



## **St Leo's College Residents' Behaviour Management Policy**

### **1.0 Values Driven College**

Enlightened by the life of Christ the men of St Leo's are supported and challenged to grow the 'whole man' and thereby the College community so that together they can better take their place in the world and actively serve its brighter future.

At the heart of St Leo's mission is a commitment to providing a supportive, caring and safe environment that enables St Leo's men to achieve to their fullest academic potential and challenges them to strive to be the best they can be.

This primary purpose, supporting young men to be the very best they can be, to achieve their very best academic results en route to professional careers, informs St Leo's daily decisions and strategic direction.

St Leo's is a values driven organisation. Where Residents conduct themselves in ways that are inconsistent with the College's values the College invites Residents to reconcile their behaviour with our cornerstones: Conscience, Compassion, Respect, Excellence, Connectedness and Emotional Literacy. What St Leo's publicly asserts about itself, it privately requires of the men who live here. The following sets out clearly how the College requires this bedrock accountability.

### **2.0 Residents' Conduct**

The Head of College is responsible for the good order and conduct of the College. The Head delegates responsibility to the Deputy Head of College who coordinates the roles of, amongst others the Dean of Students, Residential Assistants (RAs) and Duty Officers, in maintaining good order.

The College strives to create a happy, warm and supportive family atmosphere that is self-regulated and which considers the needs and interests of all its members. Consideration of and respect for one's fellow Residents is of central importance and it is only when there is a disregard for other Residents' needs or the needs of the community more broadly, that interventions will result.

The philosophy that informs the College Residents' Behaviour Management Policy is that Residents make choices regarding their behaviour and are personally responsible for their conduct and its consequences.

Residents are required to observe the College's Policies and Guidelines whether they are on-site at St Leo's or off-site. Failure to conduct oneself in accordance with the College's Policies and Guidelines may result in the Interventions described at Levels 1-3 below. Interventions may start at that Level determined appropriate by the Head of College or his/her delegates.

Any intervention at Level 3 will be noted on the Resident's file.

**Residents should note that certain behaviours are only capable of being considered at Level 3. A non-exhaustive list of these behaviours include conduct which could be:**

1. referred to the QPS for their investigation;
2. characterised as harassing and/or bullying;
3. a threat to the College's WH&S obligations, or
4. damaging to the College's reputation and good name.

**Residents further should note that any allegation of misconduct which, if proven, might result in a Resident being removed from the College will be reported in confidence to the College Council and, at the discretion of the Head of College, the Academic Registrar.**

### **3.0 Interventions**

#### **Level 1 Intervention**

Any Resident may request any other Resident/s to stop or modify behaviour that is intrusive, offensive or in breach of the College's Policies and Guidelines.

In this situation, the Community Coordinators, the Duty RA and the Duty Officer should be advised of the outcome of the request.

#### **Level 2 Intervention**

When a Level 1 intervention has not been successful, or when the matter is sensitive or more complex, a Resident may approach a Community Coordinator or RA, or where appropriate the Duty Officer to assist in finding a solution. Staff, Dean of Students and RAs have been delegated authority by the Head of College to monitor and enforce policies regarding Resident behaviours, subject to 1-3, noted below.

1. These incidents may be resolved through RAs' counsel and negotiation with the Resident without Community Coordinators'/Duty Officers' input;
2. Residents who are the subject of Level 2 interventions that require a Sanction, will receive written notification from the Deputy Head confirming same;
3. Serious and/or repeat behaviour will result in the matter being processed at Level 3.

#### **Level 3 Intervention**

When a Resident's conduct is referred to the Deputy Head of College, whether after Level 1 and/or 2 or otherwise, the Resident will be required to reconcile his conduct with the College's Policies and Guidelines. The Deputy Head of College will consider the facts presented by the Community Coordinators, the RAs or the Duty Officers and the facts as presented by the Resident. The Deputy Head of College may interview witnesses and will make his decision upon the supplied evidence.

Where the Deputy Head of College forms the view that the Resident's conduct is irreconcilable with the College's Policies and Guidelines, the Deputy Head of College may impose one of or some of the Sanctions, noted below.

### **3.1 Appeals**

Any Resident who has received a Sanction after intervention at any Level may appeal in writing to the Head of College within 72 hours of being notified in writing of the Sanction. However, the Resident must serve the Sanction from the time of receiving the Sanction until he learns the result of the appeal. The result of the appeal will be communicated in writing within 72 hours of the Head of College receiving notice of the appeal.

The outcome of the appeal will determine whether the Resident, a) resumes serving the Sanction, b) receives a different Sanction, or c) receives no Sanction.

Appeals will be entertained on the grounds of lack of due process or severity with the following results:

1. Successful appeals will result in Residents being relieved of some or all of a Sanction;
2. Unsuccessful appeals will result in the Sanction being upheld or increased.
3. Sanctions that are increased at appeal or which remain unchanged cannot be appealed again.

At the discretion of the Head of College, Sanctions may be stayed whilst an appeal is considered.

### **3.2 Support Persons and Meetings**

A maximum of two support persons may attend any meeting convened to determine a Level 1 – 3 intervention. Support persons may also attend any meeting that hears an appeal.

Within 72 hours of a decision, the outcomes of Level 1 – 3 meetings and appeals will be reported both in writing and orally to the directly affected Resident.

### **3.3 Sanctions, Support Persons & Deliberations**

In the absence of the person receiving the Sanction(s), and prior to the Deputy Head of College imposing Sanction(s), if requested, the Deputy Head of College will meet with the same Support Persons who attended those meetings mentioned immediately above.

At this meeting, the Support Persons may explain their construction of the Sanctions which they believe the subject conduct should attract. These constructions must reconcile the gravity of the offence and examples of prior Sanctions with what the College publicly asserts about itself.

Consistent with the Head of College having the delegation in respect of the good order and conduct of the College, the Deputy Head of College applies Sanctions at his/her discretion. The Deputy may decide to apply more than one Sanction, and may further decide to apply Sanctions in combination, or variations of Sanctions.

#### **3.3.1 Counselling**

Counselling may be done either formally or informally. Formal counselling could follow specific conduct that triggers Levels 1-3 above. Informal counselling includes that advice Residents receive through all College meetings, College-wide emails, dinners and advice from Dean of

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Students and RAs. The content of these briefings will be deemed to have been communicated to all College members.

### 3.3.2 Structured Functions

When a Resident conducts himself in a way that is irreconcilable with the College's Policies and Guidelines, he may lose the privilege of either participating in or fully enjoying an upcoming social event. A Structured Function requires a Resident to withdraw several times throughout an event to meet with the Head of College or his/her delegate to demonstrate sobriety/appropriate conduct.

A Structured Function can also involve the Resident being banned from attendance at a third party/College/Students' Club/RA organised event.

Failure to duly carry out a Structured Function will return a Resident to further Sanctions noted below.

### 3.3.3 Community Service

Where a Resident conducts himself in a way that causes inconvenience to other Residents, through for example leaving his used crockery and cutlery on tables, littering, failing to restore furniture to its original position after a room has been used or otherwise inconveniencing others, he may be required to do community service. Community service is performed in instalments of individual hours. Community service involves tasks like sweeping outdoor areas, assisting in the re-setting of the dining room/alfresco area for the next meal service, kitchen duties, etc.

Residents who are assigned community service are volunteers for the purposes of both state and federal labour laws, and acknowledge this in writing prior to undertaking community service.

### 3.3.4 Formal Warning

When a Resident conducts himself inconsistently with the College's Policies and Guidelines, he may be placed on a Formal Warning. A Formal Warning specifically advises a Resident that subsequent Interventions will be informed by recourse to the Formal Warning document and, when considering an appropriate Sanction for subsequent irreconcilable behaviour, the Deputy Head may impose the suspensions noted below or exclusion from College.

### 3.3.5 Suspension from Facilities and Common Rooms

When a Resident conducts himself inappropriately or in a way that is irreconcilable with the College's Mission and Objectives in any of the College's common rooms, he may be banned from attending some or all of these rooms for a period of days. St Leo's common rooms include: the gym, the JCR, the Reading Room, the Boardroom, the dining room, the Deck, the Late Meals' Room, the tennis court, the Quad, tutorial rooms, the McKenna room and the Centenary room.

As with suspensions and exclusions, the Resident will receive no refund of that portion of his fees (if any) that are allocated to his use of those facilities/common rooms for the period of his suspension from those rooms.

### 3.3.6 Suspension from Dining Room & Alfresco Dining Area/ Loss of take-away meal service

When a Resident conducts himself in the dining room or alfresco dining areas in a way that is offensive to the norms and conventions of dining, he may lose the privilege of being able to attend the dining room and alfresco dining areas for nominated meals or be suspended from

College. No refunds will be given for that meal or those meals that the Resident is required to miss. Residents are entitled to eat their meals and share all of the College's dining facilities with people who are conducting themselves appropriately.

Failure to pick-up pre-ordered take-away meals will result in loss of this service with no refunds for those meals missed.

### 3.3.7 Suspension from College

When a Resident conducts himself in a way that seriously breaches or repeatedly breaches the College's Policies and Guidelines, he may at the discretion of the Deputy Head of College be asked to leave College for a period of time. During this period of time, the Resident may not enter the College grounds. However, for the purposes of collecting mail, suspended Residents may report to the Front Office during week day office hours and one of the Office team will assist the Resident to collect his mail. No fees will be refunded for a period of suspension because the room is still reserved for the Resident and all fees associated with the room will continue to accrue on the Resident's account.

At the discretion of the Deputy Head of College, suspended Residents' profiles may be lodged with the relevant statutory authorities to ensure these suspended Residents do not return to College throughout their periods of suspension (except to collect mail in office hours). Suspended Residents may only participate in the College's off-site activities, including sporting, religious, cultural and social activities at the written invitation of the Head of College. In the absence of a written invitation from the Head of College, a Resident who is suspended may not participate in any Students' Club or College arranged activity.

Residents who have been suspended may only be permitted to return subject to those conditions imposed by the Deputy Head of College.

### 3.3.8 Exclusion from College

Any Resident whose conduct is, in the opinion of the Deputy Head of College, irreconcilable with the College's Mission and Objectives will be excluded from College by the Deputy Head of College.

Contractual forfeitures attach to excluded Residents' fee statements, as do charges that accrue for rooms that remain unfilled after the excluded Resident has departed.

Excluded Residents' profiles are lodged with the relevant statutory authorities to ensure these former Residents do not return to College. Excluded Residents may only return to College after they have sought the permission of the Head of College, and generally are banned from visiting the College for at least the following semester.

### 3.3.9 Financial Sanctions

Financial Sanctions are deterrents that assist the College in the elimination of specific individual behaviours. Financial Sanctions are punitive and may be payable in addition to damages that simply restore College and Residents' property.

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**Please note that certain conduct may attract both a Financial Sanction and a Non-Financial Sanction, up to and including exclusion from College. Please further note, the following list is non-exhaustive.**

#### *WH&S*

1. Tampering with fire, security equipment, air-conditioning units or creating a false alarm – up to \$500 + the current call-out fee and the cost of replacing/repairing damaged property;
2. Standing on/walking on/being on exterior window ledges or College roof – up to \$500.00;
3. Lighting fires, burning substances or candles anywhere in the residences – up to \$300.00;
4. Supplying alcohol to a minor at College or at a College/Students' Club event – up to \$300.00
5. Reckless/negligent conduct that endangers the Resident or others or invites property damage/loss or pest infestations or WH&S breaches - up to \$150.00;
6. Failure to comply with College staff/contractor's directive (a 'directive' is an instruction from College staff/contractor that is concerned with Residents' safety and Residents' compliance with College regulatory policies) – up to \$100.00;
7. Smoking or vaping in non-designated smoking area – up to \$100.00;

#### *College Reputation/Disturbances/Vandalism/Hygiene/Order/Conduct*

8. Coercing/intimidating/Unduly Pressuring another person to behave in a particular way or against their will – up to \$300;
9. Bringing the College into disrepute, including unauthorised use of College name or logo/inappropriate advertising ("disrepute" defined by Deputy Head of College) – up to \$300.00;
10. Disturbing/altering the usual order of another Resident's room – up to \$300.00 plus cost of any damage to other Resident's and College's property;
11. Vandalism/tampering with College property – up to \$150.00 (plus costs of any damages);
12. Unacceptable conduct at College events/Student Club events or regular meals – up to \$150.00;
13. Unacceptable conduct/postings that weaken(s)/undermine(s) the College's sense of community (For example, offensive or inappropriate/unhygienic pranks/physical fights/drinking games) – up to \$150.00;
14. Reckless conduct/disregard that causes unreasonable noise between 10:00pm – 7:00am - (Community Coordinators/Duty Officers' recommendation to Deputy Head of College) up to \$150.00;
15. Reckless conduct/disregard that causes damage – up to \$150, plus the cost of repairing the damage;
16. Bedroom/College common rooms requiring additional cleaning/maintenance – up to \$100.00 + cost of additional cleaning/maintenance;
17. Throwing water at or wetting anyone at/in or going to or from College – up to \$100.00 plus cost of any damage to College's and Residents' property;

### Regulatory

18. Remaining in room beyond period of Contract or returning early and/or staying as a guest without permission – up to \$100.00 (plus the non-Residential Contract fee);
19. Operating a motor vehicle on unpaved areas of the College grounds – up to \$100.00;
20. Providing motor vehicle access to non-authorized vehicle owners – up to \$100.00;
21. Providing gym access to unauthorized gym users – up to \$100.00;
22. Hosting a casual overnight guest without registration and/or payment for meals and mattress – up to \$100.00;
23. Using electronic media to prank or harass Residents or staff – up to \$100.00;
24. Conduct that facilitates any act that breaches the College's Policies and Guidelines – 50% of the payable Sanction starting at a minimum of \$25.00;
25. Disguising/obscuring one's identity to carry out any act noted in Financial Sanctions – additional 50% of the payable Sanction starting at a minimum of \$25.00;
26. Where after two warnings, a Resident's room floor is covered by belongings and/or detritus and so can't be serviced – up to \$50.00;
27. Repeated/ongoing noise that after warnings requires Level 2 Intervention – up to \$50.00;
28. Storing a bike in bedroom\*/corridor\*/parking bike^ on the wrong place at College (up to \*\$50.00/^\$25.00);
29. Failure to sign-in a non-family guest for casual meal – up to \$50.00;
30. Repeated or preventable inconveniencing of Duty Officer/RAs/College staff/contractors in dining areas, college grounds or buildings – up to \$50.00;
31. Removing crockery and cutlery from Dining Room and having it in room/failure to return used crockery to servery – up to \$50.00;
32. Repeated failure to wear appropriate footwear in dining room/alfresco area – up to \$25.00;
33. Littering anywhere within College grounds or buildings – up to \$25.00.

Financial Sanctions are to be paid through the Front Office within seven days of the Resident receiving written advice of the Sanction. A receipt will be issued at the point of payment. Where payments are not received within seven days, additional fees may accrue on Residents' accounts.

### 3.4 Other Conduct

Where the at-issue conduct is not noted and/or accommodated in Financial Sanctions or elsewhere, but is in breach of the College's Policies and Guidelines, at the Deputy Head of College's discretion, a Financial Sanction as well as a Non-Financial Sanction may still be imposed. The Deputy Head of College will determine the appropriate Sanction in consultation with relevant staff.

### 4.0 Review of Upcoming Events

Vandalism, unhygienic pranks etc may result in upcoming Students' Club or College social events being reviewed, restructured or cancelled/postponed. The College is the poorer for any act that compromises community.

## **End of St Leo's College Residents' Behaviour Management Policy**

<b>Responsible Officer</b>	<b>Council Approval Date</b>	<b>Review Date</b>
Head of College	May 2024	May 2026