Building

UniSA Health Medical Clinic.....1300 172 996
○ UniSA City East, Level 2 Centenary Building
○ UniSA City West, 27 North Terrace (entry via Gray Street)

Flinders University Health Service [Note: Flinders Students Only].....8201 2118
○ Flinders University, Bedford Park Campus, Level 3, Student Services Centre

BirthLine – Pregnancy Support.....8331 1223

Adelaide Sexual Health Centre.....7117 2800
○ 260 Currie Street, Adelaide

Sexual Health Information Networking & Education (SHINE) SA.....1300 883 793

North Adelaide Dental Care.....8267 1894
○ 155 Archer Street, North Adelaide

Dental emergency (North Adelaide Dental Care).....0407 111 117

Adelaide Dental Hospital.....1300 008 222
○ Uni. of Adelaide Health & Medical Sciences building, Level 11 and 12

Counselling Services

May Health (previously Neaves & Menne).....8267 5466
○ 28 Ward St, North Adelaide
○ mayhealth.com.au

Headspace.....1800 063 267

- headspace.org.au
- facebook.com/headspaceadelaide

Butterfly Foundation: Support for eating disorders & body image issues 1800 33 4673
Crisis Care Unit (24 Hour Helpline for child abuse and neglect matters).....13 16 11
Drug and Alcohol Services South Australia.....1300 131 340

24 Hour Counselling / Information Service

Lifeline – 24 Hour Helpline.....13 11 14
Beyond Blue (24/7).....1300 22 4636
Mental Health Triage Service.....13 14 65
University of Adelaide Counselling Service.....8313 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 Line1300 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 Government Support:

Centrelink – Youth Allowance.....13 24 90
Centrelink – Customer Relations.....1800 000 567
Housing SA – Rent Relief.....131 299

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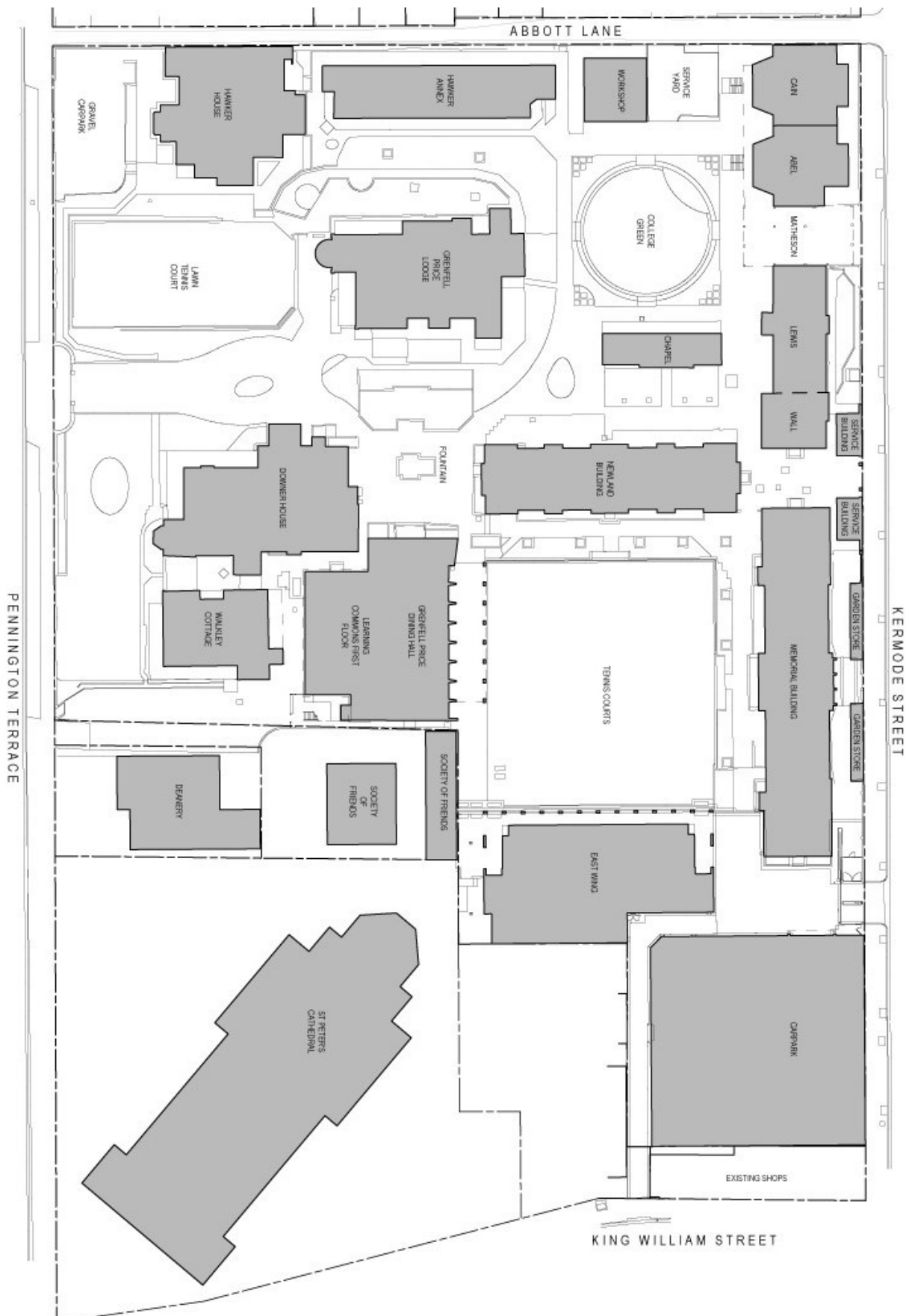
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Map of the College



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