



# Residence Breach of Guidelines Procedure

## 1 Purpose

To ensure that all residence tenants are aware of the conduct expected of them and the disciplinary measures and monetary fines set down for breach of the appropriate conduct and behaviour.

## 2 Scope

Applies to all tenants of the Sunraysia Institute of TAFE Student Residences and their guests.

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## 4 Definitions

ACRONYM / Term	Definition
<b>Tenant</b>	Persons staying permanently at SuniTAFE Student Residences.
<b>Guest</b>	Person staying temporarily at the SuniTAFE Student Residences either in the Motel Units or as a guest of a permanent tenant.
<b>Bond</b>	Monies paid to the Institute as security against damages or unpaid rent by the tenant.
<b>SuniTAFE</b>	Sunraysia Institute of TAFE

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## 5 Actions

### 5.1 Terms and Conditions of Tenancy

- 5.1.1 All tenants at SuniTAFE Student Residences are expected to follow the guidelines contained in the Residential Behaviour Policy.
- 5.1.2 All new tenants will be briefed on expected behaviour and made aware of consequences for breach of guidelines whilst living at SuniTAFE Student Residences. The Timetabling & Accommodation Officer or delegate will carry out the induction before the tenant takes up residency.
- 5.1.3 Tenants will be issued a Residence Information Package upon taking up residency that contains rules and behaviour guidelines for all tenants and guests of SuniTAFE Student Residences.
- 5.1.4 Students must maintain 80% classroom attendance as a condition of tenancy. The Timetabling & Accommodation Officer will liaise with the student's classroom teachers to monitor attendance monthly and if a student is found in breach of this condition, they will be given a written warning and will have a two-week period to rectify their situation or residency will be terminated.

### 5.2 Breaches of Guidelines

- 5.2.1 The Senior Manager Properties & Assets and Timetabling & Accommodation Officer will act in accordance with the Residence Agreement (which forms part of the Residence Application Form) in conjunction with the Residence Incident Reporting procedure.
- 5.2.2 Residents will be advised by the Facilities Manager or Resident Officer of a breach of the guidelines and of the action that will be taken, either verbally or in writing, within 48 hours of being reported to the Facilities Manager or Resident Officer.
- 5.2.3 When a whole unit is identified by residence staff to be non-compliant with the Residence Breach of Guidelines Procedure and the Residence Agreement (which forms part of the Residence Application Form) the Timetabling & Accommodation Officer will issue a notification.

### 5.3 Issuing of Fines

- 5.3.1 If a monetary fine is applied, the Senior Manager Properties & Assets and Timetabling & Accommodation conveys this to the offending Resident in writing, by way of a Residence - Fine Notification form and will forward a copy of the form to Financial Services staff to be added to the student's invoice.

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- 5.3.2 Fines must be paid within 14 days to Student Administration.
- 5.3.3 On receiving payment for a fine, Student Administration staff will forward a copy of the receipt to the Timetabling & Accommodation Officer who records details in the Student History file.
- 5.3.4 If the fine remains outstanding after 14 days, Financial Services staff will be responsible for initiating the Debt Collection of Bad Debts Procedure.
- 5.3.5 If the debt is not recovered through the initiation of the Debt Collection of Bad Debts Procedure, Financial Services will notify the Timetabling & Accommodation Officer. The Timetabling & Accommodation Officer will then initiate the Termination of Tenancy Procedure.
- 5.3.6 If a resident has their residency terminated, they are not permitted to live on student residences until the outstanding debt is paid in full.

## 5.4 Fines

- 5.4.1 Fines can be made for such items as, (but is not limited to);
  - a) Interference with Fire Equipment and Fire Exit Doors: estimated \$700 - \$1,500  
Offender/s will be fined the Fire Brigade call out cost plus all costs related to recharging / repairs etc.
  - b) Interference with a Duress Alarm: \$500  
Plus, all costs associated with Emergency Services and replacement costs.
  - c) Behaviour resulting in a false call to Emergency Services: \$500  
Plus, all costs associated with Emergency Services and replacement costs.
  - d) Tampering with Air Conditioner Timer Boxes: \$200  
Removing Orange Tabs and /or changing temperature control in the boxes.
  - e) Offensive behaviour: \$50 - \$100  
Includes excessive noise/music, unacceptable language/disturbance etc.
  - f) Use of candles, flames or flammable materials within the Residential Complex :  
\$100
  - g) Damage or Unauthorised use of Institute grounds: \$100  
This includes parking vehicles on any lawn areas – signs to be observed.
  - h) Refusal to Evacuate Residences when a Fire Alarm Bell is sounding: \$100

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- i) Lost Room Keys (per key): \$50
  - j) Use of hair dyes, hair straighteners, Hair dryers, Body Sprays and powder, paints or other colorants in bathrooms or kitchen areas: \$50
  - k) Untidy Unit /Common areas (including all shared areas): \$30
  - l) External Security: \$50  
Leaving external doors / gates to Residence areas open, including car compound gates.
  - m) Damage to Institute buildings or property, including furniture: \$100  
Plus, costs of repairs or replacement.
  - n) Dirty Dishes left in Kitchen. Student dishes will be removed from the communal area after 2 days by the Residence cleaners and placed in the laundry: \$30
- 5.4.2 Not vacating rooms: including moving out your belongings, re-positioning of furniture, removal of all rubbish etc. will be costed out depending on staff time taken and / or rental fees will continue to be charged.
- 5.4.3 Any acts of a criminal nature will be handled in accordance with immediate Termination of Residency Procedure

## 6 Associated Documents

- Residence Agreement (which forms part of the Residence Application Form)
- Resident Incident Reporting Procedure
- Residence Information Package
- SuniTAFE Residence Handbook
- Termination of Residency Procedure
- Bond, Rent and Key Deposit Procedure
- Debt Collection of Bad Debts Procedure

## 7 References

- Nil

## 8 Forms / Record Keeping

All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.

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Title	Location	Responsible Officer	Minimum Retention Period
Fine Notification Form	Finance	Finance Officer	7 years

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