Capital Projects - Procurement of ICT Equipment Policy

This document is rescinded from 28 January 2022. It is replaced by the [Facilities and Premises Policy](#) and [Facilities and Premises Procedure - Space Management](#).

(1) This document sets out Charles Sturt University's policy on the procurement of Information and Communication Technology (ICT) equipment as part of capital projects that are managed by the Division of Facilities Management (DFM).

(2) This Policy is intended to:

a. provide DFM project managers and project stakeholders with a clear understanding of when ICT equipment will be purchased or leased as part of DFM capital projects;
b. enable DFM project managers to accurately forecast costs for the lease and / or purchase of ICT equipment;
c. ensure that project stakeholders are made aware of financial responsibilities in terms of ongoing commitments for ICT equipment leased as part of DFM capital projects.

(3) This Policy will support DFM project managers with a consistent approach regarding the provisioning of ICT equipment as part of DFM capital projects.

Scope

(4) This Policy applies to all capital projects that are managed by DFM across all University premises in Australia.

Section 1 - Glossary

(5) For the purpose of this Policy:

a. BMS - means Building Management System;
b. Closed Circuit Television (CCTV) - means any combination of cameras, lenses, video/digital recorders and/or accessories installed for the purpose of monitoring and/or recording visual activity that complies with the DFM CCTV design and installation specification;
c. Computer Equipment - means desktop / laptop / tablet type computers and computer monitors, multifunction or network connected printers and telephony equipment obtained through the CSU Computer shop. It does not include Audio Visual and Centralised Video Conference equipment, including computers installed for data sharing purposes;
d. Course Specific Computers - means computers used for a specialised purpose and are not publicly accessible;
e. Public Access Computers - means computers accessible by students and are located in public spaces such as computer laboratories or learning commons;
f. University Premises - includes any land which is owned, controlled, managed or occupied by the University together with any building, construction or facility of any kind (whether permanent or temporary) on that land and also includes any other building, construction or facility which is under the control, management or occupation by the University;

g. User - means the Faculty/Division/Centre deemed to be the primary user of the computer equipment.

Section 2 - Policy

Responsibilities

(6) The Division of Facilities Management (DFM) will be the first point of contact for any matters relating to the procurement of computer equipment as part of capital projects.

(7) DFM will seek advice from the Division of Information Technology (DIT) regarding best fit computer equipment to meet the functional requirements for the capital projects.

Principles

(8) This Policy assumes the following principles:

a. If the ICT equipment is used for facility-based functions, it shall be fully purchased from project funds. This applies to, but is not limited to, access control, BMS, CCTV, and equipment control. DFM will be responsible for the ongoing replacement of this equipment when it reaches the end of its operational life;

b. Where ICT equipment is provided for general academic or administrative use, the project shall facilitate the provision of the equipment from the project's ICT budget. Provisioning will be under the CSU Computer Shop's leasing arrangement and the project shall pay for the first full year of leasing. The user will then be responsible for the annual ongoing lease costs on the first anniversary of the lease agreement;

c. Where ICT equipment is provided for public access computers, the project shall facilitate the provision of the equipment from the project's ICT budget and be fully purchased from project funds. DIT will be responsible for the ongoing replacement of this equipment when it reaches the end of its operational life;

d. Where ICT equipment is provided for course specific computers, the project shall facilitate the provision of the equipment from the project's ICT budget. Provisioning will be under the CSU Computer Shop's leasing arrangement and the project shall pay for the first full year of leasing. The user will then be responsible for the annual ongoing lease costs on the first anniversary of the lease agreement;

e. Software licenses will be funded by the project's ICT budget if the required software is either related to a facility-based function, public access computer or critical to the success of the project. The Project Control Group (PCG) will review and authorise the purchase of software. Ongoing software upgrades and maintenance costs will be borne by the responsible user;

f. Telephony services required for facilities-based functions (i.e. analogue emergency phones or General Packet Radio Service (GPRS) power meters) will be funded by the project's ICT budget with all ongoing charges funded by DFM. IP telephones required for the IT support of learning and teaching will be funded by the project's ICT budget with all ongoing charges funded by DIT. IP telephones required for general academic and administrative use will be funded by the project's ICT budget with all ongoing charges funded by the user. Other project-specific telephony requirements will be addressed by the DFM project manager; and

g. Excluded from this Policy is audio visual and centralised video conference equipment (including computer installed for data sharing purposes).

Section 3 - Procedures

(9) Nil.

Section 4 - Guidelines

(10) Nil.

Status and Details

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Unit Head	Michelle Moore Chief Financial Officer
Author	Mark Aitcheson +61 2 60519931
Enquiries Contact	Mark Aitcheson Space Planning Manager +61 2 60519931