

General Comments

- These guidelines apply to all residents at La Trobe University, Bendigo. The purpose is to ensure that residents have a safe and enjoyable living and learning experience.
- All residents obtain certain rights and privileges in living on campus. Similarly they obtain responsibilities and obligations that ensure others' rights and privileges are not compromised. These guidelines ensure people are aware of their rights and responsibilities, and the consequences that are likely to ensue should a resident decide to conduct him or herself in a way that is not in accordance with these guidelines.

Guidelines

It is expected that as a resident, you will:

- Carefully read the *Ressies Guide*, the *DRS Alcohol Policy* and the *Internet Usage Policy* (policies accessible on Residential Services' webpage) and abide by all the rules and regulations contained within these documents
- Contribute positively to the campus community by making friends with those living near you, and actively participate in meetings and community activities
- Respond appropriately to reasonable instructions and requests from Residential Services staff and student leaders
- Be mindful of the effects that consumption of alcohol has on your studies and fellow residents. If choosing to drink, it should be in moderation, with adherence to any restrictions during study and exam periods
- Treat other residents, their property and personal space with consideration at all times and respect the differences of those around you
- Generally keep your noise levels at a low level and be particularly quiet after 10pm at night
- Look after all residential property you use, abiding by all safety guidelines (including fire safety regulations), and take responsibility for any damage that occurs due to your actions
- Maintain a high standard of personal and public hygiene, including cleaning dishes, disposal of rubbish, and all other tasks that maintain a healthy living environment
- Not store, possess, use or distribute illicit drugs
- Be responsible for your guests and visitors, which includes personally bearing the consequences should they breach this Code of Conduct

Consequences for breaches of guidelines

In the case that the guidelines are breached there are three levels of consequence, which increase in seriousness depending on the significance of the breach.

The next table outlines the levels of breaches, examples of breach and the range of consequences that may be imposed depending on the outcome of the incident.

Degree of breach	Typical Consequences	Examples of breach ¹
Minor breach Level 1	<ul style="list-style-type: none"> Discussion of behaviour with the relevant Residential Supervisor (RS) <i>Leading to:</i> <ul style="list-style-type: none"> Receipt of warning letter Possible monetary fine: \$25 - \$50 	<ul style="list-style-type: none"> noisy (breach of quiet time rule) repeatedly leaving general living areas in an unhygienic or untidy state
Intermediate breach Level 2	<ul style="list-style-type: none"> Discussion of behaviour with the attending RS and/or RS (Personal Development) <i>Leading to:</i> <ul style="list-style-type: none"> Suspension (usually three nights) Possible shift to another room location Possible monetary fine: \$70 - \$140 	<ul style="list-style-type: none"> alcohol related vomiting requiring cleaning verbal abuse repeat Level 1 breach
Major breach Level 3	<ul style="list-style-type: none"> Discussion of behaviour with RS (Personal Development) and Associate Director, BRS <i>Leading to:</i> <ul style="list-style-type: none"> Suspension (usually one week) Possible shift to another room location Possible monetary fine: \$250 - \$500 Possible eviction² 	<ul style="list-style-type: none"> wilful damage to property or persons tampering with fire safety equipment repeat level 2 breach

Prohibited behaviour

There is a ban on the following behaviours:

- Smoking in buildings or anywhere near the openings of buildings – *no nearer than 10 metres*.
- Burning of candles, sparklers, incense, open or enclosed flames in any room or building
- Unauthorised gatherings (over 15 people) where alcohol is consumed by majority of participants
- Taking glass containers outside
- Advertising and/or organising events which promote the consumption of alcohol
- Advertising or promoting non-university alcoholic activities, events or venues
- Any form of drinking game (this includes materials or apparatus associated with it)

A breach of any of these bans will result in appropriate consequences, as per the table above.

Disciplinary Process

The following steps will be followed by Residence Life staff members:

- Step 1:** When a Residence Life staff or Security member considers a resident's behaviour to be inconsistent with the Code of Conduct, and deemed to require further action, an Incident Report is completed.
- Step 2:** The Incident Report is submitted to the Residential Supervisor on Duty (or written by a RS if present at incident).
- Step 3:** The resident in question is requested to respond to the attending RS or RS (Personal Development) concerning the incident.³
- Step 4:** The RS (Personal Development) will decide on appropriate consequences at their discretion in accordance with the table above. Level 3 breaches will involve consultation with the Associate Director, BRS.
- Step 5:** A letter detailing the consequence decided upon is sent to the resident, usually within 48 hours of the discussion.

Appeal Process

If a resident wishes to appeal the decision / disciplinary consequences, the following steps may be taken:

- The resident meet with the Associate Director, BRS or in the case of the Associate Director's absence or direct involvement in the initial decision, the resident would meet with the Director, Division of Residential Services for the decision to be reviewed,
- Should the outcome of this meeting fail to appease the resident, then the matter may be directed by the resident to the University Ombudsman for review in accordance with University Regulation 39.1.⁴

¹ These examples are not intended to provide an exhaustive list

² If your residency is terminated for disciplinary reasons you will be liable for rent due to the end of your Licence Agreement

³ In a resident does not respond to the request within 48 hours, they waive their right of response and Step 4 will take place.

⁴ Any eviction or suspension must be served during the appeal process