



Griffith Accommodation

Community Standards



INTRODUCTION

Whilst the Community Standards document might at first appear quite overwhelming, it contains a lot of information about Griffith Accommodation and our residential community.

Not only does it contain advice and guidance on living in a shared community, but it also links to our important policies. As such it forms part of the Accommodation Agreement with the University.

If there are any matters which you don't understand or require clarification on, please ask us. Administrative queries are best directed to our staff in the Griffith Accommodation Office, whilst issues around residential community life would be best directed to your Resident Mentors or the Residential Life team.

The Community Standards are reviewed and updated regularly to ensure they reflect the evolving needs and values of our residential community.

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ABANDONMENT

Items

While every effort is made to return items to their owner if left behind in the Colleges' area, if you do not collect your belongings within 14 days after moving out or ending your Accommodation Agreement, your items will be considered abandoned.

If you leave items behind:

- You will receive an email from Griffith Accommodation detailing the items left behind. The email will contain a date after which the items will be considered abandoned.
- If no response is received, the items will be disposed of accordingly.
- If you wish to collect the items, you will need to respond to the email and collect prior to the date provided.

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 Accommodation may recover from you any costs it incurs in the storage or disposal of any such property.

Room

If you are absent from your Room for fourteen (14) or more consecutive days and have not advised Griffith Accommodation in writing, 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 will be charged the \$360.00 Cancellation of Accommodation Agreement Fee.

If you fail to return your Room key within the fourteen-day (14) period, you are also charged for replacing the locks and keys of your Room.

Lost Property

In line with the University [Lost and Found Property – Reporting and Disposal Guide](#), any lost/unclaimed property handed into Griffith Accommodation will be held for a period of one (1) month and Residents can reclaim their property from the Accommodation Office upon satisfying Accommodation staff of a legitimate claim to the property.

Items not claimed after this time will:

- Destroyed or put to waste as appropriate; or
- Given as a donation to sponsorship programs within the University; or
- Items with very high monetary value will be handed over to Police to be managed according to Queensland laws regarding lost and found property.

BICYCLES

Storage

Bikes (including e-bikes) and scooters must be stored only in the on-campus secure sheds and racks. They must not be stored in bedrooms, flats, on balconies, in stairwells or Common Areas of the Accommodation precinct. Any bikes or scooters found in unauthorised locations may be relocated or treated as abandoned property.

The nearest secure storage facility is located at The Hub (N11). For more information on how to access this, visit griffith.edu.au/transport/bike-racks-and-end-of-trip-facilities.

Micromobility

In line with the [Griffith University Micromobility Device Standard](#), Residents with e-mobility devices are expected to comply with the following guidelines within Griffith Accommodation:

Storage

- E-bikes and other mobility devices must be stored in designated bicycle storage areas only. Storage inside Residential Rooms, hallways, stairwells, or Common Areas is strictly prohibited.
- Devices must not obstruct emergency exits, fire escapes, or access pathways.
- Residents are responsible for securing their e-bikes with appropriate locking mechanisms.

Charging

- Charging of micromobility batteries is only permitted in designated outdoor charging zones approved by the University.
- Charging inside Residential rooms, bathrooms, kitchens, or any enclosed indoor space is strictly prohibited due to fire risk.
- Batteries must be charged using manufacturer-approved chargers that comply with Australian safety standards.
- Charging items must not be left unattended. Overnight charging is not permitted.

Battery Safety

- Damaged, modified, or non-compliant lithium-ion batteries are not permitted on College grounds.
- Residents must inspect batteries regularly for signs of wear, swelling, or corrosion and report any concerns to Griffith Accommodation.
- Batteries should be stored in cool, dry conditions and kept away from heat sources or flammable materials.

Compliance and Enforcement

- Breaches of these guidelines may result in disciplinary action.
- The University reserves the right to inspect e-bike storage and charging practices to ensure compliance.
- Residents are encouraged to consult their insurance provider regarding coverage for e-bike-related incidents.

CARPARKING

There is no free carparking on any Griffith University campuses between 8 am and 7 pm, Monday to Friday (excluding Public Holidays). Parking on campus is primarily by permit only.

Residents are not permitted to park in lane ways, special permit zones or grassed areas. The University is a regulated traffic area so failure to comply with parking signage will result in disciplinary action and/or an infringement notice issued by the parking enforcement team.

For more information on parking visit griffith.edu.au/parking.

CHILD PROTECTION

U18 Residents

In accordance with the *Working with Children (Risk Management and Screening) Act 2000* (Qld) all Griffith Accommodation staff are required to undergo a Queensland Government Working with Children Check to obtain a Blue Card.

All Residents under the age of eighteen (18) at move in are required to attend the mandatory Under 18 Orientation Session during O'Week. This session provides important information about safety, support services, and expectations while living on campus as a minor.

While residing on campus and under the age of 18, you are required to attend monthly check-in meetings with the Residential Life team. These meetings are designed to provide support, ensure wellbeing, and maintain regular communication. Attendance is mandatory for the duration of your time as an under 18 Resident, and failure to attend without prior notice may result in disciplinary action.

CONFLICT RESOLUTION

An expectation of living within our community is that Residents attempt to resolve matters in good faith themselves, where it is reasonable and appropriate to do so.

Residents are encouraged to identify their issue, think of some solutions and then use an appropriate strategy to address the issue. Griffith Accommodation (usually the Residential Life team) can be contacted for advice and guidance should it be required.

If, after attempting self-guided resolution, the issue remains, Residents should contact Griffith Accommodation. At this stage, Accommodation staff may either provide further guidance, or endeavour to resolve the issue to the satisfaction of all parties.

Should the involvement from staff fail to resolve the issue, or the matter is not suitable for self-guided resolution e.g. the matter is serious and/or complex, it may then be resolved via more formal action such as a Breach of Community Standards process or by encouraging the resident to lodge a Formal Complaint.

Having Difficult Conversations

All Residents have the right to feel safe and comfortable in their living space, so if something is making you uncomfortable, talking about it can be a great first step to dealing with the issue.

Putting time and effort into forming positive connections with your roommates can make having hard conversations easier. Griffith Accommodation encourages self-resolution among Residents as the first step in the conflict resolution process.

- Have the conversation at a mutually agreeable time, in a private space where you both feel comfortable.
- Be direct, but sensitive when naming the behaviour causing an issue. Keep the focus on the behaviour, not the person. Explain the impact the behaviour is having on you.
- Listen and empathise with the other person's experience.

DAMAGE

University furniture and equipment must be used safely and only for its intended purpose. Common area furniture must not be moved into your Room.

- You are responsible for keeping provided items in good condition and reporting faults to Griffith Accommodation.
- Damage beyond normal wear and tear, including vandalism or carelessness (e.g., damage to furniture or fittings), is an expense not covered by the maintenance budget. Every Resident needs to be aware of the cost of damage and take an active role in preventing its occurrence.
- Griffith Accommodation will investigate all instances of damage to determine responsibility. If individual responsibility cannot be determined, costs may be shared among the relevant group (e.g., flat, wing, or floor).
- Residents have five (5) working days from the billing date to pay or request a review. After this period, charges are final.
- Standard replacement costs are listed in the Schedule of Charges at the end of this document.

DRUGS

Alcohol

The Campus Access and Use Procedure states that alcohol must be consumed in premises licensed pursuant to the *Liquor Act 1992* (Qld) or unless authorised by the Vice Chancellor or an Authorised Person to do so.

Griffith Accommodation encourages the responsible consumption of alcohol by residents who are of a legal drinking age. Residents and (under supervision) their visitors may consume alcohol in a moderate and sensible manner within the Colleges' precinct as long as they abide by any related rules particularly those relating to glass, noise and behaviour and do not impact negatively upon other Residents.

Consumption of alcohol is normally restricted to individual student Rooms or common rooms. Drinking games or brewing of alcohol is not acceptable under any circumstances.

The Director Campus Life (or nominee) or the Accommodation Manager may determine that a particular time of year or certain functions are alcohol free. It is normal practice that the first 3 days of O-Week are alcohol free days within the Colleges precinct.

Residents must not collect or display alcohol cans, bottles, punch bowls, beer bong, or any other items that celebrate or facilitate the excessive consumption of alcohol.

Illicit / 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 one's possession anything for use in connection with a drug offence.

The Director, Campus Life (or nominee) and the Accommodation Manager 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.

Prescription / Legal

As a Resident you are required to inform us if you are taking prescription medication that falls into the category of a controlled substance, such as Medical Cannabis.

Approval must be granted by Griffith Accommodation before bringing a controlled substance on campus. You can apply for approval by submitting a Medical Practitioner Report completed by your GP.

Once you have gained approval you are required to:

- Store the medication in the original pharmacy packaging;
- Consume the medication as prescribed only;
- Consume the medication using approved methods only; and
- Sharing or selling your medication is strictly prohibited and illegal.

Misuse of medications may result in disciplinary action.

Smoking & Vaping

Griffith University is committed to a smoke-free environment and maintains a [No Smoking Policy](#) across all campuses, including in the Colleges precinct at Brisbane South (Nathan).

This policy includes e-cigarettes, personal vaping devices, and all smoking products.

Any Residents found to be smoking on campus may face disciplinary action.

EMERGENCIES

For any life-threatening emergency to contact Queensland Fire and Emergency Service, Police and Ambulance Services by dialling 000. Alternatively, you can dial 112 from a mobile phone. For those with hearing or speech impairment, dial 106 to be connected to the Text Emergency Relay Service.

You are responsible for familiarising yourself with the location of alarms and firefighting equipment, and with the emergency procedures for the Colleges precinct. Fire safety information is posted in all foyers of Bellenden Ker, and in the kitchens of Barakula and Carnarvon.

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

The Queensland Fire and Emergency 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.

EVENTS

Residents are expected to use College spaces responsibly and in a manner that supports the wellbeing and comfort of the Residential community.

Any event held within College facilities must be planned and conducted in accordance with the Griffith Accommodation Event Guidelines, including obtaining prior approval, adhering to noise and capacity guidelines, and ensuring the event is inclusive and respectful of all Residents.

Misuse of College spaces or failure to follow the Event Guidelines may result in disciplinary action and/or restrictions on future event access.

FIRE SAFETY

Alarm activations

Any Resident found to have activated a false fire alarm, whether purposefully or because of carelessness is subject to substantial charges that will be imposed by the Queensland Fire and Emergency Service.

Activation of the Fire Emergency System will incur a QFES callout fee and be charged to your Accommodation Account. In the 2025–2026 financial year, this charge is \$1505.60.

Examples of carelessness include, but are not limited to:

- Not using the extractor fan when cooking
- Leaving food unattended while cooking
- Leaving electrical appliances (such as hair straighteners or heaters) unattended
- Keeping windows in kitchens and bathrooms closed and not properly ventilating the spaces
- Using aerosols (deodorant, bug spray, hairspray) near the fire detection systems

Bushfires

In response to a bushfire incident, any Resident located within one of the Accommodation buildings at the time of the event will be directed to move to a Preferred Shelter Option.

- For Residents in Barakula (N15) and the Accommodation Annexe (NT4) the Preferred Shelter Option is N18.
- Residents in Carnarvon (N47) or Bellenden Ker (N39) must use N78 as the Preferred Shelter Option.

These locations will be communicated to Residents via the Emergency Warning Intercom System (EWIS), SMS and/or email in the event of a bushfire incident.

In the event of a bushfire evacuation, you are expected to follow all directions provided by staff, Campus Support and Emergency Services.

Evacuation

Evacuation signs are posted in all College buildings. In Bellenden Ker, they are posted in bedrooms, kitchens, the Big Common Room and the laundry. In Carnarvon and Barakula, the signs are in kitchens, common rooms, laundries and stairwells. These signs indicate your location in relation to the nearest exit and steps to take to vacate the premises. Familiarise yourself with the location of all exits from your College.

In the event of an evacuation:

- You must begin to vacate the building immediately on hearing the alarm (do not use lifts)
- Upon evacuation, report to your building's assigned assembly point for further instruction
- Follow the directions of the Building Wardens or Campus Support Officers

Failure to evacuate when an emergency alarm sounds or when instructed to do so by a staff member, or wilful misuse of fire-fighting equipment, is a Breach of Community Standards and may result in termination of residency.

Personal Emergency Evacuation Plans (PEEPS)

For Residents with special needs or requirements which may impact their mobility, Griffith Accommodation will use its best endeavours to work with the Resident to prepare and agree to a Personal Emergency Evacuation Plan (PEEP).

Where a suitable PEEP is agreed between Griffith Accommodation and the Resident, the Resident must notify Griffith Accommodation immediately if there are any changes in their physical health or mobility which may result in their inability to comply with the PEEP.

Tampering with Equipment

Fire equipment is only to be used as necessary in the case of a fire. Use or misuse must be reported immediately. Tampering with fire alarms, extinguishers, exit and evacuation signs, smoke detectors and other safety equipment is unlawful and poses a high risk to all Residents.

If evidence of tampering is found, you may be charged in line with the costs set out in *Appendix B: Schedule of Charges* at the end of this document.

FITNESS TO RESIDE

Academic Endeavour

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

It is important that you achieve an appropriate balance between all aspects of your life (i.e. academic, extracurricular, and personal health and wellbeing). You are expected to make an earnest attempt at your academic studies by demonstrating academic endeavour.

You are expected to maintain a fulltime enrolment of 30 to 40 CP per trimester, and a GPA (both current and cumulative) above 3.9. Any Resident not meeting this standard may be contacted by the Residential Life team to discuss academic performance.

Griffith Accommodation is permitted to access your academic results for the purpose of readmission to College, academic assistance, and the determination of residential awards.

Your academic enrolment forms part of our application assessment and is a condition of your Offer of Accommodation and Accommodation Agreement. If your enrolment status or course load changes, you must let Griffith Accommodation know within two working days of submitting your enrolment variation. If you withdraw or defer from the University, you will no longer satisfy the enrolment criteria and will not be eligible to remain on College.

Griffith Accommodation cares about your academic progress and will, where possible, assist you in achieving your best. You should feel free to approach the Residential Life Coordinator if you require some academic assistance.

Online Induction

The Online Induction covers key areas of College life and is compulsory for all Residents.

- All modules must be read and the corresponding quizzes completed
- Quiz scores must be 100% to qualify for completion
- Induction must be completed within 2 weeks of move-in
- Returning Residents will be required to complete the updated online induction at least annually
- Failure to complete the Online Induction within the required timeframe may result in a breach of the Community Standards

Violence

All members of the Griffith Accommodation community have the right to be safe and feel safe, and be treated with respect, dignity and fairness. Griffith Accommodation does not tolerate the use of violence of any form (physical or verbal). The use of violence for any reason (even if resulting from extenuating factors) will be regarded seriously and is likely to result in termination of residency, and referral the Queensland Police Service if necessary.

GARBAGE DISPOSAL

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 ('co-mingle'), 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.

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 should be wrapped in paper to prevent any injuries. Disposal of glass bottles is the individual responsibility of Residents who are required to place them in the recycling bins only.

LEGAL

Residents at Griffith University are guaranteed all 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 Resident you are expected to abide by all Federal, State and Local Statutes as well as observe University Policies and Procedures, College Protocols and Community Standards. Failure to do so will result in Breaches of Community Standards, which may ultimately result in you losing your right to reside in the College and/or continue to study at the University. The Director (or nominee) or Griffith Accommodation staff may enter your room and/or flat at any time if there is an emergency or suspicion of illegal activity.

The responsibility for maintaining College Community Standards and an appropriate living environment within each College is vested in the Accommodation Manager, Residential Life Coordinator and Administration area of Griffith Accommodation. Griffith Accommodation is supported by live-in student leaders who are senior students selected for their high levels of personal and social skills as well as their contribution to the residential community.

Legal Status of Residents

It is important that you understand that when you move into a Griffith University Residential College, you have the right to occupy a room only for the period specified in the Offer of Accommodation.

You occupy the Room on licence as a Resident only and not as a tenant and do not acquire any other estate, right or interest in the Room or Building.

PETS

In accordance with the [Griffith University Campus Access and Use Procedure](#), the only animals allowed in the Colleges are assistance animals and must be pre-approved by the Accommodation Manager.

Assistance Animals

A registered assistance animal has the same meaning as set out in section 9(2) of the *Disability Discrimination Act 1992* (Cth), which defines an assistance animal as:

"... a dog or other animal:

- a. Accredited under a law of a State or Territory that provides for the accreditation of animals trained to assist a persons with a disability to alleviate the effect of the disability; or
- b. Accredited by an animal training organisation prescribed by the regulations for the purposes of this paragraph; or
- c. Trained:
 - i. To assist a person with a disability to alleviate the effect of the disability; and
 - ii. To meet standards of hygiene and behaviour that are appropriate for an animal in a public place."

If you wish for your assistance animal to live with you in the Colleges precinct, you must request the University's prior written approval. To ensure a Resident and their assistance animal can be suitably accommodated, Griffith Accommodation will conduct a suitability assessment to confirm it can appropriately accommodate the individual and their animal, having regard to the health and wellbeing of the individual, their animal and other Residents, as well as the nature of available accommodation.

Any Resident accompanied by an assistance animal may be asked to produce evidence that:

- a. The animal is an accredited assistance animal; or
- b. The animal is trained to meet standards of hygiene and behaviour that are appropriate for an animal in a public place; and
- c. The animal is registered as an assistance animal with the relevant local Council authority.

In accordance with the *Guide, Hearing and Assistance Dogs Act 2009* (Qld) s. 12(2), acceptable evidence includes:

- a. Handler identity card
- b. The dog wearing an identifying coat that complies with the requirements prescribed under a regulation.

PROHIBITED ITEMS

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

- Illicit substances
- Controlled substances that have not been prescribed to you
- Illegal drugs
- Drug paraphernalia
- Candles (including decorative, memento or souvenir candles)
- Bottled gas or other hazardous materials including flammable or combustible liquids
- Hotplates
- Hookah/shisha
- Glass in common areas of the Colleges
- Nangs or similar items
- Incense and/or diffusers, oil lamps or burners
- Smoke bombs
- Floor heaters
- Fireworks
- Brewing stills or other brewing equipment
- Electric blankets
- Weapons, including items brought onto College grounds to intimidate or threaten
- Stolen items (including but not limited to, road and directional signs, shopping trolleys)
- Car parts

This list is not exhaustive. Other items may be considered safety hazards or deemed inappropriate and be subject to prohibition at the discretion of the Director (or nominee) or the Accommodation Manager.

If a Resident is found to be in possession of a prohibited item, the Accommodation Manager (or nominee) reserves the right to confiscate the item at their discretion, in accordance with University policies and safety regulations.

RENTAL PAYMENTS

You must be in advance with your rental payments throughout your Contract period. Unless the full cost of the Agreement is paid in advance, you agree to make payment in accordance with the Fee Schedule provided with the Application and Offer process.

Outstanding account fees are managed through the Griffith Accommodation Debtor Process. Overdue accounts can result in academic results being withheld, future academic enrolments being blocked, and/or your accommodation Contract being terminated.

If you fail to make your rental payment by the due date, the following actions will be taken:

Step 1 – General overdue notice	Email notice of overdue account. This is sent when a Resident has an outstanding overdue debit on their account over AUD \$10.00.
Step 2 – Final reminder notice	Final reminder of debt owing sent via email. This step is activated when an account is overdue for the second consecutive billing period. For any Resident at this step, a meeting is required with the Operations Coordinator.
Step 3 – Termination notice	Termination notice issued via email and letter. This step occurs when a Resident is overdue for the third consecutive billing period, and their account remains unpaid.

You are provided with seven (7) days in which to reconcile your account before further action is taken.

RESTRICTED SPACES

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

RIGHT TO ENTER

Minimum Notice Periods

Griffith Accommodation staff or approved contractors may enter your flat Common Areas or Room for the purposes outlined below. Appropriate notice will be provided according to the purpose of entry, as specified:

Purpose of Entry	Minimum Notice
In an emergency, including welfare concerns	Without notice
If you have been reported missing 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	As agreed upon (unless deemed urgent*)
To carry out general repairs and maintenance initiated by Griffith Accommodation	24 hours (unless deemed urgent*)
To inspect your Room or flat if Griffith Accommodation has reason to believe that an area has fallen below a reasonable standard of cleanliness and hygiene	12 hours (unless deemed urgent*)
To inspect your Room or flat for any other reason	48 hours

**Griffith Accommodation will attempt to contact the Resident by phone prior to entry.*

Inspections

In accordance with minimum notice periods, Griffith Accommodation reserves the right of entry into Resident accommodation by approved staff and/or contractors in approved situations including but not limited to:

- Standard accommodation condition inspections, including but not limited to cleaning, departure checks and trimester inspections
- Health, safety and welfare matters
- Smoke detector and other forms of statutory testing
- Cleaning and maintenance
- Excessive noise
- In the case of emergency, actual or suspected

ROOMS

Allocations

The Accommodation Office allocates Residents to Rooms within a particular College. In allocating Rooms, Griffith Accommodation considers many factors including an appropriate balance of gender, academic course, cultural, ethnic and experiential backgrounds, as well as personality types.

Residents are allocated to a specific Room and they must not change Rooms without receiving prior approval from Griffith Accommodation.

Cleanliness

You are responsible for keeping your Room clean and shared spaces tidy. All rubbish must be disposed of in the designated bins. Personal items and garbage must not be left in corridors, stairwells, or beside Common Area bins, as this poses a safety and fire hazard.

Bellenden Ker Residents

- Bathrooms and Common Areas are cleaned and rubbish is removed Monday to Friday by housekeeping.
- Kitchen cleanliness is the responsibility of Residents. Clean up after each use, wash all dishes and utensils, and store items appropriately.

Flats Residents

- Fortnightly cleaning of shared spaces is provided in Barakula and Carnarvon Flats, but Residents must maintain cleanliness between cleans.
- All flat members share responsibility for kitchens, bathrooms, toilets, and living areas.
- Clean up after each meal, including appliances (e.g., microwave, hotplate), and store items properly.

Inspections

- Flats are inspected fortnightly by Griffith Accommodation. Random inspections may occur with 48 hours' notice via email.
- All communal areas must meet standard levels of cleanliness and hygiene and remain habitable.
- A cleaning roster is implemented for each flat, with tasks assigned by bedroom.

Cleaning Inspection Process

- You are responsible for completing your rostered task prior to the flat's fortnightly cleaning inspection. The inspection schedule and cleaning roster are attached to the fridge in each flat.
- Tasks that do not meet standard levels of cleanliness and hygiene will be considered a failure and a Failed Cleaning Inspection charge will apply (refer to *Appendix B: Schedule of Charges*).
- Marks for each task are recorded in the cleaning roster on the fridge (✓ indicates a pass, ✗ indicates a failure), as well as detailed in the Cleaning Inspection Notice left inside the flat following the inspection.
- If you fail your task, you may request a re-inspection by emailing completed photos of your cleaning to collegescleaning@griffith.edu.au before 10am on the Wednesday following the inspection.
- Failure to request re-inspection with photo evidence by the deadline will result in a Cleaning Inspection Failure charge on your Accommodation account and an email advising of the failure.
- You may appeal the charge by replying to the failure email with sufficient evidence within seven (7) days of the charge being added to your account.

Common Spaces

Common spaces within the Colleges are shared environments intended to support community living, social interaction, and student wellbeing. Residents are expected to use these areas respectfully, maintaining cleanliness, minimising noise, and ensuring that their activities do not disrupt others. Furniture and equipment must remain in designated areas and be used appropriately. Any organised activity or event in common spaces must comply with the Griffith Accommodation Event Guidelines and receive prior approval where required. Misuse of common spaces may result in disciplinary action or restricted access.

Cooking

Cooking is only permitted in the designated cooking facilities provided. No cooking devices are to be used in any bedroom or communal areas.

Bellenden Ker College has cooking facilities on every floor and in the large common room. Cooking and cleaning responsibilities are shared with the Residents of that level. You will need to provide other cooking utensils, crockery and cutlery that are not provided.

There are stoves or hotplates, convection microwaves, refrigerators and storage space provided in The Flats. Any additional cooking utensils are to be provided by the Residents.

Purchasing and cooking food is your responsibility – at no time should food be left unattended. Activation of the automatic fire protection systems (fire alarm) will result in associated costs being the responsibility of the Resident as set out in the Schedule of Charges.

Decorations

You are welcome to personalise your Room, provided changes are appropriate and the Room is returned to its original condition upon departure.

- Posters may be affixed using Blutak or similar non-marking adhesives. Use the pin board where possible.
- Indoor plants are permitted (max. 5 per bedroom, 10 in Common Areas) and must be placed on trays to prevent carpet damage. Watering in showers or sinks is prohibited due to plumbing risks. Residents are liable for any damage caused.
- Furniture may be rearranged to suit personal preferences, provided it does not cause damage or safety issues (e.g., blocking doors) and is returned to its original position before vacating.
- Furniture removal requires prior approval from Griffith Accommodation. If bringing a personal bed, it must be registered, and charges may apply for removal, storage, and reinstatement.

Keys and Swipe Access Cards

Residents are issued a key and swipe card to access their allocated Room and designated College facilities. These items must be used responsibly and only by the assigned Resident.

Keys and swipe cards must be returned to Griffith Accommodation upon the end of your Accommodation Contract. Costs associated with lost, stolen, or damaged keys or swipe cards are outlined in the Schedule of Charges.

If you temporarily misplace your key or swipe card, a spare may be borrowed from the Accommodation Office for up to 24 hours. Failure to return borrowed items within this timeframe may result in additional charges or access restrictions.

Lockouts

Residents who are locked out of their Room during office hours (9:00am to 7:00pm, Monday to Friday) may collect a spare key from the Accommodation Office. Outside of these hours, Residents must call the Resident Assistance Line for assistance. Repeated lockouts may result in charges or further action as outlined in the Schedule of Charges.

Room Moves

Room changes will only be approved under special circumstances. If you wish to apply for a Room change, complete the Room Change Request form via the Accommodation portal.

Once your request has been submitted, it will be reviewed by the Residential Life Coordinator, who may request a meeting with or additional information from you to inform the decision.

If approved, you will be required to pay the \$140.00 Room Move Fee and will be provided moving dates by the Accommodation Office. Standard departure conditions apply to the Room you are vacating.

SAFETY

Balconies

For safety and security purposes, you must not:

- Leave your balcony door unlocked when not in use.
- Leave items on the balcony where they may be knocked or blown over and fall.
- Smoke, cook or use naked flames on the balcony (including candles and personal barbecues).
- Install or add any furniture to your balcony (including but not limited to hammocks).
- Throw or allow any item to be thrown or fall from your balcony.
- Create excessive noise whilst on the balcony, particularly during quiet hours.

Electrical

Residents' personal electrical equipment must be tested and tagged upon arrival and must comply with Australian standards. Any electrical equipment or appliances supplied by Griffith Accommodation are tested and tagged in line with statutory requirements. Double and non-Australian adaptors are prohibited, instead, use tested and tagged power boards (preferably with Surge protection).

Personal bar fridges are not allowed in Common Areas but may be allowed in some Rooms subject to Room type. Fridges must be no older than five years and meet the following specifications: less than 140 litres, 82cm (h), 48cm (w) and 55cm (d). Residents will be asked to remove or relocate a fridge if located in a dangerous position.

Residents are permitted to use portable air conditioners in their Room, provided that:

- The unit is no larger than 3.0kW or 10,000 BTU
- There is no more than one portable air conditioner per Resident Room
- All portable air conditioning units must be used with a window venting kit. You are not permitted to modify or remove windows, fly screens, or any other fixtures. Venting kits must be installed in a way that does not cause damage or permanent alteration.
- Check and clean the air filters regularly. Particles can build up in the filter, blocking air flow and increasing the risk of fire hazard due to overheating.
- The portable air conditioner must be compliant to Australian Standards and guidelines with an Australian approval for use and be tested & tagged by Griffith Accommodation.
- You must register the unit with Griffith Accommodation, providing the make, model and serial number of the appliance.

You must not overload the circuit and cause an outage in your Room, Building or Common Areas. If you do overload the circuit, the University may charge you the cost of rectifying the outage.

UNACCEPTABLE BEHAVIOUR

All Residents are expected to behave in a civil, co-operative, and respectful manner appropriate to communal living in a college environment.

Any inappropriate or disruptive behaviour or other disturbance is likely to constitute a breach of our Community Standards and result in disciplinary action being taken against the Resident(s) involved.

Should such unacceptable behaviour occur where the law has been broken, it may result in the police being called.

Note: Being under the influence of excessive alcohol will not be accepted as an excuse or as a mitigating circumstance.

Disciplinary measures for confirmed breaches of Community Standards include (but are not limited to):

- Written warning
- Repair bill for damages
- Loss or restriction of privileges
- Room reallocation
- Community service
- Probation (including Residential Management Plans)
- Formal apologies
- Referral to the University Student General Conduct Procedure
- Activity ban for specific periods
- Termination of residency

Any unacceptable behaviour that is found to be a breach of Community Standards may result in your residency in the College being terminated as outlined under clause 7.2 of the Accommodation Agreement and/or referred to the [Student General Conduct Procedure](#).

Bullying, Discrimination & Harassment

All Residents are expected to observe reasonable standards of behaviour with respect to all College activities, thereby refraining from bullying and other forms of intimidating or unlawful behaviour against other Residents and staff.

Bullying is repeated, unreasonable behaviour by an individual or group, directed towards an individual or group, either physical or psychological in nature, that intimidates, offends, degrades, humiliates, undermines or threatens.

Discrimination can be either direct or indirect. Direct discrimination occurs when someone is treated unfavourably because they have one or more protected attributes. Indirect discrimination is when someone is disadvantaged by an unreasonable requirement, condition or practice because of a protected attribute.

Harassment is behaviour or conduct that is unwelcome or unsolicited, and that makes an individual feel offended, intimidated, or humiliated. Harassment may be sexual or non-sexual in nature. Harassment may take multiple forms and have a variety of motivations. It can be a single incident, a series of incidents or an ongoing pattern of behaviour and can be perpetrated by individuals or groups of people.

Any such behaviour will be regarded as a breach of the Community Standards, which may become grounds for disciplinary action, including exclusion from College, and may be referred to the [Student General Conduct Procedure](#).

Hazing

Griffith Accommodation 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 University Residential Colleges and any Resident who is found to be involved may have their residency terminated.

Griffith Accommodation encourages Residents to report incidents of bullying, discrimination and/or harassment and provides options ranging from anonymous reporting and disclosure, to lodgement of formal concerns and investigations – click [here](#) for more information.

You are encouraged to discuss any concerns you may have in this area with a member of Griffith Accommodation Staff (Accommodation Manager, Residential Life Coordinator, Operations Coordinator and Residential Life and Communications Officer) who are aware of University policies and procedures in such matters and can provide you with support and reporting guidelines.

Griffith University's [Student Support](#) website contains information on a wide range of supports available to students, including [counselling and wellbeing](#) and [health and medical services](#).

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 a home to students, members should always respect each other's 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 Resident to balance these aspects and in doing so, ensure that an environment conducive to study, sleep and quiet relaxation is maintained.

If your neighbours are making so much noise that you are unable to study or sleep, politely ask the Resident to reduce the noise. If this is unsuccessful, contact the Resident Assistance Line by calling the number provided.

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:

- 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.

Only minimal noise should be heard within the Colleges precinct or Common Areas between 10 pm and 8 am Sunday – Thursday (including Public Holidays) and between 12 am and 10 am on Friday and Saturdays.

During some periods or events (such as O'Week) there may be excessive noise levels or extended noise hours. These will be communicated to Residents in advance.

During study and examination periods, quiet times will be extended.

Passive Participation

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

Residents are also expected to report any behaviour that could compromise the safety or security of people or property. Passive participation may amount to a breach of Community Standards.

Posting & Chalking

Posting means attaching advertising fliers to University property. The only entities permitted to post within the Colleges are Griffith Accommodation and other University elements. Persons wishing to post material should first approach Griffith Accommodation and request approval.

Chalking, another method of promoting events, is not allowed within the Colleges precinct. Residents responsible for either 'posting' or 'chalking' without the written permission of Griffith Accommodation will be charged for the cost of removal and cleaning.

In cases where the person responsible for the chalking is not able to be identified, the cost of the damage will be distributed among all members of the appropriate College.

Sexual Harm

Griffith Accommodation and the University have zero tolerance for incidents of Sexual Harm and gender-based violence, and expects that Residents, regardless of background or intrinsic characteristics, are able to participate fully in College activities and will feel that their contribution is welcomed, valued and supported.

Sexual Harm is a broad term that incorporates any unwanted behaviour of a sexual nature or with a sexual element. The behaviour may result in a person feeling uncomfortable, frightened, distressed, intimidated, or harmed either physically or psychologically.

Griffith Accommodation encourages Residents to report incidents of Sexual Harm and provides options ranging from anonymous reporting and disclosure to lodgement of formal concerns and investigations. Griffith Accommodation and the University does not tolerate victimisation and will take reasonable steps to ensure that all individuals involved are not victimised.

You are encouraged to discuss any concerns you may have in this area with a member of Griffith Accommodation Staff (Accommodation Manager, Residential Life Coordinator, Operations Coordinator and Residential Life and Communications Officer) who are aware of University policies and procedures in such matters and can provide you with support and reporting guidelines.

Griffith University's [Student Support](#) website contains information on a wide range of supports available to students, including [counselling and wellbeing](#) and [health and medical services](#).

For more detailed information, refer to Griffith University's [Sexual Harm Prevention and Response Policy](#).

Solicitation

Solicitation is defined as an uninvited or unwanted attempt to make contact with a Resident for the purpose of the following:

- Promoting or endorsing an idea or person (e.g., religious belief or political candidate);
- Seeking sexual favours;
- Encouraging the purchase of an item or ticket to an activity or event, and
- Or promoting membership of a club or organisation.

These activities are prohibited in the Colleges' precinct. Exceptions include opportunities made available to Residents by the Residential Support Team or other University elements to promote University activities or programs.

Fundraising activities (fun runs, etc.) conducted by individual Residents or groups of Residents and independent of the University, may be permitted provided the personal space and freedoms of other Residents are not compromised, and it is approved by Griffith Accommodation.

Theft

It is your responsibility to take an active role in ensuring that University and personal property are protected from theft by, for example, ensuring that entry doors are kept locked.

If Griffith Accommodation forms the opinion that a theft resulted from inadequate precautions being taken by a Resident (or group of Residents) then the cost of replacing the stolen item will be assigned to the smallest logical group, normally a flat/wing or floor/block.

VISITORS

Each College is a private community where membership is by invitation. Visitors are welcome provided a Resident has invited them. A visitor constitutes any person that is not a Resident, in the flat in which they are visiting or in the dormitory Colleges, the Room they are visiting. Residents are responsible for the proper conduct of their visitors and accept financial responsibility for them when they extend an invitation.

A Resident 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. Unaccompanied cruising of floors or flats by visitors or their use of College facilities or services is not permitted.

The Accommodation Manager and the Residential Life Coordinator reserve the right to refuse entry to visitors in general during certain College functions or activities designated as resident only or where a visitor has been, or is likely to be, disruptive or have a negative influence on the College community.

Visitors who are disruptive at any time will be asked to leave the College immediately. Failure to comply with a directive to leave the Accommodation Precinct by a Campus Support Officer, Accommodation Staff Member or other authorised person may result in disciplinary or legal action being taken against the visitor and the Resident.

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 undue pressure on Residents. 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.

Request and Approval:

- All visitor requests must be submitted via the Accommodation Portal.
- Requests are subject to approval and applicable charges (as outlined in the Schedule of Charges at the end of this document), which will be managed by the Residential Life Team.
- A minimum of three (3) business days' notice is required for all visitor requests.

Flatmate Consent (Applicable to The Flats):

- Residents in The Flats must confirm they have consulted their flatmates regarding the visitor.
- Evidence of this consultation (e.g., a screenshot of a group chat) must be included with the request.

Accommodation Requirements:

- All overnight guests must stay exclusively in the host Resident's Room.
- Guests are not permitted to sleep in Common Areas under any circumstances.
- Visitors must be 18 years of age or older.
- Visitors under the age of 18 are not permitted under any circumstances.
- Visitors may stay for a maximum of three (3) nights within any four-week period, whether consecutive or non-consecutive.

Special Events and Peak Periods:

- During designated special events or peak periods (e.g., O'Week), additional restrictions may apply.
- These may include a temporary suspension of visitor permissions. Residents will be notified of any changes in advance.

Reasonable Expectations

There are many different factors which must be considered therefore it is difficult to establish clearly defined rules in this area. This being the case, Griffith Accommodation simply ask that Residents keep any visits to a level, which would be regarded as "reasonable".

A list of examples has been developed to assist Residents in recognising what is "reasonable" or "unreasonable". To prevent any misunderstanding as to how a visit might be regarded, Residents are strongly encouraged to discuss these situations with the Residential Life team.

Examples of visits which would be considered reasonable:

- A friend who visits and stays overnight.
- A fellow student who is working with a Resident 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 Resident 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:

- 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 Resident happens to be there or not); and
- Large groups of friends who visit a flat on a regular basis to cook meals together.

Residents 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. Residents should always discuss visitors with the Accommodation Office.

In hosting a visitor, Residents 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 Residents including impeding their normal access to College facilities and services; and
- Any overnight visitor must sleep in the host Resident's room and is not permitted to sleep in any Common Area of the College.

Unless the host Resident has received approval from the Accommodation Office, visitors must leave the College no later than midnight. Persons under the influence of alcohol are not permitted to visit the Colleges under any circumstances.

APPENDIX

Appendix A: Schedule of Charges

All charges are GST incl. unless otherwise specified. This is not an exhaustive list of charges.

These prices are indicative only and may change as per supplier invoice.

*GST exclusive

ITEM	CHARGE
After Hours Callout Fee - Maintenance	as per after hours call out fee from contractor
Application Fee	\$80
Bed Frame	\$239
Cancellation of Accommodation Agreement Fee	\$360
Carpet Replacement (room)	\$875
Carpet Shampooing of a student room	\$250
Chair – Study	\$70
Chair – Lounge	as per invoice from supplier
Cleaning Charge – (minimum charge 1 hour)	\$120
Cleaning Inspection Charge – Failed (per person)	\$80
Couch (2.5-seater)	as per invoice from supplier
Curtains – Student Room	\$225
Curtains – Student Room (dry cleaning)	\$60
Cushions (Nathan)	\$100
Desks	\$240
Dining Table	\$400
Door (replacement, painting, re-fitting lock) non fire door	\$530
Door (replacement, painting, re-fitting lock) fire rated	\$990
Door Lock	\$180
Door Painting	\$100
Fire Blankets	\$94.56
Fire Brigade Call-out Charge* (2025–2026 financial year)	\$1505.60
Fire Equipment tampering	\$500
Fire Extinguisher 2.5kg dry chemical (new)*	\$98
Fire Extinguisher 4.5kg dry chemical (new)*	\$120
Fire Extinguisher 9 litre water (new)*	\$134
Fluorescent Light	\$95
Fly screen	\$230
Heater	\$450
Keys	\$35
Labour (minimum of 1 hour then charged per half hour)	\$40
Lift Repairs after hours (minimum of 3 hours charge)	as per after hours call out fee from contractor
Lift Repairs during working hour (8.00am - 4.30pm)	as per work hours call out fee from contractor
Linen kit hire (max 2 weeks)	\$25 per week
Lock replacement	as per invoice from supplier
Repeated Lockouts 8pm to 8.30am (7 days a week)	\$55
Maintenance and Development Levy (per trimester)	\$130
Mattress – Inner spring	\$295
Mattress Protectors	\$30
Mirror (790mm x 390mm)	\$270
Pin board	\$110
Residential Life Levy (per trimester)	\$130
Room Move Fee	\$140
Security Screen	\$230
Storage Charge - (4 labels included. \$5.50 per additional label)	\$55
Swipe Card	\$35
Towel Rail	\$20
Vacuum cleaners (corded)	\$200
Vacuum cleaners (stick)	\$450
Visitors (per night) – approved	\$40
Visitors (per night) – not approved	\$80
Wastepaper Bin	\$25
Window Replacement	as per invoice from supplier

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