



TRINITY
THEOLOGICAL COLLEGE

Preparing People for Effective Christian Service

Staff Calendar 2022

KEY:

Class Weeks
Class Free Weeks
Study Break
Exam Weeks
Certificate of Christian Studies Classes running
Events for Trinity Community
Trinity Women Events
Public Holidays
WA School Holidays
Trinity House Closed

Abbreviations:

C&G	- Commencement and Graduation	
CMT	- Community Morning Tea	Wednesday 10:30-11:00am weekly
ET	- Executive Team	
HREC	- ACT Human Research Ethics Committee	
MM	- Ministry Matters	
O&I	- Orientation & Language Intensives	
PFC	- Property and Finance Committee	For EOY accounts and budget approval
QPB	- Quarterly Prayer Breakfast	
R&RSC/CC	- ACT Research & Research Standard Committee/Coursework Committee Meetings	
SBFAP	- Staff Briefing, Faculty & Admin Prayer	Thursday 12:45-2:00pm weekly
SPT	- Strategic Planning Team	
T@N	- Trinity@Night	
TinT	- Trinity in Town	
TN	- Trinity News	

TW - Trinity Women

TWED - Trinity Women Enrichment Day

April

January

2022



Preparing People for Effective Christian Service

Calendar Month

Calendar Year

First Day of Week

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Break	27	28	29	30	31	01 New Year's Day	02
WA school holidays							
Break	03 New Year's Day Public Holiday	04 College Re-opens QPB invitation email	05 Payroll CMT	06 Admin Prayer	07 Orientation Info Mailout	08	09
WA school holidays							
Break	10 Orientation Moodle modules released	11	12 CMT ET Mtg Course Readers to FOO	13 Admin Prayer	14	15	16
WA school holidays							
Break	17 FT&PT Applications Close TWED & TW Itr mailout & Coffee Night Invitation	18 Final Interviews (as needed) Events Mtg Catering prep for Orientation and Day Together	19 Payroll Orientation run sheet finalised CMT ET Mtg Final Interviews Day	20 Faculty Strategic Planning Day Admin Prayer QPB Reminder email	21 Faculty Start-up meeting C&G Prize winners approved	22	23
WA school holidays							
Break	24 Pastoral Care Group, Parking Bay Application, Security Forms Due CCS Graduate list finalised	25 Unit outlines to registrar Assessment Schedule published Pigeon-holes, notice bds & lect rooms set up. Orientation class lists printed.	26 Australia Day	27 SBFAP Finalise catering O & Day Tog. PCGroups finalised. Confirm def/W students	28 Moodle set up finalised. Faculty Mtg Parking & student allocations finalised. Graduate rsvp & profiles due	29 Quarterly Prayer Breakfast 8:00-10:00am ACT-HDR Application Closing Date	30
WA school holidays							

Notes

February 2022



Preparing People for Effective Christian Service

Calendar Month

Calendar Year

First Day of Week

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Orientation O&I Week	31 Opening Chapel FT Students Orientation Day/Language Intensives C&G Invites to Churches, Reminder Email	01 Language Intensives Day Together RSVP close 9am Student Notices Begin Finalise DT catering & run sheet distribute	02 Payroll Language Intensives CMT SPT Mtg	03 Language Intensives Orientation Evening PT Students SBFAP 21 CAL mail-out	04 Language Intensives Unit outlines on Moodle Extended Asses't results to ACT AB (Virtual)	05 Day Together 9:00am-1:45pm	06
Semester 1 Week 1	07 TW Coffee night reminder	08 SEMESTER ONE COMMENCES Chapel/Community Lunch Graduands list finalised Events Mtg	09 CMT ET Mtg	10 SBFAP	11 Creche 9:00-12:00pm Faculty Mtg ACT R&RSC (Virtual)	12	13
Semester 1 Week 2	14 TW Coffee and Dessert Night 7:30pm C&G Program due	15 Start Term 1 Chapel/Community Lunch Trinity @ Night T1 Begins Testamurs checked	16 Payroll CMT ET Mtg C&G Run Sheet finalised & distributed	17 Start Term 1 SBFAP TWED Letters posted	18 Creche 9:00-12:00pm ACT CC RSVP Graduation Closes Prizes prepared. Testamurs signed & copied.	19	20
Semester 1 TH001 Intensive Week 3	21 TH001 Intensive	22 TH001 Intensive Commencement & Graduation Ceremony North Coast Church 7:30pm Tuesday evening class cancelled	23 TH001 Intensive CMT ET Mtg	24 TH001 Intensive Council Mtg 4:30pm SBFAP	25 Creche 9:00-12:00pm TH001 Intensive Faculty Mtg	26	27

Notes

March

2022



Preparing People for Effective Christian Service

Calendar Month

Calendar Year

First Day of Week

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester 1 Week 4	28 Photo shoot classroom & mission teams	01 Chapel/Community Lunch Tuition Fee Invoices generated	02 Payroll CMT SPT Mtg	03 SB ALLSP New Grads Comm.	04 Creche 9:00-12:00pm Upfront fees or fee agreements due	05	06
Semester 1 Week 5	07 Labour Day Holiday	08 Chapel/Community Lunch Events Mtg	09 CMT ET Mtg	10 Promo Packs ready for Mission Week PC groups SBFAP	11 Creche 9:00-12:00pm FEE-Help reg'n due Faculty Mtg TWED early bird closes ACT AB	12	13 Mission Week
Semester 1 Mission Week	14 Mission Week	15 Mission Week	16 Payroll CMT ET Mtg Academic Calendar 2023 draft	17 Mission Week TWED Reminder Admin Prayer	18 Mission Week	19 Mission Week	20 Mission Week
Semester 1 Study Week	21	22 C&G Rescheduled class	23 SPT Half Day Review TWED Run sheet finalised and distributed	24 End of Term 1 TWED regos close BYO lunch option open Council Mtg 4:30pm SBFAP CMT & TN Mail-Out T@N Thursday Ends	25 Faculty mtg	26	27
Semester 1 Week 6	28 QPB invitation email ACT SASH Mtg	29 End of Term 1 Trinity @ Night Term 1 Ends	30 Payroll CMT ET Mtg	31 CENSUS/WITHDRAWAL DATE	01	02	03

Notes

April

2022



Calendar Month

Calendar Year

First Day of Week

Preparing People for Effective Christian

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester 1 Week 6	28	29	30	31	01 Creche 9:00-12:00pm ACT CC (Virtual)	02	03
Semester 1 Week 7	04	05 Chapel/Community Lunch	06 CMT SPT Mtg	07 TW Breakfast Invitation SBFAP	08 Creche 9:00-12:00pm Faculty Mtg ACT R&RSC Room setup for TWED	09 Trinity Women Enrichment Day 8:45am	10
Semester 1 Week 8 WA school holidays	11	12 Chapel/Community Lunch UQAF request to faculty Events Mtg	13 Payroll CMT ET Mtg	14 SB ALLSP	15 Good Friday	16	17 Easter Sunday
Semester 1 Week 9 WA school holidays	18 Easter Monday	19 Exam paper request to faculty	20 CMT ET Mtg	21 SBFAP	22 Creche 9:00-12:00pm Faculty Mtg Sem 2 timetable and 2023 Academic calendar released	23	24
Semester 1 Class Free Week TH001 Intensives	25 ANZAC Day	26 TH001 Intensive Exam Prep - Faculty	27 Payroll TH001 Intensive Council Mtg 4:30pm TTC AGM 7:30pm CMT ET Mtg Ministry Matters Run Sheet finalised & distributed	28 TH001 Intensive SBFAP End of Semester Coffee Night Invitation	29 TH001 Intensive Creche 9:00-12:00pm Good Friday Lectures Set up for MM 12:00-12:30	30	01

Notes

May

2022



Preparing People for Effective Christian Service

Calendar Month

Calendar Year

First Day of Week

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester 1	02	03	04	05	06	07	08
Week 10	Ministry Matters 8:30am - 12:00pm	Chapel/Community Lunch Events Mtg	Information Night 5:45-7:45PM CMT SPT Mtg	QPB Breakfast Reminder SBFAP	Creche 9:00-12:00pm UQAFs to Registrar Enrolment pack released Exam timetable released Faculty Mtg Mid Year Appeal mailout		
Semester 1	09	10	11	12	13	14	15
Week 11		Chapel/Community Lunch Open Lecture PM	Payroll CMT ET Mtg	Start Term 2 TW Breakfast Reminder SBFAP	Start Term 2 Creche 9:00-12:00pm ACT AB Sem 2 UQAFs to Moderators Exams to Registrar Exam time change requests (exceptional circumstances) due	Quarterly Prayer Breakfast 8:00-10:00am	
Semester 1	16	17	18	19	20	21	22
Week 12		Chapel/Community Lunch Pre-Reading & texts request to faculty	CMT ET Mtg	SB ALLSP	Creche 9:00-12:00 Faculty Mtg		
Semester 1	23	24	25	26	27	28	29
Evaluations Week Week 13	Evaluations Week	Evaluations Week Chapel/Community Lunch	Payroll Evaluations Week CMT ET Mtg Semester Break Leave Forms due	Evaluations Week Council Mtg 4:30pm SBFAP	Creche 9:00-12:00pm Evaluations Week ACT Ac Deans Day 1		
Semester 1	30	31	01	02	03	04	05
Study Week							

Notes

June

2022

Calendar Month

Calendar Year

First Day of Week



Preparing People for Effective Christian Servi

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester 1 Study Week	30	31	01 SPT Mtg	02 CMT TN & T@N mailout SBFAP	03 Exams Faculty Mtg ACT PG Coords Pre-Reading texts to Registrar	04	05
Semester 1 Exam Wk 1	06 WA Day	07 Exams Events Mtg	08 Payroll Exams CMT ET Mtg	09 Exams SBFAP	10 Exams	11	12
Exam Wk 2	13 Exams	14 Term 2 Ends Exams END OF SEMESTER ONE Re-enrolment Forms for continuing students due Submission of HDR Assessments to ACT Swipe Cards returned by Exiting Students	15 CMT ET Mtg	16 Term 2 Ends SB ALLSP	17 Exiting Student Forms to Registrar ACT Principal's Forum Mission Week expressions of interest due	18 ACT Cons Conf	19
Mid Year Break	20 ACT SASH Mtg	21 Marks into Maze	22 Payroll Course Reserve Lists due CMT ET Mtg	23 QPB Invitation Moderation Meeting 9:30am Council Meeting 4:30pm SBFAP	24 Pre-Reading & Texts released ACT CC	25	26
Mid Year Break	27	28	29 CMT ET Mtg	30 ACT-HDR Application Closing Date (Sem2), Moderation scripts to ACT, Sem1 results and notice of granted extensions to ACT EOFY (Payroll, Donations) Workers Comp Ins renewal	01	02	03

Notes

July

2022

Calendar Month

Calendar Year

First Day of Week



Preparing People for Effective Christian Service

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mid Year Break	27	28	29	30	01 Donor receipts distributed with Thank You letter	02	03
Mid Year Break WA School Holidays	04 FT&PT Applications close Course Readers to FOO	05 Assessment Schedule Released	06 Payroll CMT SPT Mtg	07 Admin Prayer	08 Moodle set up finalised	09	10
Mid Year Break WA School Holidays	11 Pastoral Care Group sign up, Parking Bay Application, Security Swipe Card Forms	12 Unit Outlines to Registrar Events Mtg Re-allocate pigeon holes, parking & set up for S2	13 Faculty Start up Meeting CMT ET Mtg	14 SBFAP	15 Release of Cat C Unit Results Unit outlines on Moodle Lecture Room set up ACT R&RSC (Virtual)	16	17
Semester 2	18	19	20	21	22	23	24
Week 1	Orientation Night	SEMESTER TWO COMMENCES Chapel/Community Lunch	CMT ET Mtg	SBFAP	Creche 9:00-12:00		
Semester 2	25	26	27	28	29	30	31
Week 2		Chapel/Community Lunch Photo shoot classes	CMT ET Mtg Payroll CPI data released (TBC)	Council Mtg 4.30pm SBFAP	Creche 9:00-12:00 Faculty Meeting		

Notes

August

2022

Calendar Month

Calendar Year

First Day of Week



Preparing People for Effective Christian Service

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester 2	01	02	03	04	05	06	07
Week 3		Term 3 begins Chapel/Community Lunch Student Tuition Fee Invoices QPB Reminder	Payroll CMT SPT Mtg	Term 3 begins QPB Reminder email SBFAP	Creche 9:00-12:00 ACT AB Sem 1 extended assessment results to ACT Upfront tuition fee payments or payment agreements due		
Semester 2	08	09	10	11	12	13	14
Week 4	Annual Lecture	Chapel/Community Lunch PGP Annual Conference	CMT ET Mtg PGP Annual Conference	TTC Picnic Invitation SB ALLSP	Creche 9:00-12:00	Quarterly Prayer Breakfast 8:00-10:00am	
Semester 2	15	16	17	18	19	20	21
Week 5		Chapel/Community Lunch Events Mtg	Payroll CMT ET Mtg	SBAFP	Creche 9:00-12:00 Faculty mtg FEE Help registrations due		
Semester 2	22	23	24	25	26	27	28
Study Week	Mission Week invite preparation	Chapel/Community Lunch	ET Mtg	CMT & TN Mailout Council Meeting 4:30pm SBFAP ACT Reg Con	ACT Reg Con		
Semester 2	29	30	31	01	02	03	04
Week 6			Payroll CENSUS DATE CMT ET Mtg				

Notes

September 2022

Calendar Month

Calendar Year

First Day of Week



Preparing People for Effective Christian Serv

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester 2	29	30	31	01 TW Breakfast Invitation	02 Creche 9:00-12:00	03	04
Week 6				SBFAP	Faculty Meeting Mission Week Proposals due		
Semester 2	05 TTC Picnic Reminder	06 Chapel/Community Lunch Term 3 Ends	07 CMT SPT Mtg	08 SBFAP Term 3 Ends	09 Creche 9:00-12:00 ACT Academic Deans Day 2	10	11
Week 7							
Semester 2	12	13 Chapel/Community Lunch	14 Payroll	15	16 Creche 9:00-12:00pm 2023 Event Calendar Released	17 TTC Spring Picnic 9:30am	18
Week 8		Events Mtg EOY Dinner flyer out & in student notices	CMT ET Mtg	SB ALLSP	ACT CC		
Semester 2	19 ACT SASH Mtg	20 Chapel/Community Lunch Exam paper request to faculty	21 CMT ET Mtg	22 Council Meeting 4:30pm SBFAP	23 Creche 9:00-12:00 Faculty Meeting	24	25
Week 9							
Semester 2	26 Queen's Birthday	27 Exam Prep - Faculty	28 Payroll SPT Half Day Review CMT	29 TW Breakfast Reminder SBFAP	30 2023 Full Calendar Released Mission Week placements confirmed Re-enrolment information & Sem 1 Timetable released	01	02
Study Week WA School Holidays							

Notes

October

2022



Calendar Month

Calendar Year

First Day of Week

Preparing People for Effective Christian Service

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester 2 Study Week WA School Holidays	26	27	28	29	30	01	02
Semester 2 Week 10 WA School Holidays	03 QPB Invitation	04 Chapel/Community Lunch O/Seas Student Prospectus published Info Night run sheet finalised & distributed	05 CMT ET Mtg	06 TW Breakfast Reminder email SBFAP	07 Creche 9:00-12:00pm Exam Timetable Released on Moodle Faculty Meeting ACT CC	08	09
Semester 2 OPEN WEEK Week 11	10	11 Open Week Events Mtg Open Lecture PM	12 Payroll Open Week CMT ET Mtg	13 Open Night SBFAP	14 Open Week Creche 9:00-12:00pm Exam time change requests Exams to Registrar Budget Requests due	15 Trinity Women Breakfast 8:30am	16
Semester 2 Week 12	17	18 Chapel/Community Lunch T@N Term 4 begins	19 CMT ET Mtg	20 SB ALLSP	21 Creche 9:00-12:00pm ACT AB Faculty Meeting	22	23
Semester 2 Evaluations Week Week 13	24 Evaluations Week Staff EOY Invitation	25 Evaluations Week Chapel/Community Lunch Day Together Promo & Team Voting for Service Prize opens	26 Payroll Evaluations Week CMT ET Mtg	27 Evaluations Week Council Meeting 4:30pm SBFAP	28 Creche 9:00-12:00pm Evaluations Week UQAF requests to faculty Budget Draft ACT AB	29	30

Notes

November 2022

Calendar Month

Calendar Year

First Day of Week



Preparing People for Effective Christian Service

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Semester 2	31	01	02	03	04	05	06
Study Week			CMT SPT Budget Mtg	QPB Reminder email SBFAP	Exams Faculty Meeting		
Semester 2	07	08	09	10	11	12	13
Exam Wk 1	NW Missions communication with students. Exams Semester Break Leave Forms due	Exams	Payroll Exams CMT ET Mtg	Exams P&F Mtg (TBC) SBFAP	Exams ACT CC (Virtual)	Quarterly Prayer Breakfast 8:00-10:00am	
Semester 2	14	15	16	17	18	19	20
Exam Wk 2	Exams	Exams END OF SEMESTER TWO Events Mtg Re-enrolment forms due. Swipe Cards returned by Exiting Students Submission of HDR Assessments to ACT	ET Mtg	TN Mailout & Volunteer Thankyou MT SB ALLSP	Exiting Student Forms to Registrar	End of Year Dinner	
Break	21	22	23	24	25	26	27
		Term 4 Ends Marks into MAZE	Payroll CMT ET Mtg	Term 4 Ends TTC Moderation Meeting Approval of Academic Prize recipients SBFAP Council Meeting 4:30pm	UQAFs, Pre-Reading & Texts to Registrar		
Break	28	29	30	01	02	03	04
		Sem 2 results, moderation scripts & notice of extensions to ACT Results published UQAFs to Registrar ACT HDR Research Conf Course Reserve Lists due	Sem2 results, moderations scripts & notice of extensions to ACT. HDR APRs to TTC. Results published ACT PD Conference ET Mtg Staff EOY Event Insurance Renewal				

Notes

December 2022

Calendar Month

Calendar Year

First Day of Week



Preparing People for Effective Christian Service

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Break	28	29	30	01 ACT PD Conference ACT Librarian's Conf Admin Prayer	02 ACT PD Conference Nominations close for Service Prize	03	04
Break	05 Christmas Card and Graduation invites, TW Dates calendar sent with Christmas Card. C&G invitations to VIPs & Graduands. Day Together Invitation sent mailchimp	06 2023 Academic start up info to students O&I Timetable released	07 Payroll Letter to donors of prizes for C&G CMT ET Mtg	08 Admin Prayer	09 Pre-reading & texts released HDR APR's to ACT	10	11
Break	12	13	14 CMT ET Mtg	15 Sem 1 UQAF's to ACT Moderator Admin Prayer	16 Cat C Unit Results released	17	18
Break	19 2023 Handbooks and Guidelines published on Moodle	20	21 Payroll CMT	22	23 College closes noon	24 Christmas Eve	25 Christmas Day
Break	26 Boxing Day / Christmas Day Holiday	27 Boxing Day Holiday	28 Trinity House Closed	29 Trinity House Closed	30 Trinity House Closed	31 HDR Applications Close	01 New Years Day College re-opens 03 January 2023

Notes

TRINITY THEOLOGICAL COLLEGE INC

ABN 70 006 203 227

CRICOS Number 02650E

Affiliated with the Australian College of

632-634 Newcastle Street

Leederville WA 6007

PO Box 115 Leederville WA 6902

Telephone 08 9928 9067

Email info@ttc.wa.edu.au