Facilities and Premises Policy

Section 1 - Purpose

(1) This policy and its supporting procedures set out the expectations, responsibilities and authorities in relation to the management and use of Charles Sturt University (the University) facilities and premises, and support the University's compliance with relevant legislation, including:

a. Inclosed Lands Protection Act 1901
b. Inclosed Lands Protection Regulation 2018
c. Security Industry Act 1997
d. Security Industry Regulation 2016
e. Workplace Surveillance Act 2005
f. Smoke-free Environment Act 2000
g. Prevention of Cruelty to Animals Act 1979
h. Work Health and Safety Act 2011
i. Work Health and Safety Regulation 2017
j. Pesticides Regulation 2017
k. Uncollected Goods Act 1995
l. Environment Protection and Biodiversity Conservation Act 1999

Scope

(2) This policy applies to all University staff, students, visitors, contractors, tenants and all other persons that enter or use the University's facilities and premises.

Section 2 - Policy

Part A - General principles

(3) The University’s facilities and premises will be responsibly developed and managed in order to:

a. support the University's strategic objectives, values and priorities
b. support the University's commitment to carbon-neutral and sustainable practices (e.g. water reuse, waste, invasive and pest species, litter and pollution reduction and biodiversity protection and enhancement), which will adapt to the changing needs, locations of the University and developments related to this commitment
c. support the University's commitment to culturally safe First Nations engagement, in line with our First Nations Strategy, and
d. provide conducive, accessible and discrimination-free environments for safe working, living, learning, teaching and research.

(4) The application of this policy and its supporting procedures and guidelines to University tenants may be subject to

any contracts or agreements between the University and the tenant.

Part B - Access and security matters

Application of this Part

(5) University facilities and premises will be open and accessible to students, staff and members of the community where possible, subject to the safety and security of people and assets.

(6) All individuals entering University premises and facilities must comply with the rules, expectations, safety and security measures that are in place, as set out in the following procedures:

a. Facilities and Premises Procedure - Access, Use and Security
b. Facilities and Premises Procedure - Parking and Traffic Management
c. Facilities and Premises Procedure - Lost and Found Property

Authorities and responsibilities

(7) Delegation Schedule D - Facilities and Information Technology states delegated authorities for access and security matters, including authorities for:

a. roads and parking
b. security and access to controlled areas, and
c. emergencies and critical incidents.

(8) In addition to the delegated authorities, the following authorities and responsibilities for access and security matters are given through this policy:

Officer or body	Authorities and responsibilities
Chief Operating Officer	Designate authorised access officers
Director, Facilities Management	Approve exemptions for animals on University premises (with the exception of approvals granted by the Animal Ethics Committee for educational activities). Designate non-smoking premises and/or non-smoking areas on University premises. Designate controlled areas, biodiversity zones. Approve CCTV systems, alarm systems and access control devices (in consultation with the Director, Security and Resilience (CSO)) for use on University premises.
Director, Security and Resilience (CSO)	Approve the employment or engagement of Campus Security officers.
Executive Director, Customer Experience (or delegate)	Approve commercial filming, still photography or audio recording for commercial purposes on or over University premises, and sign location agreements for the purpose of commercial filming on behalf of the University.
Authorised access officers, as appointed by the Chief Operating Officer	Establish and impose regulations for public areas and controlled areas within their area of responsibility, consistent with this policy and supporting procedures.

Part C - Asset development, management and planning

Application of this Part

(9) University facilities and premises will be responsibly developed and maintained to provide a conducive and sustainable environment for safe living, learning, teaching and research.

(10) Facilities Management (FM) manages all maintenance, major and minor works on University buildings, structures and site infrastructure on behalf of the University. All work done to University buildings or infrastructure must be undertaken by or with approval from FM.

(11) FM will consult with relevant stakeholders as necessary, including the Division of Safety, Security and Wellbeing, Division of Finance, custodians and University tenants.

(12) The following procedures support asset development, management, safety and planning:

a. Facilities and Premises Procedure - Corporate Signage
b. Facilities and Premises Procedure - Space Management
c. Facilities and Premises Guidelines - Damage or Loss of Property
d. Facilities and Premises Procedure - Asbestos Management
e. Facilities and Premises Procedure - Electrical Safety
f. Facilities and Premises Procedure - Pesticide Management and Notification

(13) Strategic Infrastructure will maintain building and design standards to support development and management of University facilities and premises.

(14) FM will also support the conservation, restoration and sustainable use of identified biodiversity zones, and ensure the University's operations do not impact on established native vegetation within these zones.

Authorities and responsibilities

(15) Delegation Schedule D - Facilities and Information Technology states delegated authorities for asset development, management and planning, including:

a. space allocations
b. signage and wayfinding
c. statutory authority with respect to facilities and infrastructure, and
d. acquisition, leasing, disposal, and other land-related matters.

(16) In addition to the delegated authorities, the following authorities and responsibilities are given through this policy:

Officer or body	Authorities
Director, Facilities Management or delegate	Approve electrical installations, including maintenance, repair, alternations and additions.
Director, Strategic Infrastructure	Approve building or construction work (in accordance with delegations and capital plans) to University premises and facilities.

Section 3 - Procedures

(17) The following procedures support this policy and set out the detailed rules, expectations and responsibilities in relation to the University's facilities and premises:

a. Facilities and Premises Procedure - Access, Use and Security
b. Facilities and Premises Procedure - Asbestos Management
c. Facilities and Premises Procedure - Circular Economy and Resource Efficiency
d. Facilities and Premises Procedure - Corporate Signage

e. Facilities and Premises Procedure - Electrical Safety
f. Facilities and Premises Procedure - Lost and Found Property
g. Facilities and Premises Procedure - Natural Asset Management
h. Facilities and Premises Procedure - Parking and Traffic Management
i. Facilities and Premises Procedure - Pesticide Management and Notification
j. Facilities and Premises Procedure - Space Management

Section 4 - Guidelines

(18) Guidelines:

a. Facilities and Premises Guidelines - Damage or Loss of Property
b. Facilities and Premises Guideline - Signage
c. Facilities and Premises Procedure - Space Management

Section 5 - Glossary

(19) For the purpose of this policy, the following terms are used:

a. Authorised access officers – means staff members appointed by the Chief Operating Officer to exercise responsibilities set out in this policy and its procedures. Authorised access officers are set out in Facilities and Premises Schedule - Authorised Access Officers.
b. Custodian - means the organisational unit, enterprise and/or third party which has been allocated and assigned responsibilities for a space, as per an agreed allocation. See Facilities and Premises Procedure – Space Management.
c. Entrant – means all persons who enter or use the University's facilities and premises, as stated in the scope of this policy.
d. University premises - means 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 or management of, or which is occupied by the University.
e. University tenant - mean groups, organisations or entities that are linked to the University via a formal agreement for the use (sole or otherwise) of any space, equipment and/or facility of the University. The agreement may be ongoing or for a single event or purpose.

Status and Details

Status	Current
Effective Date	15th July 2025
Review Date	15th July 2030
Approval Authority	Chief Operating Officer
Approval Date	15th July 2025
Expiry Date	Not Applicable
Unit Head	Steve Mitsch Director, Facilities Management +61 (02) 6051 9863
Author	Hannah Madden Executive Officer
Enquiries Contact	Facilities Management 02 633 86336

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the CSU Policy Library for the latest version.