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This A to Z living guide provides information about living in a College environment, procedures, and standards expected of you and your fellow college members. The College is a large community of people living in close proximity. As a College member you are expected to be considerate of others and adhere to community standards.

As a College Member, your Head of College will have access to your Academic Records (on a strictly confidential basis). At the beginning of each semester, Heads of College review the Academic Results of all College Members and may contact college members experiencing difficulties with their studies and ask them to demonstrate how they plan to improve their results.

## Abandoned Items

While every effort is made to locate the owner of any item left in the Colleges' precinct, your ownership of personal property is deemed to have transferred to Griffith University at the expiration of 14 days after you vacate or terminate your accommodation. The University may thereafter sell or otherwise dispose of the property without any obligation to you for the property or the proceeds of its sale. Griffith University may recover from you any costs it incurs in the storage or disposal of any such property.

## Abandonment of Room

If you are absent from your room for fourteen or more consecutive days and have not advised your Residential Advisor, Head of College or Griffith Accommodation, you will be considered to have abandoned your room. Griffith Accommodation, at its option, may then terminate your residency, dispose of any property remaining within the Colleges (at your expense), and then re-rent the room. In cases of abandonment, you remain liable for accommodation costs according to the terms of your college offer. If you fail to return your room key within the fourteen-day period, you are also charged for the re-keying of your room.

## Absence from College

In cases where you will be absent overnight it is wise to inform a fellow College member or your Residential Advisor. If you are intending to be away from College for more than three days (72 hours), you should notify your Residential Advisor, Head of College or Griffith Accommodation so that you may be contacted in the event of an emergency. You do not have to tell anyone where you are going, we just want to know how to contact you urgently if we need to, and so we will not worry. This is also important in the event of a fire alarm or other emergency, where it is important to be able to account for all College members. If you are detained away from College for any reason, please contact Griffith Accommodation or your Residential Advisor and leave a message if your call is not answered.

If you are absent for more than three days (72 hours) or one of your fellow College members reports that you have not been seen for 72 hours or more, and you have not advised us of your absence, Griffith Accommodation has the authority to enter your room to check that you are not ill or injured. Griffith Accommodation must act responsibly and report you as a missing person to the Police in this type of situation. If you are under 18 years of age we will also contact the person you have nominated as Parent or Guardian.

## Academic Endeavour

As the Colleges are an integral part of the University's education, your academic progress is of great interest to us. The Colleges

care about your academic progress and will, where possible, assist you in achieving your best. You should feel free to approach your Residential Advisor or your Head of College if you require some academic assistance. It is important that you achieve an appropriate balance between all aspects of your life (ie. academic, personal, sporting, cultural and extracurricular). You are expected to make an earnest attempt at your academic studies by demonstrating academic endeavour.

## Access to Restricted Areas

A person must not access a restricted area unless specially authorised to do so. Restricted areas include but are not limited to roofs, secure storage areas or machine rooms. Climbing to or from balconies or windows constitutes accessing a restricted area.

## Accidents and Incidents

The Residential Advisor on Duty or Head of College should be informed immediately of an accident involving a College member whether this occurs on or off-campus. All Residential Advisors hold First Aid qualifications from a recognised organisation. Each Residential Advisor, Griffith Accommodation, and Dining Rooms hold First Aid kits to manage minor injuries. In the event of a more serious accident an Ambulance should be called (on telephone 0-000) without delay. Workplace Health and Safety legislation requires Griffith Accommodation to record all accidents, incidents, and risks that are identified. An incident report must be completed and returned to the office. (Available from Griffith Accommodation).

## Air-conditioning Units

Portable air conditioning units may be used within College members' rooms with prior approval by the Manager, Griffith Accommodation. Additional charges will apply. (Refer to Schedule of Charges).

## Alcohol

The University Site Policy states that a person must not consume alcohol unless this is in premises licensed pursuant to the Liquor Act 1992 (Qld) or unless authorised by the Vice Chancellor or an Authorised Person to do so. College members and (under supervision) their visitors may consume alcohol in a moderate and sensible manner within the Colleges' precinct.

Consumption of alcohol is normally restricted to individual student rooms or common rooms. College members are not permitted to consume alcohol in common areas, public areas or outside areas between the hours of 10.00pm and 10.00am unless specifically approved by the Head of College. Drinking games or brewing of alcohol is not acceptable under any circumstances.

The Director or nominee and Heads of Colleges may determine that a particular time of year or certain functions are alcohol free. It is normal practise that the first 3 days of O-Week are alcohol free days within the Colleges precinct.

## BBQ Facilities

The Griffith Colleges have set guidelines as to the use of the BBQ areas. A copy of these guidelines can be obtained from Griffith Accommodation.

## Bicycles

If you are living on Nathan Campus, you should store your bicycle in your room on mounting brackets which, if not already installed,



can be installed by Griffith Accommodation on request. There are secure areas for bikes to be stored. Access to this area is gained by contacting the Griffith Accommodation office.

A bike hire system is also operational on both campuses. Please ask Griffith Accommodation staff for details.

Fire safety regulations specify that bicycles may not be left in stairwells or hallways. Bicycles found blocking these and other evacuation routes will be removed without notice. It would be unwise to store a bicycle outside the College.

## Booking In

College members have a designated check-in time of 1.00pm (except Welcome Day for new College members). If you wish to arrive outside of the dates specified in your College Offer, you are required to give at least 48 hours notice and specify the date and approximate time of arrival. If you do not notify us, you may find that your room is in use for conferences or other visitors. Please note additional charges will apply to arrivals prior to 1.00pm. You may not return between 12.00 midnight and 6.00am unless special circumstances apply. Once you have moved in you are responsible for the condition of your room and all University property. For this reason it is important that you complete your Room Inventory Form accurately.

## Booking Out

Booking-out procedures are outlined in information sent to all College members prior to the end of the residential year. The main points to remember are check out time is 10.00am and ensure your room and/or flat is clear of rubbish and that furniture is in the correct area. Additional charges will apply after 10.00am. You are required to have your room checked prior to leaving College, otherwise any maintenance or damage will be deemed to be your responsibility and you will be charged accordingly.

## Bottles

Glass bottles and drinking glasses are not permitted in any areas of the Colleges' precinct where broken glass could be dangerous. This includes but is not limited to BBQ areas, foyers, balconies, stairwells, ramps, common rooms, entry areas or other areas designated by Griffith Accommodation. Glass items should be disposed of in one of the recycling bins provided and broken glass in particular should be wrapped in paper to prevent any injuries. Disposal of glass bottles is the individual responsibility of College members who are required to place them in the recycling wheelie bins and not in any common area bins.

## Breaches of Community Standards

The Policy on the Resolution of Breaches of Residential Community Standards and Other Grievances within the Griffith University Colleges; defines the rights and responsibilities of College members and staff and provides procedures and sanctions to be invoked and applied if Community Standards are breached. While elements of this policy may have similarities with the legal system, it is essentially educative and administrative in nature. The full text of this policy is at the end of this handbook (refer Appendix C). As policies are updated the most recent version can be found at [www.griffith.edu.au/accommodation](http://www.griffith.edu.au/accommodation)

## Building Evacuation

Evacuation signs are posted in various buildings and rooms indicating your location in relation to the nearest exit and steps to

take to vacate the premises. Please familiarise yourself with the location of all exits from your College. Evacuation maps are part of the fire equipment and must not be tampered with.

If the fire alarm sounds everyone must vacate the building immediately and follow the directions of the Fire Wardens. In the event of an evacuation, please report to your building's assigned assembly point for further instruction. Failure to evacuate when an emergency alarm sounds or when instructed to do so by a staff member, or willful use of fire-fighting equipment, may result in termination of residency or prosecution of offenders for a Fire Code violation.

Any College member found to have set off a false fire alarm, whether purposefully or because of carelessness is subject to substantial fines that will be imposed by the Queensland Fire and Rescue Service. (Refer to Schedule of Charges).

## Candles, Incense and Oil Burners

Naked flames, including candles or incense of any sort are not permitted. Experience has shown that candles have caused the majority of fires within Colleges. Candles, incense, oil burners and other open flame devices are strictly prohibited inside rooms, common rooms, and common areas within flats or anywhere else within College buildings. The burning of any of these devices will set off the smoke detectors in your room.

## Carparking – General

There is no free carparking on any Griffith University campus between 8.00am and 7.00pm, Monday to Friday (excluding Public Holidays). Parking on campus is primarily by permit only. The University is a regulated traffic area so failure to comply with parking signage will result in either a Breach of Community Standards or an infringement notice issued by the security and traffic section.

For more information on parking visit:

[www.griffith.edu.au/parking](http://www.griffith.edu.au/parking)

### Nathan Campus

#### • The Village Carpark

The Village Carpark is a designated College member carpark, which is in close proximity to the Kinaba, Girraween and Barakula buildings and has a capacity of 60 bays. College members are able to park in this car park and must purchase a University Limited Access permit and an "R" permit sticker which is issued by Griffith Accommodation.

#### • Ridge (Undercover)

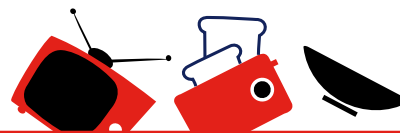
College members may also use the lower level of the Ridge (multi-storey) carpark after hours if they hold a valid University permit. This area provides a "lock-up" garaging facility for approximately 80 cars that is locked from 11pm to 5am. If you hold a multi-storey permit, parking is permitted in this area at any time.

#### • Carnarvon

Carnarvon College members that wish to park under Carnarvon must see Griffith Accommodation for further details.

#### • Bellenden Ker

College members that have a limited access permit and wish to park near Bellenden Ker can use the top level by the ridge carpark.



## Mt Gravatt Campus

Mt Gravatt College has carparking within and around the College grounds. College members must purchase a University General Permit to park in these areas.

## Carpet Damage

Damage to carpet will be billed to the College member who resides in the particular room or, if the carpet damage is located in the common area of a flat or College, the bill will be divided equally amongst all College members of the flat or corridor concerned if an individual cannot be identified. The total invoice amount billed will be the cost to Griffith Accommodation of materials and labour required to effect the repair plus an Administration Fee for callout to repair damage.

## Children within the Precinct

Persons who bring children (ie people under the age of 16 years) within the Colleges' precinct must ensure that they are supervised by an adult at all times, cause minimal disruption to others, and are not allowed access to areas that are restricted for safety and security reasons. A Head of College may direct that a child be removed if the child's health or safety is at risk, the child is presenting a health or safety risk to others, the child's behaviour is causing undue disruption to the work of staff or College members, or the presence of the child is inappropriate. The full text of this policy can be found at [www.griffith.edu.au/policy/library](http://www.griffith.edu.au/policy/library)

## Cleaning and Hygiene

College members are responsible for the cleanliness of their individual rooms and shared living spaces. It is the College member's responsibility to make sure that rooms are kept clean and that all rubbish is removed to the designated rubbish bins. Garbage bags should not be left in any corridors or stairwells as they block evacuation routes.

The condition of kitchens, bathrooms, toilets and living areas within the self-catered colleges is the responsibility of all members of the flat. Every college member should ensure that he or she cleans up the communal kitchen properly after each meal preparation. All dishes, utensils and equipment (including microwave and hotplate) are to be cleaned after use and all loose items put away as appropriate.

Rosters are set up for each flat and are on the fridge with a summary of how to clean the areas. Flats are inspected on a weekly basis and each task must meet the required standard. Any College member found to have unclean or unhygienic rooms/common areas will be issued with a 'Cleaning Warning Notice' and charges will apply. You will find information on the fridge in your flat and the Residential Advisors will explain the procedures for cleaning.

The shower and toilet areas within the catered Colleges (Bellenden Ker and Mt Gravatt) are cleaned daily by the housekeeping staff. The cleanliness of common rooms within these Colleges is the joint responsibility of all College members with the housekeeping staff providing daily rubbish removal, regular cleaning and vacuuming. Refer to appendix A

## Closing Access to College

The Director or Heads of College may close any part of the Colleges' precinct to visitors during a particular time of the year or for the duration of certain functions or activities.

## Common Rooms

Each College has a large common room for use as gathering places for planned and spontaneous activities. They are also places where you can read, study, watch television and relax. Activities, programs and meetings organised by a Residents' Committee take priority over general use. Colleges may choose to designate smaller common rooms or areas as study or quiet areas where television or other activities generating noise have second priority.

You may invite non-College members to use common rooms for small meetings or study groups at which you are also present but in doing so you should recognise the impact that these gatherings may have on other College members. You are responsible for the actions of your visitors. Common rooms are generally not available for use by persons or organisations not directly related to the Colleges.

## Computer and Internet Connections

Each bedroom within the Colleges has a permanent data point. For those College members who do not own a computer or printer, there are business centres at various locations within the colleges.

Note: See internet booklet about setting internet up

## Continued Residency

Where a College member is deemed to not be complying or engaging with community standards and has received a number of Breaches of Community Standard notices, they will be required to show cause to the Director (or nominee) as to why their residency should continue.

## Continued Residency – Appeal to the Director

Where a College member has been given a "Show Cause Notice" they may appeal in writing to the Director within three (3) working days of the notification.

In constructing an appeal letter the College member should provide an action plan outlining what steps they will take to ensure their behaviour is modified to align with community living. The Action Plan should clearly relate to the breaches made previously and provide for self review, review by the Residential Advisor team and Head of College.

Upon receiving the appeal the Director will determine whether the College member should continue to remain on campus or have their residency terminated. The College member will be informed in writing of the outcome.

## Cooking in Rooms

Cooking is permitted only within the kitchens of the self-catered flats. Cooking in the catered Colleges is limited to the common rooms and kitchen areas. No cooking device is permitted in any catered college room or in any bedroom within the self-catered colleges. Cooking devices include, but not limited to portable BBQs, hot plates, rice cookers, electric woks and electric fry pans.

Barbeques within the College precinct must only be held in designated areas and with properly constructed facilities. Open fires are not permitted at any time.



## Cooking Facilities

If you live in a flat-style College you will share cooking and cleaning responsibilities. All flats are provided with a stove or hotplates and convection microwave, refrigerator and storage space, however College members will need to provide other cooking utensils, crockery and cutlery. You will also need to make own arrangements concerning the purchase and cooking of food. Some limited cooking facilities (suitable for making snacks) are available in the common rooms of Bellenden Ker and Mt Gravatt Colleges.

## Damage Assessment

Damages beyond normal wear and tear and acts of vandalism or carelessness are an expense not covered in the maintenance budget. Every College member needs to be aware of the cost of damage and take an active role in preventing its occurrence. Reducing damage begins with your acceptance of both community and financial responsibility for your actions and those of your guests. It also extends to you playing your part in ensuring that acceptable Community Standards are maintained.

All instances of damage will be investigated by the Head of College to determine which College member(s) were involved. Wherever possible the cost of damage due to vandalism or carelessness will be attributed to the individual(s) responsible. If the damages cannot be assigned in this manner then they will be assessed to the smallest logical group, normally a flat/wing or floor/block.

The group concerned will be given a seven-day period during which persons with information leading to the identification of the responsible individual(s) may provide this to the Head of College. If, at the conclusion of the period, the responsible individual(s) remain unidentified, the cost will be divided equally between the group members and each member will be charged.

Proper care of University property within the Colleges' precinct is the responsibility of each and every College member. A person must not destroy, damage, injure or otherwise interfere with any building, property, vegetation, garden, pond or any of the wildlife within the Colleges' precinct. This includes fire alarms, fire extinguishers, exit signs, lights, outdoor fittings and fixtures and fittings and equipment located in corridors and stairwells. Removal of any University property from its designated location will be reported to the Police. This includes, but is not limited to: furniture, appliances, street signs, street furniture, plants and bike racks. The person responsible for interference, loss, damage or relocation of any University property will be charged replacement costs and an administration fee. When responsibility cannot be attributed to a specific person, the costs and administration fee will be divided between all College members of the living areas (ie College or Flat).

Recipients of a bill for damage have seven (7) days after the date of billing in which to pay the bill or request a review of the claim. If you receive a bill for damage, please take action and pay immediately. Any bill not challenged within seven (7) days after issue is no longer subject to review.

Standard charges for replacement of damaged furniture and fittings in a College room or self-catered flat are set out in the Schedule of Charges - Appendix A.

## Decorating Rooms and Flats

Posters may be used to decorate rooms but please ensure that they are only affixed to walls using 'Blutak' or a similar non-marking re-usable adhesive. Please be aware that they must not be placed

on any surface other than an interior wall and you will be responsible for the cost of repairing any damage (eg. peeled paint), regardless of the method of attachment. Please note that College members will be required to remove any offensive material.

Hanging framed pictures and paintings on interior walls of your room is discouraged because most methods of attachment to the wall will leave holes in the surface or remove/peel paint. Do not attach any form of adhesive decoration to the walls, ceiling or elsewhere in your room or flat and do not use any form of adhesive tape. All will remove paint. The use of nails or screws is prohibited because it will damage the walls and the paint. If any holes are left in the walls or ceilings, or any paint is removed from the wall, you will be billed for the repairs, which will include filling any holes and repainting the entire wall.

You are not permitted to paint murals, signs, messages or any form of artwork on walls, ceilings or any other surface. 'Painting' includes the use of paint, varnish, stain, nail polish, 'white-out', marker pen, pencil, colouring pencil, charcoal, chalk or any other substance applied directly to the surface. This will result in the entire wall or ceiling being repainted and you will be billed for the cleaning and repair. Murals and other artwork painted directly onto a surface are considered to be vandalism and will incur disciplinary action as well as a repair bill.

## Disability

Any College member who is physically challenged or has a chronic medical problem should notify the Manager, Griffith Accommodation prior to moving in. Such information will be treated in the strictest confidence. The Colleges may provide whatever support is reasonably available within its resources to assist students with disabilities. The University's Disabilities Coordinator is a useful source of support for students with disabilities. More information can be found at:

[www.griffith.edu.au/ua/aa/ss/equity](http://www.griffith.edu.au/ua/aa/ss/equity)

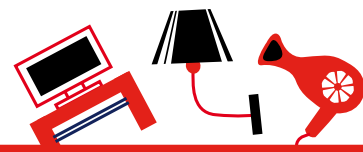
## Discipline and Misconduct

All College members are expected to behave in a civil, co-operative and respectful manner appropriate to communal living in the college environment. Any inappropriate or disruptive behaviour or other disturbance will constitute misconduct and result in disciplinary action being taken against the College member(s) involved. Any such misconduct will be considered a breach of the College Community Standards (refer Resolution & Breaches of Residential Community Standards & Other Grievances within the Griffith University Colleges) - Appendix C.

In addition to facing appropriate disciplinary action, the College members involved will incur a charge for callout to disturbances/disruptive behaviour. This will be billed to each College member involved in the disruptive behaviour or disturbance. Any illegal/unlawful behaviour will be immediately referred to the Police.

Disciplinary measures for misconduct include (but not limited to):

- Written warning
- Repair bill for damages
- Loss or restriction of privileges
- Room reallocation
- Community service
- Probation
- Termination of residency



- Referral to the University-wide discipline system
- A combination of the above

For a behaviour or action to result in exclusion from College, the College member(s) concerned will receive a warning in writing, including by email, describing the inappropriate action or offensive behaviour as well as Griffith Accommodation's right on behalf of the University to require the College member(s) to leave College.

Should a College member fail to respond in an appropriate manner within the time-frame set out in the written warning or if the College member continues to behave inappropriately, the College member(s) residency will be terminated and they will be required to leave their room/flat and the Colleges' precinct immediately and without further notice.

A College member required to leave College for disciplinary reasons will forfeit all accommodation fees. Requests to return to live on college will be reviewed upon an interview with the Director or nominee.

## Drugs (Illegal)

According to the Drugs Misuse Act 1986 (Qld) (Part 2) a person must not:

**Trafficking:** Unlawfully carry on a business of trafficking of a dangerous drug

**Supply:** Unlawfully supply a dangerous drug to another person

**Production:** Unlawfully produce a dangerous drug

**Possession:** Unlawfully possess a dangerous drug

**Drug Paraphernalia:** Have in ones possession anything for use in connection with a drug offence.

The Director and Heads of College are obliged to assist the Queensland Police Service in respect to the use of illegal drugs and will do so without hesitation. A drug offence on College will result in immediate termination from the Colleges.

## Electrical Equipment in Rooms and Flats

Electrical equipment in rooms is limited to the following items:

- computer/laptop
- clock/radio
- CD/DVD stereo equipment
- personal/vanity items (eg hair dryer)
- music equipment
- fridges
- study/bedside lamps
- television
- battery rechargers

These items must be maintained in safe and clean operating condition and be tested and tagged by an approved authority (eg electrician). Power boards must have surge protection where there are more appliances than power points in the room. 'Daisy chains' of double-adaptors are prohibited. College members must ensure that all appliances are turned off when they leave their rooms or common areas.

## Electrical Equipment Safety and Energy Conservation

It is your responsibility to ensure that all personal electrical equipment in your room is safe. Please switch off the lights and other electrical appliances in your room whenever they are not required, as thoughtful conservation of electricity can result in enormous savings each year and help to keep rent costs down.

## Emergencies

For any life-threatening emergency call '0-000' to contact Queensland Fire and Rescue Service, Police and Ambulance Services. In other words, dial 0 to get an outside line and then dial 000.

You are responsible for familiarising yourself with the location of alarms and fire fighting equipment, and with the emergency procedures for the Colleges precinct. Fire safety information is posted in all foyers and kitchens of flats.

False alarms waste the time of Security and Griffith Accommodation staff and will incur an administrative fee for callout to disturbances/disruptive behaviour as well as disciplinary action for Breach of Community Standards.

An emergency evacuation requires a clear and unobstructed path to safety. Any obstruction found in hallways, walkways, stairways and other common areas is considered to be a fire code violation. College members are required to keep building common areas clear at all times. Items including boxes, bicycles, mattresses, bed frames, shopping trolleys, food trays and personal items are fire obstructions.

The Queensland Fire and Rescue Service inspect all student accommodation regularly for safety and fire code compliance. Accordingly, the law requires us to remove anything left in these areas immediately.

## Emergency Contacts

As part of your application you will have provided an emergency contact name and details. It is vital that should this contact information change you notify Griffith Accommodation immediately and keep your Griffith portal details up-to-date.

## Enrolment Changes

Allocation of on-campus accommodation is made according to established criteria. Because of the demand for accommodation you must inform Griffith Accommodation if you change your enrolment status from full-time to part-time or you terminate your enrolment. College members not enrolled with the University or QIBT are not entitled to reside on college. Special circumstances will be considered by the Head of College and approved by the Manager, Griffith Accommodation.

## Failure to Comply

College members and their visitors must co-operate with University staff members acting in the performance of their duties. Persons failing to comply with such reasonable directions may be subject to disciplinary action. Verbal or physical abuse of University staff may result in termination of residency or prosecution of offenders.

## Family Accommodation

The Griffith University Colleges have limited accommodation for family and friends for short-term visits. For further information or bookings contact Griffith Accommodation on (07) 373 57575.

## Fire Protection Systems

Automatic fire detection systems and equipment is installed in each College. Fire equipment includes fire extinguishers and hoses, fire alarm boxes, smoke detectors, exit signs and evacuation maps. Fire equipment that is not in working order jeopardises the safety of all College members. Consequently, all fire equipment is checked regularly by Griffith Accommodation and kept in good working order.



It is against the law to interfere or tamper with fire equipment. This includes removing or covering exit signs, damaging exit signs, altering the function of door closers, disabling or covering smoke detectors, discharging fire extinguishers for any purpose other than putting out a fire and doing anything that may compromise the proper functioning of fire equipment.

If the repair or replacement of fire equipment is the result of College member's misconduct, the cost of that repair or replacement will be charged to the College member(s) concerned. If the responsible College member(s) cannot be identified, the damage bill may be divided equally amongst all the College members of the relevant building or flat.

As well as constituting a breach of Griffith University policy, it is against the law to tamper with any fire equipment. Offenders may be subject to heavy fines and possible criminal penalties as well as College disciplinary action for misconduct.

## Furniture, Equipment and Other Fittings (property of Griffith Accommodation)

A person must only use University equipment and furniture properly and safely and only for its intended purpose. Common area furniture must not be removed or relocated to individual student rooms.

Within living rooms, common rooms, and kitchens, the Colleges provide many items of furniture, equipment and other fittings. It is your responsibility to ensure that these items are maintained in good order and to report any faults to Griffith Accommodation.

Items such as televisions and microwave ovens are quite attractive to thieves. It is your responsibility to take an active role in ensuring that these items are protected from theft by, for example, ensuring that entry doors are kept locked. If the Head of College forms the opinion that a theft resulted from inadequate precautions being taken by a College member (or group of College members) then the cost of replacing the stolen item will be assessed to the smallest logical group, normally a flat/wing or floor/block.

## Garbage Disposal and Recycling

The Colleges utilise the waste management and recycling contractors used by the University. Garbage and recyclables should therefore be separated at the source and placed in the appropriate recycle wheelie bins, identified by their different colouring and labelling.

All clean paper, cardboard, plastics, aluminium and steel cans are to be placed in the recycling bins. All other garbage is to be placed in the designated "wheelie" bins. No items of garbage or recyclable materials are to be placed beside the bins.

## Harassment

Discrimination, bullying or harassment in any form (including racial, ethnic, religious, disability, sexual orientation, etc.) is unacceptable in the Colleges and every attempt is made to develop a community free of such behaviour. All College members are encouraged to be tolerant of and learn from the differences between College members. Those differences add to the richness of our community and provide an outstanding educational opportunity.

You are encouraged to discuss any concerns you may have in this area with your Residential Advisor or Head of College who are aware of University procedures in such matters. A number of College staff are also members of the University Harassment and Discrimination Contact Officer Network and have undertaken special training.

The University recognises the right of all students and staff to work and study in an environment free from all forms of harassment, including sexual harassment, bullying and discrimination. Griffith Colleges is part of the University and is committed to providing a living and study environment where such behaviour does not occur. The Colleges recognise the Harassment, Bullying and Discrimination policies of the University. The full text of this policy can be found at [www.griffith.edu.au/policylibrary](http://www.griffith.edu.au/policylibrary). Any such behaviour is unlawful and will be regarded as a violation of the breach of the College Community Standards, thus becoming grounds for disciplinary action, including exclusion from College.

## Harassment - Internet

Harassment can fall into a number of broad categories:

- Nuisance - where you continue to be contacted from a person even after you have asked them not to contact you again.
- Obscene - where you are subjected to sexual harassment via the email or the internet.
- Discriminatory - where the person uses the internet as a way of making derogatory comments which might be directed at your racial background, ethnicity, religion, sex, sexual orientation, or disability.
- Threatening - where the person says (or implies) that he or she will physically harm you. The timing of the threat might be stated specifically or left vague.

In general, if you receive a harassing contact:

- Don't attempt to engage the person in conversation or reason with them, it might encourage them further.
- Do not reply or acknowledge any email or internet correspondence.
- Keep a log of any contact you receive which might assist in determining a pattern.
- Contact your Residential Advisor or Head of College for appropriate advice and direction.

## Harassment - Telephone

With approximately 950 students living in College, each with access to a telephone, it is inevitable that a small number of people will become victims of telephone harassment. Regardless of the medium, harassment is unacceptable and offenders will be held accountable.

Harassment via the telephone falls into a number of broad categories:

- Nuisance calls - where you continue to receive calls from a person even after you have asked them not to call you again.
- Hang-up calls - where your phone rings but when you answer the caller immediately hangs up.
- Obscene calls - where you are subjected to abuse or sexual harassment via the telephone.
- Discriminatory calls - where the caller uses the telephone as a way of making derogatory comments directed at your racial background, ethnicity, religion, sex, sexual orientation, or disability.



- Threatening calls – where the caller says (or implies) that he or she will physically harm you. The timing of the threat might be stated specifically or left vague.

If you receive a harassing phone call:

- Don't attempt to engage the caller in conversation or reason with them as it might encourage them further. Simply hang up, ending the call.
- If you decide to speak with the caller remain as calm as you can and try not to show any emotion. Inform the caller that you will be reporting their call to Griffith Accommodation.
- Keep a log of any calls you receive that might assist Griffith Accommodation in determining a pattern of harassment.

It is possible for Griffith Accommodation to identify the source of any calls on a specific extension.

## Hazardous Materials

Hazardous materials must not be used or stored in or around any building, flat room or common room within the Colleges' precinct because of the safety risk to all College members. Examples of hazardous materials include flammable liquid such as petroleum or paint thinner, automotive or industrial batteries, chemicals, charcoal fluid, propane, fuelled camping lanterns, kerosene, corrosive, explosives, dry-ice and acid-like materials. Do not pour motor oil on the ground or down any drain as it is a hazardous waste material and cannot legally be recycled or discarded on campus.

Griffith Accommodation staff will remove any hazardous material found in the Colleges' precinct immediately. Any resulting cleaning costs will be billed to the College member(s) concerned and, where the College member(s) concerned cannot be identified, the cleaning bill may be divided equally amongst all the College members of the relevant building or living area, floor, flat or block.

## Hazing

The Griffith University Colleges define hazing as any mental or physical requirement or obligation placed upon any person or group of persons that could cause discomfort, pain, fright, disgrace, injury or is personally degrading or violates any Commonwealth, State or Local Government statute or any University Policy. Hazing in any form is unacceptable in the Griffith Colleges and any College member who is found to be involved may have their residency terminated. For the full Hazing Policy see Appendix B (Updates will be published on the website).

## Health & Safety

Griffith University aims for excellence in workplace health and safety, as it does in all its fields of activity and is committed to ensuring the health, safety and well-being of its staff, students, contractors and visitors while undertaking work, study or research activities.

The University requires those responsible for all University activities whether on or off campus to comply with relevant workplace health and safety legislation, codes of practice, advisory standards and established good practice including Australian Standards as well as University policies and procedures. Workplace health and safety is both an individual and a shared responsibility. The success of the

University's safety management system depends on commitment from all members of the university community.

All staff, students, visitors and contractors are expected to:

- comply with University health & safety policies and procedures
- conduct their activities in a manner which prevents personal injury or injury to others, and damage to property
- cooperate with and actively participate in the University's safety management system
- report any incidents, unsafe conditions or acts that come to their attention.

## Illness or Medical Issues

If you are unable to attend classes because of minor illness you should notify your lecturers of your absence. In the case of a more serious illness you should ask a fellow College member, friend or family member to notify your Residential Advisor, Head of College or Griffith Accommodation.

Medical services are available on the Nathan campus (telephone 373 57299 or extension 57299) between the hours of 9.00am – 5.00pm, Monday to Friday. An after-hours service is also available by contacting Family Medical Services on 3831 9999.

In the case of illness during the evening or on the weekend you should notify the Residential Advisor on Duty. After-hours medical assistance can be obtained from the Garden City Medical Centre (telephone 3343 1344), Holland Park General Practice (telephone 3849 6868) or the Queen Elizabeth II Hospital (telephone 3275 6111).

## Incident Reporting

Workplace Health and Safety legislation requires Griffith Accommodation to record all identified accidents, incidents and risks. An Incident Report Form can be obtained from Griffith Accommodation or your Residential Advisor and must be completed and returned within 24 hours of the incident.

## Indoor Plants

Indoor plants are permitted in rooms and flats and must be placed on trays or other receptacles to avoid staining carpets. Any water damage to carpets as the result of keeping and watering indoor plants will be the responsibility of College member(s) and will result in a bill for damage. Plants must not be watered in the shower, bathtub or sink as this can create plumbing problems.

## Insurance

The University does not take out insurance cover for your belongings nor does it accept responsibility for their loss or damage. You should make sure that you protect your personal possessions by locking your room door and obtaining adequate insurance. You should check your parents/guardians home and contents insurance for coverage.

## Keys/Access Cards

You are issued with a key to your room and, a security card access key to the front door of your flat or building. You are responsible



for the keys and access cards issued to you when you move into your allocated room so please take care of these. If you lose or damage your keys or access card, you must report it to Griffith Accommodation as soon as possible. There is a charge to replace lost keys or access cards. If you find the lost keys/access cards within a four week period, the lost key/access card charge may be refunded. If your keys/access card is faulty, please return and it will be replaced at no charge. Keys may not be duplicated. Griffith University staff carry out all repairs. (Refer Room Lockout section).

## Laundry Facilities

Washing machines, dryers and clotheslines are available in each College. You will need to supply your own detergent and pegs. In consideration for others, please remove your clothes from the lines or dryers as soon as possible after they have dried. If you discover clothes that have been left for some time in a washing machine or dryer please place them in their owner's laundry basket rather than pulling them out and leaving them on the floor. You should also be aware that theft of clothes may occur from time to time, particularly towards the end of semester, and you should take steps to minimise the potential of this occurring.

## Legal Status of College Members

It is important that you understand that when you move into a Griffith University Residential College's, you have the right to occupy a room only for the period specified in the College offer. You do not have the rights of a tenant under a residential lease and you do not acquire any legal interest or ownership in your room, flat, furnishings or any other part of the Colleges' precinct.

## Littering

Griffith University is proud of its grounds and physical facilities. In order to maintain this attractive environment it is expected that you will not litter.

## Mail

Griffith Accommodation at Nathan does not provide a mail service for College members therefore you are required to acquire a post office box. Information on this can be obtained from the post office on the Nathan campus on 373 57420 or extension 57420. College members not obtaining a mailbox on the Nathan campus will have their mail returned to sender if not collected from the office within seven (7) days of notification.

At Mt Gravatt, the incoming mail is sorted alphabetically into mailboxes in the dining room. You should ask for all mail to be addressed as follows:

Name  
Room number  
Mt Gravatt College  
Griffith University, Nathan QLD 4111  
Australia

## Maintenance Requests

Maintenance requests are available on the Griffith Accommodation website [www.griffith.edu.au/accommodation](http://www.griffith.edu.au/accommodation) All requests for repairs or replacements in your room or flat must be submitted via the online system or at Griffith Accommodation. Requests are processed Monday to Friday.

Urgent repairs will be handled immediately, whereas others may take longer depending on the availability of contractors and parts.

In the case of an out of office hours (4.00pm to 8.30am) urgent maintenance situation, the Head of College must be advised and will authorise repairs.

College members are not permitted to repair or replace electrical, plumbing, heating, security equipment, glass or any other University property and are not permitted to contract external tradespeople/vendors for any such repairs.

## Meals

Bellenden Ker and Mt Gravatt College members are provided with meals in the Colleges' dining areas. Meal times and menus will be provided to these College members. College members in other Colleges wishing to purchase a Meal Plan can do so through the Colleges Dining Room in the Hub Building.

There is an expectation that College members will observe appropriate behaviour and dress standards in the Dining Rooms. Health regulations require footwear to be worn at all times. Alcohol is not permitted in the Dining Rooms without prior approval from the Head of College.

### Meals - Late and Early

As some members are not able to attend some meals due to other commitments members may arrange in advance a late or early meal.

#### Bellenden Ker College

Within Bellenden Ker early or late meals are arranged by contacting the catering staff in the Colleges Dining Room. Members are required to provide 24 hours notice.

#### Mt Gravatt College

Within Mt Gravatt early or late meals are arranged by contacting the Accommodation Office at Mt Gravatt by 12.00 noon on the day the meal is required.

### Meals – Visitors

Bellenden Ker and Mt Gravatt College members are welcome to invite visitors to join them for meals in their respective dining rooms on the understanding that they pay for these meals.

#### Bellenden Ker College

Bellenden Ker College members are required to advise the catering staff they have a visitor and complete a meal voucher. The cost of the meal will be added to their accommodation account.

#### Mt Gravatt

Mt Gravatt College members should obtain a meal ticket from Griffith Accommodation or the Residential Advisor on Duty.

### Meal Vouchers available (catered college members only)

In 2012 College members residing in catered colleges can organise meals from various areas within campuses. Vouchers are available to college members only. Vouchers will be available through the Mt Gravatt Residential Office and the Nathan Hub Dining Room. Valid outlets are:

#### Nathan Campus

- Hub Dining room
- Griff's Express



## Mt Gravatt Campus

- Mt Gravatt Residential Dining room
- Mt Gravatt Servery

## QCA & QCGU – South Bank Campus

- QCA Cafe
- Red Note Cafe

## Logan Campus

- Logan Servery

Vouchers will be valid for the day they are stamped only and are not transferrable. The voucher must be surrendered when redeemed. Choices of meals are as outlined on the voucher. Please refer to Griffith Accommodation offices for further details.

## Motor Vehicles – Cars, Motorbikes, Scooters

Signed speed limits and car parking instructions must be observed at all times in the Colleges' precinct. Bicycles must be kept in individual student rooms or other such areas designated for this purpose. Refer to carparking at [www.gu.edu.au/parking](http://www.gu.edu.au/parking) for details of costs and designated parking areas for College members. Motorbikes and scooters can park free but in designated University areas only.

## Moving out Procedures

Some weeks prior to the end of the residential year, all College members will be requested to confirm the dates they will be vacating their rooms. Following is a summary of the key points:

- All College members will be assumed to be vacating their room as set out in the College offer unless we are advised otherwise.
- Upon vacating your room/flat it must be left clean and furniture and equipment placed in its original position.
- Departing College members must account for all furniture, fittings and appliances within rooms and flats. If any items are missing, according to the room/flat inventory agreed on the day of moving in, the missing items will be billed to the College members(s) concerned.
- All personal belongings must be removed from rooms/flats by 10.00am on the day of departure.

## Noise

One of the major challenges of living together in harmony is that of being able to reside in the Colleges without being affected by undue loud noise.

As the College is home to students, members should at all times respect each others needs in relation to noise.

Living on College is both a home and social environment and some noise will be present. It is the responsibility of each College member to balance these aspects and in doing so, ensure that an environment conducive to study, sleep and quiet relaxation is maintained.

## Quiet Time

No noise should be heard outside a student's room after 10.00pm Sunday – Thursday and 12pm on Friday and Saturday night. This means that no noise at all should be heard when standing in the

doorway across the hall from the College member's room at these times.

During examination times, quiet time will be extended.

## Noisy Neighbours

If your neighbours are making so much noise that you are unable to study or sleep, politely ask the College member to reduce the noise. If this is unsuccessful, contact the Duty Residential Advisor.

Noise levels, no matter how they originate, should not go beyond a reasonable level. The rule is that if your noise disturbs someone else, it is too loud and it is your obligation to turn it down. You can minimise noise if you:

- keep your door shut when you have visitors;
- discourage loud talking in your room;
- do not slam doors;
- wear headphones if you like listening to music or watching TV in your room;

Playing of musical instruments is permitted in the Colleges but is subject to the same conditions as any other form of noise.

## Organised (Social) Activities/Parties

Social gatherings are an important part of College life and members may hold parties on campus. If a party/gathering of more than fifteen (15) people is held, this is considered an organised activity. If you live in non-catered accommodation, it is important that you seek agreement from other members in your flat to host social activities and parties. The Head of College must approve all organised activities conducted under the auspices of the Colleges.

All normal University obligations must be observed. This implies that all regulations, including those concerning alcohol and noise, must be observed. Most importantly, the obligation of personal responsibility for visitors' behaviour must be observed. Many of the problems associated with parties and social functions are often linked to non-College members. If you have a party, then you are responsible for it and all those you have allowed to join in. This doesn't mean that they have no responsibilities – they certainly do – but you have an even greater one. The guidelines are designed to protect the interests of all College members.

A request for an Organised Activity form should be submitted to the Head of College for approval at least five working days in advance. If alcohol is to be sold or an admission price levied, a General Purpose Permit must be obtained from the Liquor Licensing Division of the Department of Tourism, Racing and Fair Trading. You should allow an absolute minimum of 21 days for processing.

The Director, nominee or Head of College reserves the right to terminate any organised activity at any time if a Head of College or Duty Residential Advisor is of the opinion that the continuation of such activity is not in the best interests of the University, College members or their guests. If you hold an organised activity you will be responsible for the appropriate conduct of the occasion, proper behaviour of invited guests and post-activity cleanup.

## Passive Participation

Not only is every College member expected to comply with University policies and the standards of College community living, but every member is also obliged to remove him or herself from any situation where a breach of these standards is occurring. College



members are also expected to report any behaviour that could compromise the safety or security of people or property. Passive participation is subject to Breaches of Community Standards.

## Personal Crises

From time to time, some College members may experience difficulties such as depression, suicidal thoughts and alcohol or drug dependence or abuse. The University has a number of trained professionals who can provide counselling and support at no cost to the College member. During office hours, College members may contact Student Services on extension 57470 (Nathan) or 55669 (Mt Gravatt). Outside office hours, College members may contact a Residential Advisor or Head of College or seek assistance from Lifeline's 24 hour Telephone Counselling Services (telephone 131114).

## Pest Control

Each year the Colleges' undergo pest control treatment. However, it remains the responsibility of members to report any concerns about pests to Griffith Accommodation in order for it to be dealt with accordingly.

It is very important to maintain a high standard of personal hygiene and cleanliness in your living areas. Ensure that food is not left out or uncovered because it can attract ants and other pests.

Any pest infestation that is introduced by a college member or directly linked to poor housekeeping or lack of hygiene (eg ants, cockroaches, rats or mice) will result in a bill being issued to the College member(s) responsible, for the cost of eradication of those pests, even if the eradication cost escalates due to the subsequent spread of those pests to other areas of the Colleges' precinct.

## Pets

The only pets allowed in the Colleges are fish or other aquatic animals that live continuously under water.

## Posting & Chalking

Posting means attaching advertising fliers to University property. The Colleges' Posting Policy outlines procedures which must be followed by entities wishing to publicise their activities or events within the Colleges. The only entities permitted to post within the Colleges are Griffith Accommodation, other University elements, College Residents' Committees, and clubs and societies affiliated with the University. Persons wishing to post material should first approach Griffith Accommodation.

Chalking, also a popular method of promoting events, is not allowed within the Colleges precinct. College members responsible for either 'posting' without the written permission of Griffith Accommodation will be charged for the cost of removal and cleaning. In the case of the chalking not being able to identify a responsible person(s) the cost of the damage will be distributed among all members of the appropriate college. Refer to appendix E.

## Privacy Issues

Campus Life Griffith Accommodation collects a range of information from you in the process of you joining and being part of our College Community. The privacy and confidentiality of that personal information is important to us.

We collect personal information about college members so that we can operate our College Community in an efficient manner, providing a residential environment that is friendly, supportive and safe. As you

would expect, we may disclose information to third parties, to the extent disclosure facilitates us meeting these objectives.

For further information consult the University's Privacy Plan at [www.griffith.edu.au/ua/aa/vc/pp](http://www.griffith.edu.au/ua/aa/vc/pp). If you have any concerns about how your personal information is dealt with, you should contact the University's Privacy Contact Officer.

### The Privacy Contact Officer

Office of the Pro Vice Chancellor (Administration)  
Griffith University, Nathan Qld 4111  
Facsimile: +61 7 3735 7507, Email: [c.mcandrew@griffith.edu.au](mailto:c.mcandrew@griffith.edu.au)

## Under 18's

We may also use or disclose personal information:

- where required by law, or where it is necessary for certain types of law enforcement, or where it is necessary to protect against a serious and imminent threat to a person's life or health;
- to meet Government, legal or other regulatory authority requirements; and
- where a college member of our College Community is under 18 years old, to their parents or legal guardian.

Campus Life Griffith Accommodation does not accept responsibility for the legal guardianship of under 18's. Legal responsibility for the college member and for the college member's actions remains with the college member's parents or legal guardian.

We strongly recommend parents or legal guardians not ordinarily living in Queensland, or absent from Queensland for extended periods appoint an adult person to act in the capacity of guardian of the college member during their absence. We should be advised in writing of the name and contact details of any adult appointed in that capacity.

We must also be advised in writing of any parenting order made in relation to the college member if that parenting order alters who is capable of making legal decisions on behalf of the under 18.

From time to time, it may become necessary for us to discuss aspects of under 18's residency with their parents or guardians (including any guardians appointed by parents or legal guardians not ordinarily living in Queensland, or absent from Queensland for extended periods). This may be the case, for example, where the college member is experiencing difficulty adjusting to living away from home, or is causing disruption to the College Community. We consider ourselves at liberty to do this so we can continue to operate our College Community in an efficient manner, providing a college memberial environment that is friendly, supportive and safe.

## 18 years and over

We may also use or disclose personal information:

- where required by law, or where it is necessary for certain types of law enforcement, or where it is necessary to protect against a serious and imminent threat to a person's life or health;
- to meet Government, legal or other regulatory authority requirements.

## Prohibited Items

A person must not bring, keep or operate any of the following items into the Colleges' precinct:

- drugs (illegal)
- candles (including decorative, memento or souvenir candles)



- bottled gas
- hazardous materials
- flammable or combustible liquids
- hotplates
- Hookah
- floor heaters
- incense
- oil lamps or burners
- smoke bombs
- fire works
- brewing still
- stolen items (including, but not limited to; road and directional signs, shopping trolleys)

This list is not exhaustive. Other items may be considered safety hazards and subject to prohibition at the discretion of the Director or nominee, Manager Griffith Accommodation, or Head of College.

## Re-admission to College

Approximately 6–8 weeks prior to end of each semester, or at the end of the residential year, College members will be sent documentation requesting information for the vacation period and their intention to reside on College. College members are required to complete this documentation if they wish to be considered for accommodation during the vacation period and the following semester.

In cases where College members have left permanently (This means have completed a “Notice to Terminate Residency” form), they will be required to complete an Application for On-campus Accommodation to be considered for readmission. If you are re-applying within one (1) year of your departure, then an application fee is not required. In the event of the period being beyond one (1) year, then the applicable application fee (non-refundable) will be payable.

In both the above cases, this is an application only and does not guarantee on-campus accommodation.

Applications are available online or by contacting Griffith Accommodation.

Students, both current and non-current, who have at anytime during their stay not complied with Community Standards will be interviewed

## Right to Enter and Inspect your Room

**Griffith Accommodation will provide notice according to the purpose of entry, as specified below:**

Purpose of Entry	Minimum Notice to be given to you
In an emergency	Without notice
If you have been reported missing for more than 72 hours	Without notice
If Griffith Accommodation has reason to believe that you have abandoned the room	Without notice
If Griffith Accommodation suspects illegal activity in your room/flat	Without notice
If Griffith Accommodation suspects that another person or a person other than you is residing in your room or in the common areas of your flat	Without notice
To carry out repairs and maintenance that you have requested via the ‘Maintenance Request’ system	As agreed on maintenance form
To carry out general repairs and maintenance initiated by Griffith Accommodation	24 hours
To inspect your room or flat if Griffith Accommodation has reason to believe that the living area has fallen below a reasonable standard of cleanliness and hygiene	24 hours
To inspect your room or flat for any other reason	48 hours

by a Head of College to determine whether they will be allowed back onto College.

For current College members this will occur prior to the end of semester. For non-current College members this will occur within 4 weeks of reapplying.

A Head of College has the authority to reject a college member’s re-admission application.

## Relocating Furniture in Your Room

You are welcome to relocate the furniture in your room to achieve a more personalised living space on the condition that the changes do not damage the furniture, create safety concerns (ie beds located adjacent to low windows) and that the furniture is relocated to its original position when you vacate your room.

## Removal of furniture from your room

Removal of furniture must have the prior approval of Griffith Accommodation. If you bring your own bed you must register it with Accommodation. Charges will apply to cover costs involved with the removal, storage and replacement of furniture.

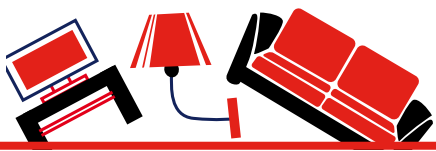
## Rental Conditions

College members are provided with a Rental Schedule at the commencement of each semester. College members are required to pay their rent by the nominated dates as set out in their College offer.

If College members have any concerns about rental payment, contact the Manager, Griffith Accommodation on 07 3735 7893. Failure to adhere to the agreed rental schedule can result in termination of residency. Griffith Accommodation reserves the right to request University results be withheld and future enrolments not permitted. Rights & Responsibilities of College members

## Rights & Responsibilities of College Members

College members at Griffith University are guaranteed all of the rights, privileges and freedoms granted to every Australian Citizen. However, with these rights come responsibilities. The University is not a place where you can escape the responsibilities imposed by law. As a College member you are expected to abide by all Federal, State



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and Local Statutes as well as observe University and College Policies and Community Standards. Failure to do so will result in Breaches of Community Standards.

The Director or nominee and Heads of College may enter your room and or flat at any time if there is an emergency situation or suspicion of illegal activity.

The responsibility for maintaining College Community Standards and an appropriate living environment within each College is vested in the Head of College and Administration area of Griffith Accommodation. Heads of College are supported by live-in Residential Advisors who are senior students selected for their high-levels of personal and social skills as well as academic achievement.

## Room Allocations

The majority of College members have identified the opportunity to meet and interact with a wide variety of students as one of the highlights, or even joys, of living in the Colleges. In allocating rooms, Heads of College will take many factors into consideration in attempting to provide an appropriate balance of gender, academic program, cultural, ethnic and experiential backgrounds, and personality types.

In flat-style accommodation, College members may need to understand that the interests of other flat members may not be best served by two College members in a close personal relationship living in the same flat.

As College members are allocated to a specific student room by the relevant Head of College, they must not change rooms without receiving prior approval from Griffith Accommodation.

## Accommodation Types in Flats

Within the self catered accommodation, some flats have been designated as special areas to meet the varied need of College members. These flats will have additional rules depending on the reason for being designated a special area. It is expected that College members seeking a quieter living environment would be attracted to apply for this style of accommodation.

1. General Self Catered Accommodation
2. Postgraduate Self Catered Accommodation
3. Special Area Self Catered Accommodation

## Room Changes

If you wish to change rooms during the semester you must apply through Griffith Accommodation. Changes are subject to availability and the approval of the appropriate Head of College. Charges apply. Refer to appendix A.

## Room Checks

Prior to vacating College, members must have a Room Check completed. The furniture should be returned to its original position and the room and common areas free from rubbish. A charge will be incurred for cleaning of any flat or room not left in this condition. Once a room check has been performed, College members must return their keys, access card and/or meal card to Griffith Accommodation during office hours or to the Duty Residential Advisor outside of office hours. You are required to vacate your room by 10.00am. After this time, you will be charged for an additional night.

## Room Inventory

When moving in, each College member is expected to carefully inspect their room and/or flat. Within 24 hours of moving in, any damaged or missing items must be reported to Griffith Accommodation by returning the Room Inventory form you are given on arrival. This form includes a full list of all items that should be in the room/flat. Griffith Accommodation will follow up on all reported problems and take corrective action as appropriate.

If a College member fails to advise Griffith Accommodation of any problems within 24 hours, the College member will be taken to have been satisfied with the contents and condition of the room/flat. The College member will also be deemed to agree that the room/flat is in good and undamaged condition and that all items of inventory are present. The College members will be billed for any loss or damage not reported within this time frame.

## Room Lockout

If you lock yourself out of your room or flat and have forgotten to take your key with you, Griffith Accommodation (during office hours) or the Duty Residential Advisor (outside office hours) will let you in. Outside office hours the lockout service has three (3) tiers of charges. Tier one (1) applies from 4.30pm to 10.00pm, tier two (2) applies from 10.00pm to 8.30am and tier three (3) applies to weekends or public holidays from 8.30am to 4.30pm.

## Running a Business from your Room or Flat

College members are not permitted to conduct a business of any description anywhere within the Colleges' precinct.

## Security Phones

Security phones have been installed on all campuses to improve security and safety. These phones are answered 24 hours a day, 7 days a week. The locations of the phones are as follows:

### Nathan Campus:

- The Circuit (outside Security Office)
- North Ring Road (end of Johnson Path)
- (N48) Health Sciences Building (main entrance)
- (N34) Science 2 Building (Level 0 Entry)
- (N12) Sewell Building (ground level)
- (N11) Hub Building (each level)
- (N29) Northern Theatre 3 (rear)
- (N35) Ridge carpark (each level)
- East Carpark (roundabout)
- End of Residential College carpark
- (N39) Bellenden Ker College
- (N15) Barakula Building
- (N30) Kinaba Building
- (N47) Carnarvon Building
- Directory Board (South Ring Road)
- East Creek Road (end of footbridge from NT)

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- (N36) Nathan Sports Centre
- Eco Centre
- Business Learning Centre
- All lifts

## **Mt Gravatt Campus:**

- Outside Security Office (M13 – Library Building)
- (M30) Aquatic & Fitness Centre
- West Car Park
- South Car Park
- (M10) Social Sciences Level 2 Main Entry
- (M10) Social Sciences Level 1 Social Sciences Road
- (M24) Psychology Level 2 Foyer
- (M05) Lowana
- (M07) Technology Level 1
- (M07) Technology Level 2
- (M14) International Building Level 4
- Lower carpark
- All lifts

## Smoking

Smoking is prohibited on all campuses except in those areas specifically designated for smoking by the Pro Vice Chancellor (Administration).

The prohibition on smoking includes, but is not limited to, the following areas:

- in buildings or parts of buildings under the University's control
- in any outdoor area of a food outlet, or any outdoor area where food and drink is provided
- in University vehicles
- within 5 metres of air intakes, external doors, windows and ventilation louvers.

A Head of College may make additional rules consistent with the above in relation to the college precinct.

## Solicitation

Solicitation is defined as an uninvited or unwanted attempt to make contact with a College member for the purpose of promoting or endorsing an idea or person (eg, religious belief or political candidate); seeking sexual favours; encouraging the purchase of an item or ticket to an activity or event; or promoting membership of a club or organisation. These activities are prohibited in the Colleges' precinct. Exceptions include opportunities made available to College members by the Residents' Committee, Residential Advisors or other University elements to promote University activities or programmes. Fund-raising activities (fun runs, etc.) conducted by individual College members or groups of College members and independent of the University, may be permitted provided the personal space and freedoms of other College members are not compromised. The Head of College must approve this.

## Sports and Games

Sports or other physically active games may be played outside buildings in the Colleges' precinct provided that the activity does not present the possibility of injury, damage to persons or property or undue noise.

Except in areas designated for the purpose, sports or any use of equipment such as rollerblades, rollerskates, bikes, skateboards, balls (including cricket) or frisbee games are not permitted inside buildings.

## Storage Facilities

When you vacate temporarily you may leave personal belongings in the storage areas provided but you must make arrangements with Griffith Accommodation during office hours. Personal possessions left in storage must be packed in cases or boxes clearly labelled with your name and room number (storage labels are available from Griffith Accommodation). While care will be taken, Griffith Accommodation assumes no responsibility for possessions. You must contact the Accommodation Office to organise your storage.

## Student Support

Personal issues such as academic stress, alcohol or other substance abuse, depression and eating disorders may strain living relationships and cause disruption in the College environment. It is both a College member's right and responsibility to seek professional help when such issues become obvious or become disruptive to other College members. If a College member is worried about a friend/neighbour with such a problem or the friend/neighbour's behaviour is becoming disruptive to others, every College member has the right and responsibility to seek help both personally and for the person with the problem by contacting your Residential Advisor or Head of College. It may be your prompt action that spares the individual from painful consequences, whether immediately or in the future. Sources of assistance can be found at:

[www.griffith.edu.au/studentervices](http://www.griffith.edu.au/studentervices)

## Substance Abuse

Any substance abuse or personal issues that lead to inappropriate behaviour or that becomes disruptive to other members of the College community will constitute misconduct and a breach of the College Community Standards, thus becoming grounds for disciplinary action, including exclusion from College.

## Sustainability

The University and Colleges are committed to the environment. The University has plans that cover waste & recycling, paper, energy management, managing emissions and water conservation. More information can be obtained by visiting the website: [www.griffith.edu.au/sustainability](http://www.griffith.edu.au/sustainability)

## Telephones

Each room is fitted with a telephone that allows free internal access, voice mail and access to emergency services and "1800" numbers. This free connection covers all University campuses. You are responsible for the handset in your room. It is coded and you will be charged for its loss or damage.

Should you wish to use your phone for local, STD or ISD calls you may decide to use a phone card or have access through the



University phone system. If you wish to use the University's system please visit Griffith Accommodation to complete an Application for External Telephone Connection form, pay the connection fee and place a minimum of \$10 credit in your account.

Please give your telephone number to your parents, friends or other people who will want to contact you, as Griffith Accommodation is not able to release your telephone number to any callers. You should provide the Duty Advisor and Head of College contact details to your parents in case of emergencies.

Incoming reverse charge calls are not permitted on telephones within the Colleges. All calls are recorded by the University PABX system and breaches of this may result in termination of your residency.

## Television, Video and DVD

Television, video and DVD are available in common rooms in Bellenden Ker and Mt Gravatt Colleges as well as all flats in Kinaba, Girraween, Barakula and Carnarvon Colleges. Please remember to turn off all equipment once you have finished with it.

## Termination of Residency

If you wish to terminate your residency, you must lodge a "Notice to Terminate Residency" form four (4) weeks prior to your departure. If you fail to provide the requested notice, four weeks rent will be charged. If you are leaving before the end of your College offer, you will be charged an early termination charge.

On vacating your room, you are required to complete a Room Check form. All furniture in your room must be returned to its original position when you vacate. In the flats all cleaning tasks must be satisfactorily completed before vacating. If your room or flat requires additional cleaning these costs will be passed on to you.

## Theft

Theft of, or hiding of, or borrowing without permission other peoples' possessions is unacceptable. Where items go missing or are borrowed without the owner's consent College members should in the first instance discuss with their flat/floor mates to determine what happened to the missing/used items. Where items are stolen the incident should be reported to the Police and an incident report submitted to the Accommodation Office.

## Vacation Accommodation

Information regarding vacation accommodation will be sent to you towards the end of each semester or residential year. Please complete and return the relevant form issued at that time.

The Colleges subsidise student rentals by offering rooms and facilities to outside groups for conferences or other accommodation. A number of conferences are regularly booked for the June/July + summer break. It is anticipated that members of these Colleges will be required to relocate to another College during this period. Griffith Accommodation provides further advice as necessary.

## Vacuum Cleaners

All flat style colleges have vacuum cleaners in their flats. For catered Colleges vacuum cleaners are available through Griffith Accommodation

on both campuses. Failure to return vacuum cleaners within 24 hours will result in a charge applied to your account. Refer to the schedule of charges.

## Violence

The residential ethos forbids the use of violence of any form (physical or verbal). The use of violence for any reason will be regarded most seriously and is likely to result in termination of residency. The Director, or nominee and Heads of College and the Manager Griffith Accommodation will not hesitate to refer situations to the Queensland Police Service where deemed necessary.

## Visitors

Each College is a private community where membership is by invitation. Visitors are welcome provided a College member has invited them. A visitor constitutes any person that is not a College member, in the flat in which they are visiting or in the catered Colleges, the room they are visiting.

College members are responsible for the proper conduct of their visitors and accept financial responsibility for them when they extend an invitation. A College member is regarded as having extended an invitation to visitors not only if they have invited them to enter the College but also if they have allowed them to accompany them into the College. Random cruising of floors or flats by visitors or their use of College facilities or services is not permitted.

Heads reserve the right to refuse entry to visitors in general during certain College functions or activities where they believe a visitor has been, or is likely to be, disruptive or have a negative influence on the College community.

Visitors who are disruptive will be asked to leave the College immediately. Failure to comply with such a request from a Residential Advisor or Head may result in disciplinary or legal action being taken against the visitor and the College member.

The Colleges are designed with single study bedrooms, facilities and services established for a designated number of people. The presence of visitors, particularly in flat-style accommodation, imposes severe pressure on College members. These visitors also use facilities and services for which they make no financial contribution. Visitors can also impose additional safety and security risks within the Colleges.

The purpose of this standard is in the best interest of all College members:

- for safety and security reasons to ensure that Residential Advisors are fully informed of who is visiting the College; and
- to ensure that the rights of all College members are respected and that their living environment or normal access to College facilities and services is not compromised.

## Visitor Guidelines

Because there are so many different factors which must be considered it is difficult to establish clearly defined rules



in this area. This being the case, the Colleges simply ask that College members keep any visits to a level, which would be regarded as “reasonable”. A list of examples has been developed to assist College members in recognising what is “reasonable” or “unreasonable”. In order to prevent any misunderstanding as to how a visit might be regarded, College members are strongly encouraged to discuss these situations with their Residential Advisor.

#### Examples of visits which would be considered reasonable are:

- a friend who visits and stays overnight;
- a fellow student who is working with a College member on a joint assignment and would like to use their flat/room for this purpose for one or two days; and
- a friend who drops in to see a College member on a regular basis for a few hours but who does not stay for extended periods of time.

#### Examples of visits, which would be considered unreasonable, are:

- a friend who visits and stays overnight several times each week on a regular basis;
- a fellow student who uses a flat or room as a base between lectures for most of the day several times a week (whether the College member happens to be there or not); and
- large groups of friends who visit a flat on a regular basis to cook meals together.

College members should note that the consent of flat or floor members to the presence of a visitor overnight or for extended periods of the day is not sufficient. College members should always discuss visitors with their Residential Advisor.

#### In hosting a visitor College members should ensure that:

- the visitor has not been excluded from the colleges precinct
- the visitor does not cause undue interference to the lives of fellow College members including impeding their normal access to College facilities and services; and
- any overnight visitor must sleep in the host College member’s room and is not permitted to sleep in any common area of the College.

Unless the host College member has advised the Residential Advisor, visitors must leave the College no later than 12.00 midnight.

Persons under the influence of alcohol are not permitted to visit the Colleges under any circumstances.

### Visitor Procedures

If a College member wishes to host a visitor they should telephone or visit their Residential Advisor to advise them of this. If the Residential Advisor is not available the College member should leave a message on their voice-mail service. If the Residential Advisor is of the opinion that the visit is unreasonable, the College members will be asked to modify the visiting arrangements. In such circumstances the Residential Advisor will consider the size of the flat, the number of visitors already staying, the length of the proposed stay, and the College member’s history of hosting visitors, etc.

If a College member wishes to host a visitor who will stay for more than two consecutive nights they should first seek approval from the Head of College. For relatively short periods or in exceptional circumstances their Head may allow a visitor to stay in a College member’s room for a nominal charge. When a visitor wishes to stay for

an extended period of time they will normally be required to book a vacant room and pay the appropriate daily rate.

If the College member fails to advise the Residential Advisor or Head of a visitor and the Head is of the opinion that the visit is unreasonable, an accommodation fee of \$55(GST inc) per person per day may be charged. Therefore, College members are strongly encouraged to discuss these situations with their Residential Advisor in order to prevent any misunderstanding of what might be regarded as reasonable.

### Washing Vehicles

Vehicles are not to be washed anywhere on campus or within the Toohey State Forest in accordance with both Queensland State Law and Brisbane City Council legislation.

In accordance with the Environmental Protection Act 1994, Griffith University has a duty of care to take all reasonable and practical measures to protect the bushland surrounding its Campuses. Brisbane City Council’s Integrated Planning Act and Environmental Protection Policy defines the waste water/grey water resulting from washing of vehicles (along with other waste products such as oils) as water pollution and hence environmental damage. Under this legislation it is both Griffith University and individual students’ responsibility to abide by this legislation. The Brisbane City Council can fine individuals or organisations in breach of the above legislation. Individuals wishing to wash their vehicles should use the vehicle-washing facilities available at many local petrol stations or a designated car-washing centre.

### Water Wise

All students can help. If you see any drips or leaks, complete an on-line maintenance request form. As a Griffith University College member, you can help to minimise water consumption.

Saving water can be as simple as paying attention to how much water you use every day and trying to cut back. Some easy tips include:

- Turn the tap off when brushing teeth, shaving etc
- Ensure all taps are turned off fully when not in use
- Don’t flush foreign matter down toilets
- Remember to report leaks

### Weapons

A Weapon is any item, device or instrument designed or through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury. Under no circumstances is it acceptable to possess or use a weapon in College.

### Withdrawing Access to College

The Director or Head of College may direct a person not to enter or remain within the Colleges’ precinct where they believe that person has been, or is likely to be, disruptive or have a negative influence on the College community.

College members at Griffith University are guaranteed all of the rights, privileges and freedoms granted to every Australian Citizen. However, with these rights come responsibilities. The University is not a place where you can escape the responsibilities imposed by law. As a College member you are expected to abide by all Federal, State and Local Statutes as well as observe University and College policies and Community Standards. Failure to do so will result in Breaches of Community Standards.

Access Card (swipe card) .....	\$33.00	Fire Extinguisher 9 litre water (new).....	\$112.00
Air conditioning Units (per week) .....	\$11.00	Fluorescent Light .....	\$95.00
Application Fee (non-refundable).....	\$55.00	Fly screen.....	\$230.00
Bed .....	\$200.00	Heater.....	\$450.00
Bed drawers .....	\$89.00	Keys .....	\$33.00
Blanket .....	\$57.00	Kitchen Table .....	\$400.00
Cancellation Fee .....	\$220.00	Labour	
Capital and Development Fee .....	\$220.00	(minimum of 1 hr then charged per half hours) .....	\$36.00
Carpenter's hourly rate.....	\$70.00	Late Payment Fee per week .....	\$20.00
Carpet replacement (Room) .....	\$460.00	Lift Repairs after hours (minimum of 3 hrs charge).....	\$530.00
Carpet Shampooing of a student room.....	\$154.00	Lift Repairs during working hours (8.00am - 4.30pm) .....	\$130.00
Chair - study .....	\$57.00	Linen kits.....	\$88.00
Cleaning Charge.....	\$150.00	Lock-outs 10pm to 8.30am ( 7 days a week) .....	\$55.00
Cleaning Charge - end of semester for rooms (minimum charge 1 hr).....	\$110.00	Lock-outs 4.30pm to 10pm .....	\$11.00
Couch (2.5 seater) .....	\$598.00	Lock-outs Weekends & public holidays 8.30am to 4.30pm .....	\$11.00
Curtains - Flats student room.....	\$167.00	Lounge Chair (Nathan) .....	\$114.00
Curtains Lounge area .....	\$475.00	Mattress - Foam .....	\$55.00
Curtains - Bellenden Ker student room .....	\$270.00	Mattress - Inner spring.....	\$200.00
Curtains - Mt Gravatt student room .....	\$655.00	Mattress Protectors .....	\$25.00
Curtains - Student Room (dry cleaning) .....	\$60.00	Mirror (790mm x 390mm) .....	\$270.00
Cushions (Nathan) .....	\$60.00	Patch Leads.....	\$5.50
Desks .....	\$240.00	Pin board.....	\$75.00
Dining Table .....	\$310.00	Room moves .....	\$55.00
Door (replacement, painting, refitting lock) non fire door .....	\$530.00	Security Screen.....	\$230.00
Door (replacement, painting, re-fitting lock) Fire rated .....	\$990.00	Storage Charge - Initial cost \$55.00 (4 labels & \$5.50 per additional label) refundable refer guidelines .....	\$55.00
Door Lock .....	\$180.00	Telephone Connection .....	\$25.00
Door Painting .....	\$100.00	Telephone (student rooms).....	\$120.00
Fire Blankets .....	\$15.00	Towel Rack (Mt Gravatt).....	\$20.00
Fire Brigade Call-out charge * .....	\$1,020.30	Early Termination Fee.....	\$330.00
Fire Extinguisher 2.5 dry Chemical (to refill) .....	\$26.00	Vacuum cleaners .....	\$90.00
Fire Extinguisher 2.5 dry Chemical New .....	\$86.00	Visitors (per night) - approved.....	\$10.00
Fire Extinguisher 4.5kg dry chemical (new) .....	\$109.00	Waste Paper Bin .....	\$25.00
Fire Extinguisher 4.5kg dry chemical (refill) .....	\$34.00		

**all charges are GST inc unless otherwise specified**

**\*GST exclusive**

Approved by the Residential Management Committee at its 1/99 meeting held on 22 January, 1999.

Revised at the Colleges Management Committee Meeting 16/09 held on 6 August 2009.

## 1.0 Definition

- 1.1 The Griffith University Colleges define hazing as: Any mental or physical requirement or obligation placed upon any person or group of persons which could cause discomfort, pain, fright, disgrace, injury or which violates any Commonwealth, State or Local Government statute or any University policy.
- 1.2 The above definition shall include, but not be limited to, the following:
  - expecting, forcing or requiring a person(s) to drink alcohol or any other substance;
  - the unauthorised or illegal use of alcohol in any form or quantity;
  - the eating of spoiled foods or raw onions, goldfish, or anything a person(s) refuse to eat;
  - forcing or requiring a person(s) to perform callisthenics, such as sit-ups, push-ups, and runs;
  - causing excessive fatigue through physical or psychological shocks;
  - physical or mental abuse;
  - theft of property;
  - assigning or endorsing of “pranks” such as stealing, raids, harassment of any other organisation, club, College by another;
  - conducting unauthorised quests, treasure or scavenger hunts;
  - defacing of trees, grounds or buildings;
  - conducting activities between the hours of 1.00 a.m. and 7.00 a.m. or awakening individuals between these hours without the prior approval of the relevant Head of College;
  - permitting less than six continuous hours of sleep each night;
  - compelling a person(s) to remain at a certain place or transporting a person(s) to a certain place and abandoning that person(s);
  - expecting, requiring or forcing the participation of a certain person, group or category of person in an activity but not expecting or requiring the participation of another person, group or category of person;

- expecting, requiring or forcing the wearing of clothing or apparel which is conspicuous and which a reasonable person would consider not normally in good taste;
- expecting, requiring or forcing full or partial nudity; or
- expecting, requiring or forcing a person(s) to violate any Commonwealth, State or Local Government Statute, or University policy.

## 2.0 Expectations

- 2.1 Any activity which is conducted, sponsored, or organised by, or on premises owned, occupied or rented by the University, Colleges, Residents’ Committees or any other associated club or group should be kept within the space(s) reserved for that activity and should always reflect the best interests of the aforementioned.
- 2.2 The negligence or consent of any person(s) or any assumptions of risk by such person(s) is not a defence to any actions brought pursuant to this policy.
- 2.3 All Griffith University Colleges’ staff, student associations, or any other associated clubs or groups will abide by this policy.
- 2.4 Any individual, association, club or group that encourages or promotes violations will be held responsible for any activity in the event this policy is violated.

## 3.0 Implementation

- 3.1 The Director, Campus Life will be responsible for ensuring that all residents are aware of this policy. This would be, at a minimum, the publication or the definition stated in paragraph 1.1 (above) in handbooks, etc.
- 3.2 The Heads of Colleges will be responsible for informing, on at least an annual basis, Residential Advisors and Executive Members of each Residents’ Committee of this policy. This would be, at a minimum, an explanation of the definition stated in paragraph 1.1 (above) and the inclusions stated in paragraph 1.2 (above).
- 3.3 Any Residential Advisor, Executive Member of a Residents’ Committee or other person suffering or witnessing an action in violation of this policy is required to report the incident to the relevant Head of College or Director, Campus Life.
- 3.4 Upon receipt of an allegation of a violation of this policy, the Director, Campus Life or Head of College may suspend the activities of any association, club or group until such time as he/she has investigated the allegation or is satisfied that the possibility of a future or further violation of the policy is not apparent.

Policy on the resolution of breaches of residential Community Standards and other grievances within the Griffith University Residential Colleges.

Approved by the Pro Vice Chancellor (Administration) on the 13 March 2011.

### Description of the Policy:

This policy outlines the procedures by which breaches of residential community standards and other grievances will be resolved within the Residential Colleges. It also outlines the procedures that a College member may follow to have a decision of a Head of College reviewed by the Director, Campus Life.

#### 1.0 Responsibilities

Overall responsibility for the management of the University Residential Colleges is vested in the Director, Campus Life.

The responsibility for the maintenance of residential community standards and appropriate living environment within each Residential College is vested in the Head. In matters which involve College members from more than one Residential College, the Heads may agree that one of them take responsibility for a particular matter.

#### 2.0 Resolution of Breaches of Residential Community Standards

##### 2.1 Introduction

The University Residential Colleges exist to provide a living and learning environment in which College members will always act with the best interests of fellow College members in mind. Tolerance and respect for others and their rights and freedoms should be a primary concern as should their health and personal safety. By accepting residency, College members agree to respect the basic philosophy of the Residential Colleges and residential community standards as outlined in the Residential Colleges' Handbook. In so doing they also agree that if they breach these standards they will submit to the Residential Colleges' system of managing such breaches.

The purpose of this policy is to define the rights and responsibilities of College members and staff, and provide procedures and sanctions to be invoked and applied if residential community standards are breached. While elements of this policy may have similarities with the legal system, it is essentially educative and administrative in nature.

##### 2.2 Protocol to be Followed by Heads in Handling Possible Breaches of Residential Community Standards

The following protocol outlines the procedures that will be followed by Heads in handling alleged breaches of residential community standards.

2.2.1 Where a Head's attention is drawn to a possible breach of residential community standards the Head will, at the earliest possible opportunity, communicate this to the College member outlining the possible breach and indicating that they should meet to discuss this.

2.2.2 The Head will advise the resident:

- that the possible breach is being investigated in accordance with these procedures;

- where a full copy of this policy may be obtained; and
- that the College member may be accompanied to the meeting by a supporter.

2.2.3 Arrangements will then be made for the Head and resident to meet. However, if the student does not respond, or fails to meet the Head at the allocated meeting time, then the meeting will proceed in the College member's absence.

2.2.4 When the Head and resident meet, the College member may be accompanied by another College member acting in the role of supporter and the Head may ask a Residential Advisor or other staff member to also be present. (See section 2.6)

2.2.5 During this meeting, the College member's alleged behaviour will be outlined by the Head with evidence of this being presented as appropriate. The College member may respond by either agreeing with the information presented by the Head, or by presenting additional or alternative evidence, mitigating circumstances, etc. (See section 2.7)

2.2.6 The Head will (either at that meeting or after further consideration and enquiries) make a decision in the matter and inform the College member of this and, if necessary, an appropriate sanction. (See section 2.8)

2.2.7 It is preferable for the Head to inform the College member of this decision in a face-to-face meeting during which the College member can be given the opportunity to respond to the decision and the sanction. If considered appropriate, the Head may vary the sanction in light of this discussion with the College member.

2.2.8 The Head will then confirm the content of the discussion, the decision, the basis on which the decision was reached, and any sanction with the College member.

2.2.9 This communication will also provide advice that if the College member's recollection of the discussion differs from that of the Head, this should be brought to the Head's attention as soon as possible with a request for clarification. Details of where a full copy of this policy may be obtained will also be included.

The Head is responsible for conveying to any College member (or group of College members) who may be affected by the breach such information on the outcome as may be necessary to keep them informed. In doing so, the Head must give due regard for considerations of privacy and confidentiality.

If after the Head has made a decision, new or significant evidence which is not merely corroborative or repetitive which was not known (or could not have been known) at the time of the original decision comes to light and may have produced a different decision, the College member should provide that evidence and request that the Head reconsider the matter.

#### 2.3 Appeal to Director

It is possible that a College member may disagree with a Head's decision and wish to have it reviewed by the Director. In situations where it is not possible or appropriate for the Director to deal with the appeal, e.g. the Director is away on leave, Acting Head of College of the concerned

College member or is unable due to work commitments to deal with the appeal, a Nominee will be appointed by the Director. The College member appealing a Head's decision will be notified with whom their appeal will be handled by their Head of College.

The following protocol outlines the procedures that will be followed:

- 2.3.1 A College member asking for a Head's decision to be reviewed must lodge with the Director a letter outlining the reasons for the request. Except in exceptional circumstances this request must be received by the Director within three (3) working days of the written notification of the Head's decision being received by the College member. In cases that involve termination of residency, this period is reduced to one (1) working day.
- 2.3.2 If a College member lodges such a request, any sanction imposed by the Head is suspended until the Director has made a decision on the appeal.
- 2.3.3 In constructing this letter, the College member should be mindful that the basis for appeal would normally be limited to the following grounds:
- The Head did not follow the correct protocol for Heads in making the decision. (See section 2.2.)
  - Evidence or circumstances that should have been taken into account by the Head in reaching a decision were overlooked or were not given sufficient weight.
  - The inconsistency of the sanction with the nature of the breach of residential community standards.
- 2.3.4 New or significant evidence which is not merely corroborative or repetitive which was not known (or could not have been known) at the time of the original decision and has come to light and may have produced a different decision may not be introduced as grounds for appeal. Such evidence should be produced to the Head with a request for reconsideration of the matter. (See section 2.2)
- 2.3.5 When a College member requests a review of a Head's decision, the burden of proof resides with the College member. In other words, the College member must demonstrate to the Director:
- The Head did not follow the correct protocol for Heads in making the decision. (See section 2.2.)
  - Evidence or circumstances that should have been taken into account by the Head in reaching a decision were overlooked or were not given sufficient weight.
  - The inconsistency of the sanction with the nature of the breach of residential community standards.
- 2.3.6 Upon receiving an appeal, the Director will decide whether the College member has presented an adequate prima facie case to justify further consideration of the appeal.
- 2.3.7 If the Director decides that an adequate prima facie case has not been presented, the Director will inform the College member of this, preferably in a face-to-face meeting during which the College member can be given the opportunity to respond. The Director or Nominee will confirm the decision and the basis on which it was made in writing to the College member.
- 2.3.8 If the Director decides that an adequate prima facie case has been presented but is of the opinion that the matter might usefully be resolved by requesting the Head to re-hear the matter afresh, the Director will inform both the Head and College member of this decision and the basis on which it was made in writing.
- 2.3.9 The Head will then re-hear the matter afresh following the protocol outlined in section 2.2 within ten (10) working days. The College member will have the right to a further appeal against any decision made by the Head resulting from this process.
- 2.3.10 If the Director decides that an adequate prima facie case has been presented the Director will appoint a panel of three (3) persons (hereinafter called "the Panel") to assist in consideration of the appeal and provide advice on the matter. The Panel will comprise:
- A member of the Residential Management Committee (who will act as Chair of the Panel);
  - The President (or nominee) of the Residents' Student Association of that Residential College;
  - A Residential Advisor from another Residential College.
- 2.3.11 All members of the Panel must put aside any personal considerations in reviewing a Head's decision. If persons who are invited to serve as members of the Panel are of the opinion that this would be difficult for them, they must advise the Director of this and decline the invitation.
- 2.3.12 The College member may lodge an objection to a person being a member of the Panel, however, the Director's decision as to the composition of the Panel will be final.
- 2.3.13 A mutually convenient time will be arranged at which the Director, the Panel, the Head, and the College member are available to attend. The College member may be accompanied by another College member who may act as a supporter.
- 2.3.14 Prior to the meeting all parties will be provided with a copy of any documentation pertaining to the matter.
- 2.3.15 If the College member fails to attend the meeting the Director may, without further notice, proceed in the College member's absence or dismiss the appeal. If there are medical or compassionate reasons for the absence, the Director should be notified immediately. The Director will determine the acceptability of such reasons and whether the meeting should be adjourned.
- 2.3.16 The appeal will be conducted by considering only those matters to which the College member's appeal is related. For example, if the grounds for the College member's appeal are that the sanction imposed by the Head is inconsistent with the nature of the breach of residential community standards, then the Director and Panel will address only this issue.
- 2.3.17 The Director and Panel are not bound by the rules of evidence or other technicalities or legal forms.
- 2.3.18 Upon convening, the Director and Panel will invite the College member into the meeting room to present the grounds for appeal. The College member will then be asked to leave the

meeting room and the Head will be invited into the meeting room to explain the matter from his/her perspective.

- 2.3.19 The Panel will then retire to consider the matter and may, if they believe it would assist their deliberations, recall either the College member or the Head to ask additional or clarifying questions.
- 2.3.20 The Panel will then present their advice verbally to the Director.
- 2.3.21 At the conclusion of these discussions the Director will make a decision to either confirm, put aside, modify (in full or in part), or increase the sanction(s) originally imposed by the Head.
- 2.3.22 The deliberations of the Panel and the Director shall be closed and no record kept.
- 2.3.23 The Director will firstly inform the Head and then the College member of the decision in the matter and confirm this in writing to the College member.

#### 2.4 Communication with College members

Communication with College members will be undertaken in a manner consistent with the University's Student Administration Policy and Guideline on Student E-Mail.

For the purposes of this policy, a letter addressed to a College member's room or an E-mail addressed to the College member's University E-mail address (or in the case of students of other higher education institutions, to a nominated E-Mail address) shall be deemed to have been received by the College member.

#### 2.5 Proceedings of Meetings

All proceedings (including any initial meetings between College members and a Head) will be carried out in a manner which is informal but at the same time assures natural justice.

#### 2.6 Supporter

A College member who is required to meet with the Head of College, or the Director and Panel, may be accompanied by another College member acting in the role of supporter.

The supporter's role is to observe the meeting and provide support and guidance to the College member, as requested. The supporter may not represent the College member or speak on the College member's behalf.

In choosing a supporter, the College member should be mindful of any potential conflict of interest. For example, a Residential Advisor, a witness, or another College member involved in the matter under consideration may not act in this role.

#### 2.7 Standards of Evidence

Formal rules of evidence are not applicable. If a College member denies responsibility for an alleged breach of residential community standards, the Head will make a decision based on the balance of possibilities.

In a case where the facts are contested there is generally a "weight" of evidence on each side. The Head will place greater emphasis on evidence which, when fairly considered, produces the stronger impression and is more convincing. After considering all the available evidence the Head will decide whether there is a greater weight of

evidence that the College member was responsible for the breach than the College member was not.

This standard is not the same as "beyond reasonable doubt" which is a more rigorous requirement demanded by the courts in criminal cases. Given this, the Head need not attain the degree of certainty that is required to justify a criminal conviction.

#### 2.8 Sanctions

Where a College member has been found in breach of residential community standards, the Head may impose a sanction. Such sanctions are designed to hold College members accountable for their inappropriate behaviour and are imposed for their educative effect. The discipline process should be one in which College members are encouraged to examine the motives for, and consequences of, their actions. Sanctions should enable College members to examine their own actions, and heal any ill feeling or unease in the community caused by their behaviour.

In determining an appropriate sanction, the Head will evaluate each situation and College member individually. This Head will consider multiple factors including the details of the current breach, the College member's previous conduct, history and attitude in arriving at the best sanction for that individual.

##### Written admonition

An official letter of censure to the College member stating that there has been a breach of residential community standards and that continuation or repetition of the breach may result in more severe disciplinary action.

##### Restitution

Reimbursement for damage to, or misappropriation of, property.

##### Loss or restriction of privileges

Limitation or removal (for a definite period of time) of social or personal privileges, withdrawal of approval to bring, keep or consume alcohol on campus, etc.).

##### Room reallocation

Reallocation to a different room or Residential College based on the hope that a College member will be more successful if given the opportunity of a fresh start in another location. The College member may also be restricted from access to the Residential College/area from which the College member is being relocated.

##### Community service

Requirement to complete a certain work project thereby giving something back to the community and hopefully learning something at the same time. Wherever possible there should be a logical relationship between the misconduct and the community service assigned.

##### Probation

A specific length or time during which a College member is given a chance to show capability and willingness to live in accordance with residential community standards. Continuation or repetition of the breach may be the cause for more severe disciplinary action.

### Termination of residency

Termination of residency (normally with a specific date mentioned on which the College member may apply for re-admission).

### Referral under the Student Discipline Statute

Referral to the University-wide discipline system.

Combinations of the above.

## 3.0 Resolution of Other Grievances

### 3.1 Introduction

From time to time difficult issues of an interpersonal nature may arise in the University Residential Colleges. These might manifest as personal conflict within a flat perhaps, for example, because of an underlying clash of personalities. An underlying current of disharmony may surface which may, after conciliation has been attempted, require a Head to take some action to achieve an appropriate community living environment.

In preparation for a forthcoming Academic Year or at other times, Heads allocate College members to rooms within their Residential College. In allocating rooms, Heads will take many factors into consideration in attempting to provide an appropriate balance of gender, academic course, cultural, ethnic and experiential backgrounds, as well as personality types. Balancing these considerations is at best a difficult task for Heads.

### 3.2 General Decision-Making Principles

Decision-making in cases such as those mentioned above is often difficult. The following principles will be followed in these matters:

- 3.2.1 A College member (or group of College members) has the right to meet with the Head and ask for reasons for a decision which affects them. Following such a meeting, the College member (or group of College members) may also ask the Head for confirmation by letter or E-mail of the decision and reasons.
- 3.2.2 Wherever possible and when requested, Heads will afford the College member (or group of College members) the opportunity to discuss matters such as these in a face-to-face meeting with the Head.

### 3.3 Appeal to Director

There may be times when a College member (or group of College members) disagrees with a Head's decision. As stated above such decisions might have been made in relation to requests for room allocation, room changes, tensions within flats which may have resulted in flat disharmony, etc.

In some cases the Head's decision may not have been made directly in relation to this College member (or group of College members) but still may impact directly on them. In such cases it would be unusual for College members outside a flat/wing to be able to claim direct impact.

If this has not already occurred, and prior to lodging a formal appeal to the Director, the College member (or group of College members) should seek a meeting with the Head to discuss the decision and the reasons that led to that decision. If, due to the nature of the decision, this

has not as yet been confirmed in writing then a College member may ask the Head to do so, providing reasons for that decision.

After the above meeting has occurred, the following procedures are designed for the resolution of such grievances.

- 3.3.1 A College member asking for a Head's decision to be reviewed must lodge with the Director a letter outlining the reasons for the request. This request must be received by the Director within three (3) working days of the written notification of the Head's decision being received by the College member.
- 3.3.2 If such a request is lodged by a College member, the Director will ask the Head to refrain from implementing the decision or continuing the action during the period from the receipt of the letter of appeal until its finalisation.
- 3.3.3 In constructing the letter of appeal, the College member should be mindful that the basis for appeal would normally be limited to the following grounds:
  - The Head did not allow a College member who had an interest in the decision to be heard.
  - The Head did not take into account evidence or circumstances which he/should have in reaching his/her decision.
- 3.3.4 A mutually convenient time will be arranged at which the Director, the Head, and the College member are available to attend. The College member may be accompanied by another College member who may act as a supporter. The Director may ask another staff member to also be present.
- 3.3.5 Prior to the meeting all parties will be provided with a copy of any documentation pertaining to the matter.
- 3.3.6 If the College member fails to attend the meeting the Director may, without further notice, proceed in the College member's absence or dismiss the appeal. If there are medical or compassionate reasons for the absence, the Director should be notified immediately. The Director will determine the acceptability of such reasons and whether the meeting should be adjourned.
- 3.3.7 The Director will invite the College member to present the grounds for appeal. The College member will then be asked to leave and the Head will be invited into the room to explain the matter from his/her perspective.
- 3.3.8 If the Director is of the opinion that the matter might usefully be facilitated by a round-table discussion, the Director may invite the Head and College member into the room for such discussion.
- 3.3.9 At the conclusion of these discussions the Director will make a decision to either confirm, modify or reverse the Head's original decision.
- 3.3.10 The Director will inform firstly the Head and then the College member of the decision in the matter and confirm this in writing in a letter to the College member. Evidence which is not merely corroborative or repetitive which was not known (or could not have been known) at the time of the original decision comes to light and may have produced a different decision, the resident should provide that evidence and request that the Head reconsider the matter.

Policy On Child Care Protection And Code Of Practice  
Within The Griffith University Colleges.

Original document approved by the Colleges Management  
Committee at its 12/07. Meeting held on Thursday 31 May 2007.

## 1.0 Introduction

Griffith Accommodation provides accommodation for approximately 920 students of the university and QIBT. Each year a small group of College members are under 18 at the commencement of on-campus accommodation. As a university college, Griffith Accommodation acknowledges the obligation to provide a safe environment in which these students are able to transition from a safe and supportive environment at home to independent living within the University Colleges.

Griffith Accommodation recognises that the welfare and best interests of its under 18 college members are paramount and that every College member (under 18) is entitled to be:

- Treated with respect,
- Protected from harm, and
- Supported in expressing concerns or grievances.

### 1.1 Relevant Legislation

- Commission for Children and Young people and Child Guardian Act 2000
- Commission for Children and Young People Amendment Regulation (No.1) 2006
- Child Protection Act 1999
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

### 1.2 Definitions

- College member (under 18) refers to all College members under the age of 18
- Harm, to a College member, is any detrimental effect of a significant nature on the member's physical, psychological or emotional wellbeing caused by: physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation.
- Risk is the chance of something happening that will have an impact on Griffith Accommodations aims and objectives, or an impact on a College member's life.
- Risk assessment is the process of analysing risks and control measures.

## 2.0 Scope

This policy applies to all Griffith Accommodation staff and College members.

## 3.0 Commitment to the Safety and Wellbeing of College Members

3.1 Griffith Accommodation believes that all College members have the right to feel safe, to be listened to, have their cultural values respected, not be unjustly discriminated against on the basis of their status and have their best interests considered. It is the college's goal to create a safe environment for College members and an environment in which they can successfully pursue their academic careers and personal development.

## 4.0 Recruiting, Selecting, Training and Managing Staff

4.1 Griffith Accommodation seeks to ensure that it meets its obligations to protect College members under 18 to whom it has legal and ethical responsibilities. To meet these obligations Griffith Accommodation will only employ suitably qualified staff. Staff will be recruited in accordance with the University's recruitment and selection policy. A risk matrix determines which staff are required to hold or obtain a Blue Card and/or registration with the Queensland College of Teachers. Staff that already hold a Blue Card are required to produce evidence to confirm a valid blue card or submitted application. A Blue Card Register will be maintained to ensure compliance with the Act.

4.2 Child Protection training will be incorporated into the induction and on going training requirements of all staff. Staff will be required to become familiar with procedures in relation to child protection and the reporting of harm or concerns. Staff are required to sign off on the Child Protection Policy. This record will be held on the staff members file. All training will be recorded on the staff training matrix.

4.3 Collegiate staff's procedures and protocols manual will include information in relation to child protection.

4.4 Griffith Accommodation staff should at all times demonstrate exemplary behaviour when working with College members in order to protect them (under 18) from abuse and themselves from false allegations. The Code of Conduct (Appendix A) provides guidance on how staff should conduct themselves when working with College.

4.5 The Director, Campus Life has overall responsibility for all accommodation staff. Where staff fail to comply with any policy or procedure in relation to child protection, they will be managed through the University Performance Management system. Significant departures from the policies and procedures in relation to child protection may be considered misconduct and may result in dismissal, as well as action by the Police or other authorities.

## 5.0 Handling Disclosures or Suspicions of Harm

5.1 Accommodation staff are required to handle a disclosure or suspicion of harm in accordance with the procedures as documented in Appendix B.

## 6.0 Procedure for dealing with allegations or suspicion of abuse against an Accommodation staff member at work

6.1 Where an allegation of harm is made against a staff member, the Director, Campus Life will initiate an investigation in accordance with the university processes.

6.2 Should the allegation involve the Director, the Pro Vice Chancellor (Administration) should be notified.

**7.0 Risk Management Plans for High Risk Activities and Special Events**

7.1 The colleges undertake a number of high risk activities and special events as part of their social program. All events must have a risk management plan that contains appropriate mechanisms to minimise harm. The risk management plan is part of the Request for Organised Activity Form that needs to be completed to gain approval from the Head of College for the event to proceed.

**8.0 Communicating the Policy and Procedures to Staff and Stakeholders**

8.1 This policy will be made available to families on the accommodation website and provided to families/legal guardians of College members under 18 on admission to college. College members will be advised of the Policy at college inductions and a copy of the policy will be placed on the notice board in each college.

**9.0 Policy Implementation and Review**

9.1 This policy and related procedures will apply from 1st January 2007. The policy will be reviewed annually and updated as required.



Approved by the Colleges Management Committee at its 8/10 meeting held 20 April 2010.

### 1.0 Scope

- 1.1 This policy provides for the posting of approved material within the Colleges and their precincts.
- 1.2 This policy recognises that the buildings and grounds of Griffith University are private property and that the Colleges are private communities where membership is by invitation.
- 1.3 It is intended that this policy will promote a flow of information by providing opportunities for approved entities to publicise their activities or events within the Colleges' community without compromising the appearance of the Colleges or the security of their members.

### 2.0 Definitions

- 2.1 Posting is defined as the display by whatever means of any information in whatever format within the Colleges and their precincts.

### 3.0 Entities Approved to Post

- 3.1 The only entities permitted to post within the Colleges are:
  - 3.1.1 Griffith Accommodation (including Heads of Colleges, Residential Committees and Residential Advisors);
  - 3.1.2 University elements (for example, Student Services, Student Administration, Learning Services);
  - 3.1.3 Clubs and Societies affiliated with the University through Griffith Sport.
- 3.2 Postings by groups, organisations, companies or individuals other than the above will not be permitted unless co-sponsored by one of the above entities. The name of that co-sponsoring entity must be clearly displayed.

### 4.0 Approval Criteria

- 4.1 The name of the sponsoring entity and a contact name and telephone number must be clearly visible on the posting.
- 4.2 Postings referring to the supply or sale of alcoholic beverages must be in accordance with the Liquor Act 1992.
- 4.3 Specifically, postings must not advertise:
  - 4.3.1 free drinks;
  - 4.3.2 multiple quantities of liquor, for example two for one, six drinks for a certain price, etc.;
  - 4.3.3 the sale price of liquor;
  - 4.3.4 any type of drinking promotion, for example, happy hours, all you can drink, toss the boss, etc.
- 4.4 The consumption of alcoholic beverages may not be the primary message of any posting.
- 4.5 Postings by individuals (sale of private goods, etc.) shall not be permitted. These may be posted on general noticeboards/facilities provided for that purpose outside the Colleges' precincts.

- 4.6 Postings may be no larger than A3 size (210 mm x 297 mm).

### 5.0 Approval Process

- 5.1 Griffith Accommodation
  - 5.1.1 Griffith Accommodation (including Heads of Colleges and Residential Advisors) may post material that meets the above criteria without referral to Griffith Accommodation.
  - 5.1.2 Residential Committees who want to have hard-copy material posted within the Colleges should take that material to the Griffith Accommodation office on the relevant campus. The postings will be considered and approved by the Residential Management Committee.
  - 5.1.3 Residential Committees should plan ahead as approval may not be immediate and the process of posting may take up to two weeks.
  - 5.1.4 Residential Committees should get approval from their Head of College for any White Board posting.
- 5.2 University elements and Clubs and Societies
  - 5.2.1 University elements and Clubs and Societies requesting posting should plan ahead as approval may not be immediate and the process of posting may take up to one week.
  - 5.2.2 A university element, club or society wishing to have hard-copy material posted within the Colleges should take that material to the Griffith Accommodation office on the relevant campus. The postings will be considered and approved by the Residential Management Committee.
  - 5.2.3 Griffith Accommodation will verify with Griffith Sport as to whether the Club and Society is a legitimate Griffith Club and Society before gaining approval from the Residential Management Committee. Campus Approval Nathan Colleges Management Committee Mt. Gravatt Colleges Management Committee
  - 5.2.4 If this approval is forthcoming each copy of the hard-copy material will be stamped "Approved for posting by Griffith Accommodation" in red ink and be distributed to the Residential Advisors for posting on appropriate noticeboards within the Colleges.
  - 5.2.4 Even if they are current College members, members of clubs or societies may not post the material themselves.
  - 5.2.6 A university element, club or society denied approval for posting may appeal to the Manager, Griffith Accommodation.
  - 5.2.7 Griffith Accommodation reserves the right to remove materials not posted in accordance with this policy. Residential Advisors will regularly inspect noticeboards and remove unapproved postings or dated postings.
  - 5.2.8 Griffith Accommodation may seek to recover from the relevant entity the costs involved in removing unapproved postings that damage the property of the Colleges.
  - 5.2.9 A university element, club or society may not use the College White Boards to promote any activity.

### 6.0 Miscellaneous

6.1 Materials are limited to the number of posters listed below:

College	Number of posters
Barakula	Up to 10
Bellenden Ker	Up to 15
Carnarvon	Up to 10
Girraween	Up to 10
Kinaba	Up to 10
Mt. Gravatt	Up to 12

6.2 The distribution of flyers by Residential Advisors to individual rooms will only be considered in extraordinary circumstances and shall normally only be approved for material from University elements.

### **7.0 Chalking**

7.1 Chalking is not permitted within the Colleges' Precinct.

