Getting Started at UWA

The essential guide to successful study for first year Undergraduate students
Welcome

Congratulations on being offered a place at UWA. We’re delighted you’re joining us this year.

Now you’ve accepted your offer, your journey at UWA begins.

This guide is designed to give you essential information to lead you through the next three stages of Preparing for Enrolment, Enrolment and Orientation.

It complements the UniStart website (uwa.edu.au/unistart), which is your official guide through the process.

UniStart has four steps:

Accepting your offer 1
Preparing for enrolment 2
Enrolment 3
Orientation 4

Make sure you log on to UniStart and follow each step. Use the tools available to create your personal study plan and manage your timetable and orientation schedule.
Activate your online UWA student account (Pheme)

Before you can enrol you must activate your online student account (Pheme) at pheme.uwa.edu.au. This gives you access to important online systems and services, including:

- **studentConnect** – manage your enrolment and personal details online and view your academic record and exam timetables
- **Student email** – the University’s official means of communication with students;
- **My Library Loans** – check when your library items are due, make renewals and requests
- **Course Materials Online (CMO)** – access online course materials and resources
- **Learning Management System (LMS)** – access unit materials including online discussions boards, unit outlines and handouts
- **Lecture Capture System (LCS)** – access online lecture recordings
- **Class Allocation System (CAS)** – nominate your preferences for class times

To activate your Pheme account you’ll need:

- your eight digit student number (in your offer letter)
- your date of birth

Check your UWA student email regularly

Your student email is where you’ll receive important communications from the University about enrolment, fees, exams and library loans, as well as direct communications from University staff. To check your student email, go to mail.student.uwa.edu.au and log in with your Pheme details.

Your student email address begins with your eight digit student number followed by @student.uwa.edu.au, for example: 12345678@student.uwa.edu.au

The UWA Students Facebook page is another useful way of keeping up-to-date with events, programs and activities on campus.

Find us at: facebook.com/UWAstudents

Remember to check your student email regularly.

It’s UWA’s official way of communicating with you!
Choose your units
Before you enrol, you need to decide which units to take in Semester 1 and Semester 2.

A standard full-time enrolment is four units per semester (eight units per year).

When choosing your units it’s important to consider:
• your degree requirements – available in the University’s online Handbook: handbooks.uwa.edu.au/undergraduate
• your personal interests and career goals; careers advice is available from the Careers Centre: careers.uwa.edu.au
• the availability of units (Semester 1, Semester 2, or non-standard teaching periods)
• unit rules (including prerequisites, co-requisites and incompatibilities)
• when classes will be held (class timetables are available at cas.uwa.edu.au/student
• what study load you want to take – full-time or part-time.

International students are normally required to study full time (four units, worth six credit points each) in order to meet their visa conditions.

You can contact International Student Support for more information about requirements for international students: help-international@uwa.edu.au

For domestic students a study load of 75 per cent or above is considered full-time study.

If you’re unsure what to study and wish to delay nominating your major/s until second year, you can design a first-year study plan that will leave your options open and allow you to experience a variety of different interest areas before you make a decision.

Fill out a first-year study plan
The University’s online Handbook provides blank first-year study plans for you to fill out, either online or in print. Each study plan is accompanied by a checklist to ensure you’re on track to meet your course requirements.

The handbook provides many study plan examples for you to explore: http://handbooks.uwa.edu.au/undergraduate/studyplans.

Remember, a study plan is only a planning tool, but it can assist you in completing the enrolment process. If you are unsure, take your draft study plan to an in-person enrolment help session, or check with a student adviser.

Course advice is available from your Faculty student office or the Transition Services team. You can contact Transition Services on 6488 6789 or transition@uwa.edu.au
Now you’ve done the preparation work, you need to lodge your enrolment through studentConnect.

If you are a domestic or full-degree international student, you’re encouraged to enrol online yourself. If you have difficulties enrolling, you can attend an enrolment support drop-in session in person.

**Online enrolments**
Once you’ve put together your study plan, enrolling in your units via studentConnect is easy!

- Log on to studentConnect using your student number and Pheme password.
- Go to ‘Online Enrolment and Change of Enrolment’, then follow the prompts to add your units for the entire academic year.

**Enrolment help drop-in sessions**
In-person help sessions are available for any new student who needs further assistance.

If you are going to attend a session in person, please ensure that you:
- check the UniStart website to find out when the session is scheduled
- bring the required proof of identity and citizenship documents
- come prepared, having consulted with your Faculty regarding unit selection and course advice

If you need guidance, we’re here to help. Contact your Faculty Office or the Transition Services team – 6488 3988 or transition@uwa.edu.au

Remember, if you haven’t accepted your offer and activated your UWA student account you won’t be able to enrol. (See the Preparing for Enrolment section).

**Your timetable**
Working out your timetable is an important part of managing your enrolment. Each unit you enrol in will require you to attend a number of classes, which may include:
- Lectures
- Tutorials
- Seminars
- Workshops
- Labs (laboratory classes)
- Information sessions
CAS is the online system that allocates you to classes and generates your timetable. In CAS you can:

- lodge your preferred class times for each unit (if available)
- check which classes you have been assigned to once the allocations are released

Visit the CAS website: cas.uwa.edu.au/student to find out how to register and the important CAS dates. Just use your student number and Pheme password to log in.

Once class times have been allocated, you can change your allocations within CAS provided there is space available in the classes you’d like to move into.

If a unit is not available for class registration through CAS, you’ll be given instructions on how classes will be assigned by your unit coordinator or Faculty Office.

For assistance with CAS:

- Check out the help videos for new students available at: cas.uwa.edu.au/student.
- Attend a drop-in session for hands-on assistance. Help sessions are run during Enrolment and Orientation Periods – visit the UniStart website for details.
- Ask for help at the Information Desk at your Subject Library or online via Ask UWA.
- You can also contact the Transition Services team – 6499 3988; transition@uwa.edu.au for further assistance.

You can find out if a class is recorded and available online through earning Management System (LMS) by reading the Unit Outline.

Online recordings are useful if you’re unable to attend class or have class clashes.

Remember, organising your timetable is your responsibility!

**Changing your enrolment**

You can change your unit enrolment up until the end of the second week of semester via studentConnect. If you’re not happy with your unit choices, or your interests change, contact your Faculty Office for further advice on what’s best for you.

The Transition Services team can help with any difficulties you have in managing your timetable and can refer you to other services, if required.
Collect your Campus Card
Your UWA Campus Card is important as it provides:
• proof of identification (compulsory for examinations)
• library borrowing and electronic database access
• cash storage for copying and printing
• access to buildings

Once you’ve activated your Pheme account and enrolled in your units, simply upload a photo of yourself through CaptureMe and we’ll provide you with the details of when and where to pick up your Campus Card – it’s that easy!

More information on obtaining your card can be found at campuscard.uwa.edu.au/obtain-card/students

Make sure you bring a photo identification and proof of citizenship when you come to collect your Campus Card!

Fees
It’s your responsibility to ensure you’re aware of the fee obligations that apply to you. These may include:
• tuition fees
• student Services and Amenities Fee (compulsory for all students)
• administrative fees and charges

Domestic students are normally eligible for HECS-HELP and FEE-HELP loans to pay for their tuition fees. Information about HECS-HELP and FEE Help is available from Student Administration or at studyassist.gov.au/sites/StudyAssist

As part of the acceptance process, all international students need to make their first payment in order to formally accept their offer. Thereafter, in subsequent semesters, international students will receive an electronic statement of account (eSOA) via their studentConnect account under the Finance section for each fee period/semester. This is where you can also view your eSOA each semester for the Student Services and Amenities Fee (SSAF). For queries and assistance, contact Student Administration on 6488 3235 or via askUWA.

For further information on student fees and charges, including the fees calculator, visit: student.uwa.edu.au/course/fees
Remember, outstanding fees may prevent you from enrolling, accessing your results, graduating and ordering transcripts.
Orientation is a vital part of your preparation for academic success. Completing a comprehensive orientation will provide you with the skills, knowledge and tools for a rewarding student experience – don’t miss it!

**O-Week**
Orientation is held in the week before semester starts. Key events include:
- The Welcome Event
- Academic Orientation
- Faculty orientation activities
- Campus tours
- O-Day (Semester 1) or Club Carnival (Semester 2) – days of celebration where you can sign up to clubs and societies that interest you and meet other students

All students are required to attend Orientation. If you are unavailable during the formal Orientation week, you’ll be required to attend Late Orientation during Week 2 of semester. Contact transition@uwa.edu.au for more information.

Follow the steps on the UniStart website unistart.uwa.edu.au to create your personal Orientation schedule.

**Academic orientation (ACE, ISE and CARS)**
Your academic orientation also includes three online self-paced units designed to make you aware of your academic responsibilities and help you gain the skills for a successful start to your studies at UWA.

*Complete these units within your first semester in order to record a pass (and avoid a fail) on your academic record.*

These are not-for-credit units and do not count towards your semester study load. It’s a good idea to complete them early in semester to gain the maximum benefit.

**Academic Conduct Essentials (ACE)**
AACE4000 Academic Conduct Essentials (ACE) introduces you to the basic issues of ethical scholarship and the expectations of correct academic conduct at this University. The fostering of academic integrity is given high priority at UWA and is supported by institutional policies and practices. You can find out more about ACE at student.uwa.edu.au/learning/resources/ace.
Indigenous Study Essentials (ISE)
INDG1000 Indigenous Study Essentials introduces you to the shared learning space that The University of Western Australia embodies. This learning space includes both Western and Indigenous knowledge systems. student.uwa.edu.au/learning/resources/ise

Communication and Research Skills (CARS)
CARS1000 Communication and Research Skills helps you develop the research and writing skills that you need to express your ideas within an academic context.

You can find out more about CaRS here: student.uwa.edu.au/learning/resources/cars.

You can access ACE, ISE and CaRS by logging on to the Learning Management System (LMS): lms.uwa.edu.au.

All students will be automatically enrolled in these units.

Unit materials
Once you’re enrolled check your unit outlines to find out what materials are required for your units (textbooks, recommended readings and study aids such as calculators, lab coats and safety glasses). Unit outlines are usually available online (handbooks.uwa.edu.au/units) and/or handed out in your first class. Once you’ve enrolled, you can also access textbook lists online through studentConnect.

Textbooks are available from:
• the Co-op Bookshop in the Guild village or online (coop.com.au; 6144 5700);
• the second-hand bookshop in the Guild village
• the online textbook exchange – (guildtexchange.com)
• the University Library – borrow books for free and access your unit readings through OneSearch on the Library homepage: library.uwa.edu.au.

Course Materials Online (CMO) provides a list of the resources required for your units which are available through the University’s subject libraries and online catalogue, Onesearch. These may include articles, book chapters, websites, as well as textbooks, DVDs/videos, CDs, ebooks and past examination papers. Log on to CMO using your Pheme password: library.uwa.edu.au/information-resources/cmo.

Other unit materials, including calculators can be purchased from the Co-op Bookshop. In order to use your calculator in exams and assessments, you’ll need to check the approved calculators list (ecm.uwa.edu.au/students/exams/calculators) and visit the appropriate student office to have your calculator approved and receive a sticker. Pre-approved calculators can be purchased from the Co-op Bookshop.

Assessment
Each unit has its own methods of assessment, usually involving a combination of essays, smaller written
assignments or worksheets, exams, tutorial presentations, attendance and/or practical components. Check your unit outline for details. Your unit coordinator can answer any queries. Find unit details via the University Handbook [handbooks.uwa.edu.au/units](http://handbooks.uwa.edu.au/units)

**University libraries**
Our libraries provide physical and online information resources, study spaces, research assistance and IT support for your study and research at UWA.

**Find us online**
The library website is your first stop for library resources and information. ([library.uwa.edu.au](http://library.uwa.edu.au))

**Get your bearings**
With six subject libraries on campus, you’re sure to find a study space or group study room to meet your needs.

Visit the information desk for advice and support, including help with Unifi, Pheme, CAS, LMS, Turnitin, webmail, printing and more.

Stay up-to-date by following us on Facebook and Twitter @UWALibrary

Check the library website for tours of your library in the first weeks of semester.

**Meet your subject librarian**
Your subject librarian is an expert on:
- OneSearch
- key databases
- advanced search techniques
- EndNote

Just enquire at the library information desk.

**Access online resources**
Sign in to OneSearch to find and access the full range of resources.

**Get started with a subject guide**
See the Library Expert Help Guides for databases, websites, referencing and more. Download the EndNote referencing software and book into a class from the EndNote guide.

**Get connected**
Connect your mobile devices to the UWA wireless network, Unifi. It’s easy — log in with your student ID and Pheme password.

**Print on the run**
A large number of computers are available in subject libraries and computer labs. Print to any student printer; even from your own device.

**Transport**
Make sure you’ve thought about how you’ll get to and from campus each day.
First-year students are not normally eligible for student parking permits, unless they need to travel a considerable distance. You are encouraged to use public transport, with a number of bus services available. For more information:

- Check out the UWA transport and parking guides for useful tips and resources, including a TravelSmart map: [transport.uwa.edu.au](http://transport.uwa.edu.au).

A Tertiary SmartRider will help you make the most of concession fares for full-time students. You can buy a SmartRider from UWA Campus News and Gifts in the Guild Village or from any authorised outlet (see the Transperth website for details). You need to register your SmartRider in studentConnect to receive your concession.

**Safety and security**

**In the case of an emergency on campus immediately contact the 24-hour emergency number 6488 2222. UWA Security will respond appropriately.**

- Never leave your personal belongings (such as bags, wallets, laptops, bikes) unattended under any circumstances — this includes in libraries, cafés and other University buildings or outside. Cars parked on campus are not covered by University insurance.
- Keep your personal details secure, including passwords, Campus Card, bank cards, Tax File Number, passport.
- Take responsibility for your personal safety – walk in well-lit areas with a friend or crowd; wait for buses in open populated areas; phone a taxi instead of hailing, wait with a friend and record the taxi number.
- UWA Security can escort you after hours escort to car parks, colleges, bus stops and accommodation immediately adjacent to the University. If required, contact Security 30 minutes before you want to leave, and a uniformed officer will respond (6488 3020).

For more information, or to report a theft or incident, visit the Security website: [security.uwa.edu.au](http://security.uwa.edu.au)

**Health and well being**

The University Medical Centre provides comprehensive medical care and is located in the Guild Village (2nd floor, South Wing). Appointments can be made online or by phone (6488 2118). For more information visit: [student.uwa.edu.au/experience/health/medical-centre](http://student.uwa.edu.au/experience/health/medical-centre)

International students are required to have Overseas Student Health Cover (OSHC) for the duration of their student visa. See the OSHC counter in Student Central for queries or assistance.

A free counselling service is also available to assist with any personal or academic concerns that may impact on your ability to study. Appointments can be made at the Health and Wellbeing Reception (first floor}
Services to help you throughout your time at UWA

There are many free services available to make your transition to university life easier and support you throughout your studies. If you need some advice or are concerned about any aspect of life on campus, be sure to ask. Staff are here to help you.

Student services

Located in Student Central (just north of the Guild Village), student services includes:
- STUDYSmarter – research skills, oral and written communication skills and numeracy skills
- careers advice
- transition programs to help you settle in to campus life (Transition Services, ConnectMe and UniMentor)
- Counselling and Psychological Services
- UniAccess – UWA’s Disability Service

All students, whether international or domestic, can access all of the support services listed above for free.

The Scholarships and Prizes Office in Student Central can provide you with advice around scholarships and help you apply (Telephone: 6488 3862). Find out if you’re eligible for scholarships: scholarships.uwa.edu.au

Rights and responsibilities

Get to know your rights and responsibilities as a UWA student. It’s important to know the academic and personal expectations that you’re expected to meet:
- The Charter of Student Rights and Responsibilities: student.uwa.edu.au/life/charter
- Code of Ethics and Conduct: hr.uwa.edu.au/policies/policies/conduct/code
- Student rules: handbooks.uwa.edu.au/rules?id=55183
- Equity and diversity advisers are available for confidential advice with any issues: hr.uwa.edu.au/equity

For tips, resources and health and wellbeing programs, check out the Fit for Study website: student.uwa.edu.au/experience/health/fit.

The Chaplaincy in the Law Link Building supports the spiritual life of students on campus.

A 24-hour crisis care telephone service is also available for people in crisis who need urgent help when University services are closed (before 9am, after 5pm, weekends and holidays). Telephone: 9223 1111.

Student Central; 6488 2423; student.uwa.edu.au/experience/health/counselling.
Student Administration in Student Central can help with issuing Campus Cards, answering questions about fees, examinations, graduation and issuing transcripts.

If you have questions, don’t forget askUWA provides online answers 24/7 and can save you waiting in a queue: web.uwa.edu.au/askuwa

Explore all the opportunities at the Current Students website: student.uwa.edu.au

Study Abroad
Did you know you can travel, live and study overseas while continuing to gain credit towards your UWA degree? Consider including a Student Exchange or Student Abroad program in your course. All UWA students can apply to study abroad, including international students.

For more information visit the Study Abroad website: student.uwa.edu.au/experience/exchange

International students
International Student Support in Student Central (6488 2428) provides specialised advice for international students on their rights and responsibilities in relation to their visa requirements, overseas health cover and insurance, employment entitlements and other aspects of studying in Australia.

If you’re an international student visit this website for more information: student.uwa.edu.au/international/newstudents

Faculty Student Offices
If you need to speak with a Student Adviser in one of the Faculty Student Offices, check which adviser you’ve been allocated through studentConnect. You can also find information on the location of Faculty offices: ask.uwa.edu.au

UWA Student Guild
The Guild is an independent organisation run by elected student representatives. It represents the students of UWA to the University and the wider community and provides advocacy, financial support, and social activities for students.
The Guild Volunteering Hub (volunteering.guild.uwa.edu.au) also gives students the opportunity to gain community service experience.

All students can elect to become members of the Guild upon enrolment. If you decide not to become a member of the Guild, you may always sign up to become a member later through studentConnect.

Visit the Guild Student Centre in the Guild Village to get a free Guild Diary and Discount Booklet with useful tips and information.

Make sure to check out the Guild-run cafés across campus, and explore the many facilities available in the Guild Village including:

- Bookshops
- Newsagent
- Banks and ATMs
- Pharmacy
- Optometrist
- Dentist
- Hairdresser
- Print and copying service
- Photographer
- Travel agent
- Boot maker
- Computer store

**UWA Sport**

UWA Sport offers a wide range of recreation membership and participation opportunities. Visit the Recreation and Fitness Centre to build a healthy, active lifestyle: sport.uwa.edu.au.
Important contacts

For all University email enquiries: log in with your student ID to ask a question at askUWA: uwa.edu.au/askuwa

**Faculty Student Offices**
If you need to speak with a Student Adviser in one of the Faculty Student Offices, you can find the location of the office at ipoint.uwa.edu.au/app/answers/detail/a_id/265

**Student Administration**
Student Central
Tel: 6488 3235

**Student Wellbeing Reception**
1st Floor, Student Central
Tel: 6488 2423

**Transition Services**
Student Transition Adviser
Tel: 6488 3988
transition@uwa.edu.au

**International Student Support**
Student Central
Tel: 6488 2428
help-international@uwa.edu.au

**Scholarships Office**
Student Central
Tel: 6488 3736

**Student Guild**
Ground Floor, Guild Village
Tel: 6488 2295

**University Medical Centre**
2nd Floor, Guild Village
Tel: 6488 2118

**University Counselling Service**
1st Floor, Student Central
Tel: 6488 2423
<table>
<thead>
<tr>
<th>Glossary</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Adviser</td>
<td>A University staff member who specialises in giving course advice to students.</td>
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<tr>
<td>askUWA</td>
<td>View answers or ask questions 24/7 about enrolments, fees, scholarships, exams, results, graduation, timetables, parking, libraries, faculty information and more: <a href="http://web.uwa.edu.au/askuwa">web.uwa.edu.au/askuwa</a></td>
</tr>
<tr>
<td>Campus Card</td>
<td>Your student ID card, also used for library borrowing, printing and accessing buildings.</td>
</tr>
<tr>
<td>CAS</td>
<td>Class Allocation System – nominate your preferences for tutorial, lab and seminar times.</td>
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<tr>
<td>Census date</td>
<td>The last day to withdraw from units without having to pay for them. If you withdraw after the census date, you will be liable for any course fees. (See Important dates.)</td>
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<tr>
<td>Course Materials Online (CMO)</td>
<td>Find materials and resources for your units through the CMO tab in OneSearch: <a href="http://library.uwa.edu.au">library.uwa.edu.au</a></td>
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<tr>
<td>Domestic student</td>
<td>A student enrolling at university who belongs to one of the following categories: Australian citizen; New Zealand citizen; holder of an Australian permanent visa; holder of a permanent humanitarian visa.</td>
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<tr>
<td>Facebook</td>
<td>Facebook is a useful way of keeping up-to-date with events, programs and activities on campus: <a href="http://facebook.com/UWAstudents">facebook.com/UWAstudents</a></td>
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<tr>
<td>Handbook</td>
<td>Find comprehensive information on courses, majors, units and access study plans. <a href="http://handbooks.uwa.edu.au">http://handbooks.uwa.edu.au</a></td>
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<td>Important dates</td>
<td>Key dates in your academic year: <a href="http://www.student.uwa.edu.au/course/dates/important">www.student.uwa.edu.au/course/dates/important</a></td>
</tr>
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<td>International student</td>
<td>A student who is not an Australian citizen or permanent resident, nor a New Zealand citizen, and is enrolled or proposes to enrol at an educational institution in Australia. Temporary residents of Australia are classified as international students.</td>
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<tr>
<td>LCS</td>
<td>Lecture Capture System. Allows you to listen to and/or watch lecture recordings online via the University’s Learning Management System (LMS).</td>
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<tr>
<td>Lab</td>
<td>A class that takes place in a laboratory. Labs are practical classes involving experiments, investigation, construction, observation or testing.</td>
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<tr>
<td>Lecture</td>
<td>A class which involves the presentation of a particular topic, idea or subject to a large group of students. Lectures normally run for about 45 minutes and many are recorded so you can revise later.</td>
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<tr>
<td>Level</td>
<td>A ranking applied to a unit which indicates the amount of prior knowledge or maturity of learning required to study a unit successfully. A three-year undergraduate degree consists of Level 1, Level 2 and Level 3 units.</td>
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<tr>
<td>LMS</td>
<td>Learning Management System. Access online unit materials, lecture recordings, discussion boards and more: <a href="http://lms.uwa.edu.au">lms.uwa.edu.au</a></td>
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<tr>
<td><strong>Major</strong></td>
<td>A disciplinary specialisation consisting of a sequence of at least eight units from Level 1 to Level 3.</td>
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<td><strong>My Library Loans</strong></td>
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<tr>
<td><strong>OSHC</strong></td>
<td>Overseas Student Health Cover.</td>
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<tr>
<td><strong>Pheme</strong></td>
<td>Use your Pheme credentials to access most UWA online systems.</td>
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<tr>
<td><strong>SmartRider</strong></td>
<td>A cash-free payment method for travel on Transperth services.</td>
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<tr>
<td><strong>studentConnect</strong></td>
<td>The online student system where you manage your enrolment and personal details, view your assigned Student Office, fees information, exam dates and academic record.</td>
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<tr>
<td><strong>Student Office</strong></td>
<td>Contact your assigned office for course advice and assistance with planning your enrolment. Find your assigned Student Office on studentConnect.</td>
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<tr>
<td><strong>Tutorial</strong></td>
<td>A small class involving discussion facilitated by a tutor on a particular topic or idea (usually what has previously been presented in a lecture).</td>
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<td><strong>Twitter</strong></td>
<td>Follow @UWA_students for updates on events, programs and activities for students at UWA.</td>
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<tr>
<td><strong>Unit</strong></td>
<td>A subject usually studied for the duration of one semester. Units normally involve different classes – lectures, tutorials, seminars, labs etc. Standard semester units are worth 6 credit points, but there are some project units worth 12 credit points.</td>
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</table>
Contact Us

Student Central
Tel: 131 UWA or +61 8 6488 3988
Email: transition@uwa.edu.au

UWA is a smoke-free campus
The information in this publication is correct at time of printing, but may be subject to change.

#uwastudents

UWAstudents
UWA_students
uwastudents
universitywa
uwastudents
uwainternational
UWA-Perth-WA