

Fedliving Residential Licence Agreement

and Residential Community Code of Conduct

Document status	Final
Owner	Associate Director, Commercial Services and Technology Parks, or nominee
Applies to	Residents, guests, visitors, support workers, carers and approved external providers attending Fedliving residences
Related documents	Residential Handbook; University policies and procedures; Student Code of Conduct; Sexual Harm Policy; Child Safety and Wellbeing Policy; Privacy Policy
Important notice	This is not a residential tenancies agreement. The Residential Tenancies Act 1997 (Vic) does not apply to this licence agreement.

IMPORTANT: Residents should read this agreement carefully before entering into it. It is a legally binding document that sets out rights and obligations associated with living in University accommodation. Residents should seek independent advice if they do not understand any part of the document.

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Part A — Residential Licence Agreement

Legally binding licence terms

Part A sets out the contractual basis on which a Resident is permitted to occupy Fedliving accommodation. Part B, the Residential Community Code of Conduct, forms part of this Agreement and applies to all Residents.

Term	Meaning
Agreement	This Residential Licence Agreement includes the Fee Schedule, Part B Residential Community Code of Conduct, any approved support plan or behavioural agreement, and any incorporated University policies.
Associate Director	the Associate Director, Commercial Services and Technology Parks at Federation University Australia, or their nominee.
Common Areas	shared areas, facilities, grounds, kitchens, bathrooms, laundry, corridors, stairs, study areas, and other areas made available for common use.
Fedliving	The University's residential accommodation service is important.
Fee Schedule	The document or online record setting out the Resident's specific accommodation details, licence period, fees, payment arrangements, and any approved conditions located in the Fedliving Portal.
Overnight Guest	a non-resident approved to stay overnight at the Residence at the express or implied invitation of a Resident.
Resident	the person granted permission to occupy a Residence under this Agreement.
Residence	the room, unit, hall, apartment or other accommodation allocated to the Resident, including associated Common Areas.
University	Federation University Australia ABN 51 818 692 256.
Day Guest	a non-resident visiting the Residence who does not stay overnight.
Associate Director	the Associate Director, Commercial Services and Technology Parks at Federation University Australia, or their nominee.

A reference to University policies, procedures, statutes, regulations or rules includes any replacement or amended version applicable from time to time. A reference to legislation includes subordinate instruments and amendments.

2. Nature of agreement

- This Agreement is a licence only. It does not create a tenancy, lease, proprietary interest, exclusive possession or estate in land.
- The Residential Tenancies Act 1997 (Vic) does not apply to this Agreement.
- The Resident occupies the Residence as a licensee and lodger only. The Resident's rights are contractual and limited to those set out in this Agreement.
- The Resident must comply with this Agreement, the Schedule, the Residential Community Code of Conduct, applicable University policies and any reasonable direction issued by authorised University staff.

3. Grant of licence

Subject to the terms of this Agreement, the University grants the Resident, for the licence period specified in the Schedule:

- a non-exclusive licence to occupy the allocated Residence;
- a licence to use furniture, fittings and items supplied with the Residence;
- a licence to use Common Areas and facilities shared with other residents, guests, visitors, staff and authorised persons; and
- access to services and inclusions identified in this Agreement or the Schedule.
- You must not permit any person other than your authorised guests to occupy or use your Residence. You must not sub-license, sublet, transfer, or otherwise grant any right of occupation of your Residence to another person, nor assign or transfer any of your rights or obligations under this Licence Agreement.

The University may relocate a Resident where reasonably necessary for operational requirements, maintenance, health and safety, disability access, emergency management, welfare, community management, fee category alignment, or other reasonable residential management purposes.

** Consider eligibility for accommodation by students from other institutions and an understanding that their licence provided Fedliving Services only (not University services). Proof of enrolment at institution with end date required

4. Term and length of stay

- The Licence commences and ends on the dates specified in the Schedule.
- The Resident must not occupy the Residence before the commencement date or after the end date unless approved in writing by Fedliving.
- Requests for early arrival, late departure or extension, must be submitted using the process specified by Fedliving. Approval is at the University's discretion and may be subject to availability, fees and conditions.
- At the expiry of the licence period, the Resident must vacate and return all University property, keys and access cards.

5. End of licence and departure

- The Resident must leave the Residence clean, hygienic, tidy and free of personal belongings.
- All keys, swipe cards and access devices must be returned by the vacate deadline.
- The University may cancel access at the end of the licence or on termination.

- Reasonable cleaning, rubbish removal, lock replacement, key replacement, storage, removalist, administrative and repair costs may be charged to the Resident where applicable.
- Personal property left behind may be dealt with in accordance with university procedures and applicable law.

6. Residential fees and charges

- The Resident must pay residential fees in accordance with the amounts specified in the Fee Schedule in the Financials section of the Fedliving Portal.
- Fees must be paid in full by the due date unless approved arrangements are made in writing by the University.
- The Resident is responsible for all other charges attributable to the Resident, including damage, cleaning, key replacement, administrative charges, late fees and costs arising from the conduct of guests or visitors.
- Scholarship or sponsor arrangements may cover all or part of accommodation fees according to the applicable scholarship, sponsorship or funding terms. The Resident remains responsible for any fees or charges not covered by that arrangement.

7. Residence acceptance payment

To accept a place in Residence, the Resident must pay the acceptance payment specified in the Fee Schedule by the due date. The acceptance payment is non-refundable once the licence commences, unless otherwise required by law or approved in writing by the University.

A student will not be granted access to stay on residence until their Acceptance Fee is paid in full.

8. Overdue payments and debt recovery

If the Resident fails to pay fees or charges by the due date, the University will issue overdue notices and may charge an administrative late fee set out in the Fee Schedule.

Where the Resident is a university student, amounts unpaid, which extend past 30 days will have a Negative Service Indicator (NSI) placed on their student administration account, preventing the student from accessing their academic results, reenrolling and/or applying to graduate until the full outstanding amount is paid.

Where an account remains unpaid, the University may refer the matter for debt recovery and may disclose relevant account and personal information to debt collection agencies, lawyers, process servers, courts, tribunals or other persons as permitted by law.

9. Services and inclusions

Subject to payment of applicable fees and operational requirements, the University will provide access to accommodation services and inclusions. These may include furnished accommodation, internet access, routine maintenance, communal facility access, security services, pastoral care and communal area cleaning.

The University will take reasonable steps to maintain services. The University does not guarantee uninterrupted service delivery where interruptions arise due to events beyond the University's reasonable control, third party service failures, emergency works, health and safety requirements, or other circumstances affecting residential operations.

Where a service interruption makes the Residence unsafe or unfit for occupation, the University may take reasonable action, including temporary suspension of occupancy, relocation, alternative arrangements or termination. Any fees during a suspension period will be managed on a reasonable and proportionate basis having regard to the circumstances.

Room inclusions: Your room will include a bed and mattress, mattress protector, desk, desk lamp, desk chair, heater, and wardrobe. These items must remain in your room for the term of this agreement. Health and safety standards prevent residents from supplying their own furniture. Unauthorised furniture such as mattresses, beds and couches is not permitted. You must supply your own pillow, sheets, quilt, and quilt cover, blanket, and towels. Please note small bar fridges are allowed but must be placed on a mat or carpet tile.

Kitchens: are equipped with kettle, microwave, toaster, frying pan, saucepans, utensils, knives, chopping board, tea towel, dishcloths, dishwashing detergent and refrigerator. You must supply your own crockery and cutlery.

Laundries: are equipped with washing machine, dryer, ironing board and iron. You are to supply your own washing powder and washing basket.

Maintenance Services: We will provide maintenance services. If these services are required due to loss or damage by you or your guests/visitors, the costs will be charged to you.

Security Services: We will provide periodic security services for all Residential locations. Security is available 24 hours a day for emergencies and after-hours support and maintenance.

10. Wellbeing, safety, support requirements and accommodation suitability

The University provides accommodation within a shared residential community. It is not healthcare, supported accommodation, disability support, aged care, or clinical care provider.

The University is committed to providing a safe, inclusive, and supportive residential environment. It will consider reasonable adjustments and support arrangements where reasonably practicable and consistent with applicable law.

Residents are encouraged to provide information that may assist the University to:

- identify suitable accommodation arrangements
- consider accessibility requirements or reasonable adjustments
- plan for emergencies
- respond appropriately to wellbeing or safety concerns
- support the Resident's participation in residential life
- manage a material risk to the Resident, another person, University property, or the residential community.

This may include information about accessibility or support requirements, personal safety concerns, family violence, behavioural or wellbeing concerns, emergency response needs, or other circumstances that may materially affect residential arrangements.

A Resident is not required to disclose a diagnosis, disability, medical condition, mental health condition, or other personal information merely because it exists. The University may request relevant information where it is reasonably necessary and proportionate to:

- assess accommodation suitability
- determine or implement reasonable adjustments
- develop emergency, wellbeing, behavioural, support, or risk management arrangements
- respond to an identified safety or welfare concern
- meet its legal obligations
- protect the safety, security, and wellbeing of the residential community.

Any request for information will be limited, as far as reasonably practicable, to information relevant to accommodation, support, wellbeing, or safety issue being considered. Supporting documentation may be requested where reasonably necessary to understand the Resident's support, wellbeing or accommodation requirements or to assess and implement appropriate arrangements.

A disability, medical condition, mental health condition, personal circumstance, or need for support does not constitute a breach of this Agreement or make a Resident unsuitable for university accommodation.

Where a legitimate wellbeing, safety, behavioural, or accommodation concern has been identified, the University may work with the Resident to develop reasonable adjustments, emergency response arrangements, a support plan, a behavioral agreement, or a risk management plan. These measures may apply to any Resident and will be based on the circumstances, the nature of the concern, and the level of risk involved.

Residents must reasonably cooperate with measures that have been developed following consultation and are necessary and proportionate to manage an identified safety, wellbeing, support, or accommodation issue.

Where reasonably necessary, the University may consult relevant University staff, health professionals, support services, emergency services, or external providers with the Resident's consent or as otherwise permitted or required by law.

Important disability-inclusive note

The University may reasonably request relevant information where it is needed to support safety, emergency planning, reasonable adjustments, accommodation suitability, or the wellbeing of the residential community. Residents are expected to respond to reasonable requests for this information. A failure to do so may be considered a breach of the Agreement.

Where required, the University may work collaboratively with the Resident to develop reasonable adjustments, emergency response procedures, support arrangements, or a support plan. The Resident must cooperate with the development, implementation, and review of any agreed plan or arrangements.

The University may consult with relevant University staff, health professionals, disability support services or external providers, with the Resident's consent or as otherwise permitted by law, where reasonably necessary to assess and implement support arrangements.

11. Support workers, carers and external providers

The University recognises that residents may receive assistance from support workers, carers, health professionals, cultural or community supports, advocates, or other external service providers.

- A Resident who requires regular or ongoing attendance by a support person or external provider must notify the University before access is arranged, or as soon as reasonably practicable where the need arises unexpectedly.
- The Resident may be asked to provide reasonable information about:
 - the purpose of the attendance
 - the anticipated frequency, timing, and duration of visits
 - any access, security, emergency, or accommodation arrangements required
 - any impact the arrangement may have on other residents or the operation of the Residence.
- The University will only request information reasonably necessary to manage access, security, privacy, safety, accommodation operations, or reasonable adjustments.

- Support people and external providers may access the Residence only for the approved purpose and must:
- comply with university policies, residence rules, visitor and security procedures, health and safety requirements, and reasonable directions
- respect the privacy, safety, property, and quiet enjoyment of residents
- comply with any legal or University screening requirements relevant to the nature of their work
- not access other residents' bedrooms or restricted areas unless expressly authorised.
- Attendance by a support person or external provider does not create a tenancy, licence, occupancy right, or entitlement to reside in university accommodation.
- Unless approved by the University as a reasonable adjustment or otherwise agreed in writing, a support person or external provider:
 - must not stay overnight
 - must not occupy accommodation independently of the Resident
 - must not remain in the Residence when the Resident is absent.
- The Resident must advise the University of any material change to an approved arrangement.
- The University may impose reasonable conditions on attendance or refuse, suspend, or withdraw access where there are reasonable concerns about safety, security, privacy, misconduct, non-compliance, disruption, or the rights and wellbeing of other residents. Where practicable, the University will consult with the Resident and consider reasonable alternatives before making that decision.

12. Access to rooms and welfare checks

The University or an authorised person may enter the Residence at a reasonable time and after giving reasonable notice where practicable for inspections, health and safety matters, equipment testing, maintenance, cleaning, repairs, removal of furniture, security, compliance checks, welfare checks, or other reasonable residential management purposes.

The University or an authorised person may enter without notice where the University reasonably believes that:

- there is an emergency or suspected emergency;
- a person is at risk of physical harm, has suffered harm, or there are genuine concerns for welfare;
- entry is necessary to ascertain whether a criminal offence, serious breach, safety issue or significant misconduct has occurred;
- unreasonable noise or disturbance is occurring, and the Resident is absent or not responding;
- there is a serious risk of damage to university property;
 - urgent maintenance or repair is required; or
- Entry is otherwise reasonably necessary to protect health, safety, security, or the residential environment.

Where reasonably practicable, the University will take steps to ensure two authorised people enter a bedroom and that the room is secured when they leave.

13. Maintenance, damage and property

- The Resident must take reasonable care of University property and report hazards, damage, defects and maintenance issues promptly.
- The Resident must pay reasonable costs of repair, replacement, cleaning or reinstatement arising from damage caused by the Resident, guests, visitors or external providers attending on the Resident's behalf.

- Where the person responsible for damage cannot be identified, the University may allocate reasonable costs between affected residents where fair and reasonable in the circumstances, considering available evidence and procedural fairness.
- The University is not responsible for loss or damage to personal property except to the extent caused by the University's negligence or as otherwise required by law. Residents are encouraged to obtain personal contents insurance.
If the services we supply to your residence (either directly by Us or through third-party providers) are interrupted due to events outside Our control and, in Our opinion, the residence remains safe and fit for occupation during the period of interruption, then:
 - We will take all reasonable steps to restore the provision of services to your residence as soon as practicable; or If we are of the view that services cannot be restored in a timely manner, we may terminate this Licence Agreement.
 - Where we decide to take steps to restore the provision of services to Your residence, if it is safe to do so and subject to any legal requirements You may continue to occupy the residence under this Licence Agreement for the duration of the interruption.
 - Despite the above, we are at no time liable to you for any loss, damage, compensation or cost, however arising, from the period of interruption and/or from our decision to terminate the Licence Agreement pursuant to this clause.
 - If the services we supply to your residence (either directly by Us or through third-party providers) are interrupted due to events outside Our control and, in Our opinion, the interruption is such that the residence is no longer safe and fit for occupation, then:
 - We may decide to either immediately suspend Your access to the residence while We take steps to restore service delivery to the residence or terminate this Licence Agreement; and where we decide to immediately suspend Your access to the residence, you must comply with that suspension and cease occupying the residence for the duration of the suspension; and
 - At any time during a period of suspension, we may decide to instead terminate this Licence Agreement; and during a period of suspension under this clause, your obligation to pay Residential Fees is also suspended on a pro-rata basis until the period of suspension has ended; and
 - We are not liable to You for any loss, damage, compensation, or cost, however arising, from the period of interruption, suspension and/or from our decision to terminate the Licence Agreement pursuant to this clause.

14. Suspension or termination by the University

The University may suspend access to the Residence or terminate this Agreement where one or more of the following occurs:

- the Resident breaches this Agreement, the Code of Conduct, the Fee Schedule, University policies or reasonable directions and does not remedy the breach within the notice period specified by the University;
- serious misconduct, repeated misconduct or conduct posing a risk to health, safety, security, welfare or the residential environment occurs;
- fees or charges remain unpaid;
- the Resident ceases to be an enrolled student;

the Resident is excluded, suspended or otherwise restricted under university statutes, regulations, policies or procedures;

- The Resident is charged with or convicted of an offence and the University reasonably considers that continued residence may pose a risk to safety, security, welfare, operational integrity or the University's reputation;
- The Residence is destroyed, unsafe, unfit for occupation or unavailable due to circumstances affecting the accommodation; or

The University reasonably determines, after considering relevant information and reasonable adjustments where applicable, that the Residence is not suitable for the Resident's needs or cannot be safely occupied.

The University will ordinarily provide procedural fairness before suspending or terminating residency. This may include notice of concerns, an opportunity to respond, and consideration of relevant information. Immediate temporary action may be taken where necessary to manage serious or immediate risk.

Once termination has been finalised, the Resident must vacate within 7 days or on the date agreed to by Fedliving and pay all outstanding fees, charges and reasonable costs. Refunds or fee adjustments will be managed in accordance with the Schedule, applicable policies and law.

15. Termination requested by the Resident

- The Resident does not have an automatic right to terminate this Agreement before the end date specified in the Schedule.
- A Resident seeking early termination must submit the required Change of Licence Agreement (COLA) application and meet with a nominated Fedliving staff member if requested, Approval is at the discretion of the Associate Director, subject to relevant policy, compassionate circumstances, safety considerations, accommodation demand, and operational needs. If early termination is approved, the Resident must vacate within 7 days or on the date agreed to by Fedliving and pay any applicable administration fee, outstanding residential fees and any additional amount specified in the Schedule or Fee Schedule, unless waived or varied by the University, provide a forwarding address and comply with any approved vacate dates.
- The University may consider emergency or compassionate termination or relocation requests, including where the Resident is experiencing family violence, personal safety risks or serious welfare concerns.

16. Privacy, emergency contacts and information sharing

The University will collect, use, store and disclose personal information, health information and accommodation information in accordance with applicable privacy legislation and University policies.

Information may be used for purposes reasonably connected with accommodation administration, support services, reasonable adjustments, emergency management, health and safety, debt management, student conduct, legal obligations and residential operations.

By entering this Agreement, the Resident authorises the University to contact and disclose relevant information to nominated emergency contacts in an emergency, serious welfare concern, similar urgent situation, or where otherwise permitted by law. The University may also contact an emergency contact where an account is in arrears if this is specified in the Schedule or permitted by policy and law.

17. Notices

The University may serve notices by hand delivery to the Resident or room, email to the Resident's last known email address, post to the Resident's last known address, SMS or text message for urgent or emergency purposes, or through the University's approved accommodation portal or system.

The Resident may serve notices by hand delivery, email, accommodation portal or post to the Fedliving Office or other nominated contact point. Notices sent by post in Australia are deemed received five business days after posting. Notices sent by email are managed in accordance with the Electronic Transactions (Victoria) Act 2000.

Community Code of Conduct

This Code of Conduct forms part of the Residential Licence Agreement. It sets out behavioural expectations that support a safe, respectful, inclusive, and study-focused residential community.

1. Purpose and application

Fedliving residences are first and foremost places where residents live, study, rest, and participate in a shared community. The Code applies to all residents and, where relevant, to guests, visitors, support workers, carers and external providers attending University accommodation.

Residents are responsible for their own conduct and for the conduct of their guests and visitors. Residents must comply with all reasonable directions issued by authorised University staff, residential staff, security staff, wardens and emergency personnel.

2. Core community expectations

- act safely, respectfully and lawfully;
- respect the dignity, privacy, property, boundaries and quiet enjoyment of others;
- support an inclusive residential community;
- use facilities responsibly and for their intended purpose;
- report hazards, incidents, maintenance issues and welfare concerns promptly;
- cooperate with reasonable University processes, meetings, investigations, support plans and risk management measures.

3. Respect, inclusion and anti-discrimination

Residents must not engage in bullying, harassment, discrimination, vilification, victimisation, intimidation, hazing, threatening conduct, abusive conduct or conduct that unreasonably interferes with another person's residential experience.

Discrimination includes treating a person less favourably, or imposing an unreasonable requirement, because of a protected attribute under applicable law, including race, sex, gender identity, sexual orientation, disability, age, religious belief, pregnancy, carer or parental status, marital status, lawful sexual activity, physical features, political belief or activity, industrial activity or employment activity.

4. Respectful relationships, consent and sexual harm

Residents must treat others respectfully and must ensure that any sexual activity is consensual. Consent must be freely given, informed, current, voluntary, and capable of being withdrawn at any time. A person does not consent merely because they do not resist, protest or say no.

Sexual harm, sexual harassment, sexual assault, stalking, image-based abuse, coercive or controlling sexual behaviour, sexually explicit messages or images taken or sent without consent, and intrusive or unwelcome conduct of a sexual nature are prohibited.

Residents are strongly encouraged to seek support from the University's relevant support, equity, inclusion, wellbeing or complaints services if they experience, witness or are affected by sexual harm or concerning conduct.

5. Safety, emergency management and fire systems

Residents must follow all health, safety, emergency, and evacuation directions.

- Residents must evacuate immediately when alarms sound or when directed by wardens, staff, security or emergency services.
- Residents must not tamper with, obstruct, cover, disable or misuse fire safety systems, smoke detectors, alarms, extinguishers, sprinklers, emergency exits or safety equipment. If you or your guests cause damage to fire safety equipment, you will be required to pay for the repair or replacement of such equipment.

Residents must not leave, prop open, or obstruct any external entry or exit door to prevent its full closure and secure locking. Residents must not climb through windows, access roofs, ledges, balconies, restricted areas or fire escapes except for genuine emergency evacuation.

Activities likely to cause injury, distress, alarm, property damage, or unsafe conditions are prohibited.

Glass must not be used outside residences except when transported safely.

- Where a Resident, or your guest, causes an unjustified emergency service attendance, the Resident may be liable for the full cost of the fire services call-out, which typically range from \$1,500 to \$4,000.

6. Alcohol, drugs and dangerous items

- Illegal drugs and prohibited substances must not be possessed, used, manufactured, supplied or distributed on university premises.

Alcohol must not be consumed in a way that creates risk, disruption, harm, intimidation, property damage, or unreasonable disturbance.

- Residents under the legal drinking age must not consume alcohol in residence.
- Explosives, hazardous or flammable materials, firearms, replica firearms, weapons, and illegal items are prohibited.
- The University may contact police or emergency services where dangerous, illegal or high-risk items or conduct are identified.

7. Overnight and Day Guests

- Residents must comply with Guest procedures, including guest approval processes and quiet hour restrictions.
- The Resident is responsible for the behaviour, supervision, safety, and conduct of guests and visitors.
- Guests must comply with this Code, University policies, security requirements, and reasonable directions.
- Visitors are not permitted to be on residence during Quiet Hours between 10.30pm and 7.00am or during SWOTVAC or Exam periods.
- All guests must be at least 18 years of age unless they are the immediate family member of the Resident.
- You are responsible for your visitor or guest and their actions at all times. This includes being financially responsible for any costs relating to damage caused by your guest or visitor.
- Fedliving may refuse entry to any guest or visitor into the Residences or evict any guest or visitor from the Residences at their discretion.
- Residents must apply for an Overnight Guest pass via the Fedliving Portal prior to the Guest's arrival.
- Guest passes are permitted for single night stays only.
- Only one guest will be permitted to stay overnight per request;
- Residents are permitted to have one guest per fortnight. If your guest requires additional accommodation, they can apply for a short stay through Fedliving;
- Guests are not permitted to stay during SWOTVAC and Exam periods. Overnight Guest passes will be unavailable to request during these periods;

- Guests must sleep in your room and not in any lounge room or other common area
- Furniture, pillows and other items normally located in common areas cannot be used for the purposes of accommodating guests in your room;
- You are responsible for the behaviour of your guests and must accompany the guests while they are on site. Guests must not be in residential properties without the presence of the Resident;
- You are liable for the costs of any damage caused by your visitor or guest.
- Your swipe card and/or keys should always remain in your possession. It is not to be used by visitors and guests.
- Fedliving residents must observe visitor policy as it applies to quiet hours, SWOTVAC and Exam periods when visiting other units/buildings.
- Fedliving may refuse entry to, remove, or restrict a guest for safety, security, compliance, wellbeing or community reasons.

8. Quiet hours, noise and study periods

Quiet hours apply between 10.30 pm and 7.00 am daily, unless varied by Fedliving. During quiet hours, noise must not be audible beyond individual rooms.

- Guests to your residence, including Fedliving residents who do not reside in your unit/building, are not permitted during quiet hours.
- Laundry facilities and noisy communal activities must not be used during quiet hours. Additional quiet expectations may apply during SWOTVAC, examination periods, intensive study periods, or where reasonably required.
- Noise that unreasonably disturbs others is not acceptable at any time.

9. Hygiene, cleaning and room condition

Residents must maintain bedrooms, bathrooms, kitchens, and common spaces in a clean, hygienic and tidy condition.

- Residents must clean up immediately after using shared facilities.
- Food preparation and cooking are permitted only in designated kitchen areas.
- Rubbish must be disposed of using approved receptacles.
- Where accommodation or common areas used by a Resident are unacceptably dirty, unsafe, unhygienic or untidy, the University may arrange additional cleaning and charge reasonable costs.

Repeated failure to maintain acceptable hygiene may result in support planning, behavioural requirements, warnings, or termination.

10. Smoking and vaping

Smoking and vaping are prohibited in bedrooms, residences, buildings, facilities and University grounds except in designated smoking areas.

Residents are liable for reasonable costs arising from smoking or vaping, including deep cleaning, damage, deodorising and emergency service attendance caused by alarms or unsafe conduct.

11. Keys, access and security

- Residents must keep their keys and access cards in their custody and must not lend them to another person.
- Lost or stolen keys and access cards must be reported immediately to the Fedliving Office.
- If a key or access card is lost and needs replacing, a replacement card fee will be charged to the Resident's account.
- Residents must lock rooms, units/ houses when absent and must take reasonable steps to maintain security.
- Lockout assistance may attract charges in accordance with the Fee Schedule.

12. Appliances, electrical safety and cooking

- Portable heaters are prohibited unless supplied or approved by the University. Microwaves, air fryers, rice cookers, kettles, coffee makers, and similar cooking appliances may only be used in designated kitchen spaces. Candles, incense, tealight oil/wax burners, open flames, and flammable decorative items are prohibited.
- Electrical appliances must comply with Australian Standards and may require testing and tagging by a qualified electrician.
- Unauthorised or unsafe appliances may be removed, confiscated or disposed of in accordance with university procedures.
- Power boards, and extension leads must not be piggy-backed, double-adapted, or connected in series with other adaptors, power boards, or extension leads.

13. Pets, animals and assistance animals

Residents are not permitted to keep pets, including but not limited to dogs, cats, birds, reptiles, amphibians, fish or any other animals, in the Residence, nor permit any animals to enter the Residence. You must not feed, attract, or otherwise encourage any animal to approach you or the Residence.

Approved assistance for animals and animals participating in authorised Fedliving programs is exempt from this requirement. Please note that only certain residences are suitable for accommodating animals. Owners of approved assistance dogs must provide Fedliving with a current Public Access Test (PAT) certificate on an annual basis.

14. Vehicles, parking and grounds

- Residents must provide and keep their current vehicle registration details up to date on the Fedliving portal.
 - Residents at Mt Helen, Camp Street and Berwick campuses must obtain a parking permit via the relevant portal. Failure to obtain a parking permit will result in parking fines.
 - Vehicles must be driven safely and only on designated roads and car parks.
- Residents and guests must comply with parking rules, speed limits, permit requirements, and traffic directions.
- Vehicles must be parked within designated parking bays in available car parks. Parking is not permitted on lawns, footpaths, nature strips, garden areas or bushland areas unless expressly authorised.
 - Unsafe vehicles, bike, scooter or sporting activities in or around residences is prohibited.

15. Technology, internet and network use

Residents are responsible for activities associated with their university login, network access, and internet connection. Use must comply with university computing, communications and information security policies and applicable law.

Residents must not arrange private internet service connections without the University's approval.

16. Child safety and vulnerable persons

Residents must comply with university child safety requirements and must not engage in conduct that places a child, young person or vulnerable person at risk. Any concern about child safety or harm to a child, young person or vulnerable person must be reported promptly to the Fedliving Office in the first instance or to appropriate authorities where required.

17. Wellbeing, welfare concerns and community safety

The University may take reasonable welfare, support or safety steps where concerns arise about a Resident's wellbeing, personal safety, self-harm risk, mental health, behaviour, vulnerability, family violence, harassment, disruptive conduct or risk to the residential community. Steps undertaken may include:

- reasonable welfare checks;
- meetings with residential well-being staff;
- referrals to support services;
- support plans or behavioural agreements;
- reasonable conditions on residence or guest access;
- temporary relocation, access restriction or suspension where required to manage serious or immediate risk;
- contact with emergency contacts or emergency services where necessary and permitted by law.

Where practicable, the University will consult with the Resident and consider reasonable adjustments before making significant decisions affecting residency. Where there is immediate or serious risk, the University may act before consultation is completed.

18. Breaches, responses and procedural fairness

Breaches of this Code or the Agreement may result in one or more responses, depending on seriousness, risk, recurrence, the Resident's response, impact on others and applicable University processes.

Possible response	When it may be used	Examples
Informal guidance or warning	Low-level or first-time issue where risk is limited	Noise reminder, hygiene reminder, visitor procedure reminder
Formal warning or behaviour agreement	Repeated or more serious non-compliance	Anti-social behaviour, repeated quiet hours breach, failure to follow directions
Restorative or corrective action	Where repair, apology, education or community restoration is appropriate	Cleaning areas, paying damage costs, completing education module
Support plan or risk management plan	Where welfare, disability support, behaviour or safety needs require structured measures	Emergency contact update, external supports, agreed safety conditions
Restriction, relocation or suspension	Where necessary to manage risk, disruption or safety	Guest restrictions, building relocation, temporary access suspension
Termination of licence	Serious, repeated or unremedied breach, or where continued residence is unsafe or unsuitable	Violence, sexual harm, serious drug conduct, repeated non-compliance
Referral to University or external process	Where conduct may breach University policies, law or disciplinary rules	Student conduct process, police referral, child safety report

The University will ordinarily provide procedural fairness before imposing significant outcomes. This may include notice of concerns, an opportunity to respond, consideration of relevant information and reasons for decision. Immediate temporary action may be taken where required to manage serious or immediate risk.

Appendix 1 — Quick reference matrix

This matrix is included for operational usability only. It does not limit the Agreement or Code of Conduct.

Issue	Resident obligation	Potential University response
Fees unpaid	Resident must pay in accordance with Schedule; overdue process may apply	Overdue notice, late fee, account hold, debt recovery, payment plan consideration
Noise or quiet hours issue	Residents must not unreasonably disturb others	Reminder, warning, condition, behaviour agreement
Health or support concern	Residents are encouraged to provide relevant information; University may request information reasonably necessary for safety, adjustments or support planning	Support meeting, reasonable adjustment, support plan, emergency contact, relocation consideration
Guest misconduct	Resident responsible for guest or visitor conduct	Guest removal, guest restriction, resident warning, damage recovery
Fire safety breach	No tampering, obstruction, misuse or unsafe conduct	Immediate safety response, costs, disciplinary or termination action
Sexual harm or serious harassment	Prohibited conduct	Support referral, safety action, investigation, restrictions, termination, external report
Child safety concern	Report and manage under university child safety procedures	Immediate reporting, risk management, and external authorities where required
Room condition / hygiene	Residents must maintain clean and hygienic condition	Cleaning direction, support plan, cost recovery, warning, termination for repeated failure

