

SCHEDULE 17 – FACILITIES MANAGEMENT DELEGATIONS

The following authorities and powers are conferred by the Council of Charles Sturt University on the officers or bodies specified in this Schedule in accordance with section 20 of the [Charles Sturt University Act 1989](#) and subject to the [Delegations and Authorisations Policy](#).

DR MICHELE ALLAN
CHANCELLOR

No	Category	Function	Delegate	Special Condition(s) (additional to those specified in the relevant Rule, policy or procedure governing the delegation)	References
DFM1 .	Roads and Parking on CSU Campuses	AUTHORITY to designate roads and parking spaces including restricted parking zones.	Executive Director, Facilities Management		<i>Parking and Traffic Rule – currently under development</i>
DFM2 .		AUTHORITY to approve traffic and parking rules.	Band 11		
DFM3 .	Parking Penalty Notices – Restricted Parking	AUTHORITY TO authorise a person to hold the license to issue parking penalty notices. The delegation allows the University to apply for a commercial client licence with the Office of State Revenue State Debt Recovery (SDRO) to enable Penalty Notices to be issued.	Executive Director, Facilities Management	Executive Director makes application to have CSU a declared organisation under the Road Transport Act 2013 .	Road Transport Act 2013 SDRO Service Level Agreement with Commercial Clients <i>Parking and Traffic Policy - currently under development</i>
DFM4 .		AUTHORITY TO issue a parking penalty notice. An authorised accredited SDRO commercial licence holder can issue a penalty notice.	SDRO Commercial Licence representative Band 1	Must be trained by State Debt Recovery Office (SDRO) and a Representative of the Commercial Licence Holder.	Road Transport Act 2013 SDRO Service Level Agreement with Commercial Clients
DFM5 .	Security and Access to Controlled Areas	AUTHORITY TO approve access levels and conditions for entry to University buildings and facilities.	Executive Director, Facilities Management		Controlled Areas Security and Access Policy
DFM6 .	Space Allocation	AUTHORITY TO approve space allocation to individuals, budget centres and other University functions.	Executive Director, Facilities Management		Space Management Policy

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DFM7 .	Space Allocation Within Space Allocated as Residential Precincts	AUTHORITY TO approve space allocation to individuals, budget centres and other University functions within Residential Precincts.	Director, Student Residences and Business		Space Management Policy
DFM8 .	Emergency Planning/ Critical Incidents	AUTHORITY TO establish a method and implement a response to emergencies and critical incidents, report on critical incidents, approve respond and implement emergency preparedness and responsiveness plans.	Director, Operational Services (as the Chair of the Emergency Planning Committee)		Critical Incident Response Group Procedure Emergency Management Policy
DFM9 .	Building Evacuations and Shut Downs	AUTHORITY TO determine evacuation or shut down of a University space.	Director, Operational Services Building Wardens		Emergency Management Policy
DFM10 .	Leasing and Land Tenure of Land other than University Real Property (excluding Crown Land and Crown Reserve)	AUTHORITY TO approve a lease, license and access / occupancy agreement (including duration and cost) and/or any related arrangement (e.g. a surrender, variation or assignment of a lease) on behalf of the University, where the University shall be the lessee, licensee or occupant. Includes any arrangement where University is entering into a sub-lease or sub-licence of this kind of land.	Band 11	This delegation may be exercised by the Chancellor's Foresighting Committee for and on behalf of the Council in accordance with the provisions set out in the <i>Governance (Chancellor's Foresighting Committee) Rule 2015</i> .	Governance (Chancellor's Foresighting Committee) Rule 2015
DFM10A .		AUTHORITY TO approve a lease, license and access / occupancy agreement and/or any related arrangement (e.g. a surrender, variation or assignment of a lease) on behalf of the University, where the University shall be the lessee, licensee or occupant for a period of up to 5 years. Includes any arrangement where University is entering into a sub-lease or sub-licence of this kind of land for a period of up to 5 years.	Vice-Chancellor		

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DFM11 .		AUTHORITY TO execute any document required to facilitate a lease, license and access / occupancy agreement and/or any related arrangement on behalf of the University, where the University shall be the lessee, licensee or occupant.	Executive Director, Facilities Management		<i>Policy on Capital Management – currently under development</i>
DFM12 .	Leasing and Land Tenure of University Real Property (excluding student residences)	AUTHORITY TO approve a lease, license and access / occupancy agreement of the University real property (including facilities) and/or any related arrangement on behalf of the University, for a period of up to 21 years where the University shall be the lessor, licensor or land owner (not including student residences).	Vice-Chancellor	In accordance with the Policy on Capital Management (<i>currently under development</i>). If the lease exceeds 21 years then the Minister's consent is required. Must be for financial, educational or other benefit of the University.	<u>Charles Sturt University Act 1989</u>
DFM13 .		AUTHORITY TO approve a lease, license and access / occupancy agreement of the University real property (including facilities) and/or any related arrangement on behalf of the University, for a period of up to five years where the University shall be the lessor, licensor or land owner (not including student residences).	Band 9	In accordance with the Policy on Capital Management (<i>currently under development</i>). If the lease exceeds 21 years then the Minister's consent is required. Must be for financial, educational or other benefit of the University.	<u>Charles Sturt University Act 1989</u>
DFM14 .		AUTHORITY TO approve a lease, license and access / occupancy agreement of the University real property (including facilities) and/or any related arrangement on behalf of the University, for a period of up to 2 years where the University shall be the lessor, licensor or land owner (not including student residences).	Executive Director, Facilities Management	In accordance with the Policy on Capital Management (<i>currently under development</i>). If the lease exceeds 21 years then the Minister's consent is required. Must be for financial, educational or other benefit of the University.	<u>Charles Sturt University Act 1989</u>

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DFM15 .		AUTHORITY TO execute any document required to facilitate a lease, license and access / occupancy agreement of the University real property (including facilities) and/or any related arrangement on behalf of the University, where the University shall be the lessor, licensor or land owner (not including student residences).	Executive Director, Facilities Management	In accordance with the Policy on Capital Management (<i>currently under development</i>). If the lease exceeds 21 years then the Minister's consent is required. Must be for financial, educational or other benefit of the University.	Charles Sturt University Act 1989
DFM16 .	Leasing and Land Tenure of University Real Property (Student Residences)	Authority to approve a lease, license and access and occupancy agreement (including duration and cost) and/or any related arrangement on behalf of the University where the lease, license and access and occupancy agreement is in relation to the provision of student accommodation and/or for agreements that provide student accommodation in student residences for a period up to 99 years.	Chief Financial Officer	Lease to an affiliated residential college must not exceed 99 years, must be for nominal rent and must contain a condition prohibiting assignment.	Policy on CSU Student Residential Accommodation Charles Sturt University Act 1989
DFM17 .		Authority to approve a lease, license and access and occupancy agreement (including duration and cost) and/or any related arrangement on behalf of the University where the lease, license and access and occupancy agreement is in relation to the provision of student accommodation and/or for agreements that provide student accommodation in student residences for a period up to 5 years.	Chief Financial Officer	Lease to an affiliated residential college must not exceed 99 years, must be for nominal rent and must contain a condition prohibiting assignment.	Policy on Student Residential Accommodation Charles Sturt University Act 1989
DFM18 .		Authority to execute any document required to facilitate a lease, license and access and occupancy agreement (including duration and cost) and/or any related arrangement on behalf of the University where the lease, license and	Chief Financial Officer	Lease to an affiliated residential college must not exceed 99 years, must be for nominal rent and must contain a condition prohibiting assignment.	Policy on Student Residential Accommodation (Student Services)

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		access and occupancy agreement is in relation to the provision of student accommodation and/or for agreements that provide student accommodation in student residences.			Charles Sturt University Act 1989
DFM19 .	Statutory Authority with respect to Facilities and Infrastructure	AUTHORITY TO approve and execute statutory authorities, applications and certificates (including but not limited to Development Applications, connection of service utilities) and provide advice as required.	Executive Director, Facilities Management		
DFM20 .	Signage, Way Finding and Campus Maps	AUTHORITY TO approve University signage, way finding and campus directories / maps.	Executive Director, Facilities Management		Corporate Signage Procedure
DFM21 .	Acquisition of Land	AUTHORITY TO approve acquisition of freehold land and any improvements thereon.	Band 11		
DFM22 .		AUTHORITY TO execute any documents required to facilitate acquisition of freehold land and any improvements thereon.	Band 9		
DFM23 .		AUTHORITY TO accept management of Crown Land.	Band 11		
DFM24 .		AUTHORITY TO accept management of Crown Reserve Land.	Band 11	The Council acting as Crown Reserve Trust Manager.	Crown Lands Act 1989
DFM25 .	Disposal of Land	AUTHORITY TO approve disposal of freehold land and any improvements thereon.	Band 11	With the Minister's consent.	
DFM26 .		AUTHORITY TO execute any documents required to facilitate disposal of freehold land and any improvements thereon.	Band 9		
DFM27 .	Encumbrances on University Land (e.g. easements, caveats, right-of-way and covenants, not including leases)	AUTHORITY TO approve an encumbrance on University land.	Band 9		For leases refer DFM10 – DFM18

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DFM28 .		AUTHORITY TO execute any documents required to facilitate an encumbrance on University land.	Executive Director, Facilities Management	As approved by the Vice-Chancellor.	
DFM29 .	Encumbrances on third party land (e.g. easements, caveats, right-of-way and covenants, not including leases)	AUTHORITY TO approve an encumbrance on third party land where consent of University is required.	Band 9		
DFM30 .		AUTHORITY TO execute any documents required to facilitate an encumbrance on third party land where consent of University is required.	Executive Director, Facilities Management		
DFM31 .	Mortgages or charges over Real Property	AUTHORITY to approve mortgage or charge over freehold land owned by the University.	Band 11	With the Minister's consent.	Charles Sturt University Act 1989
DFM32 .		AUTHORITY to execute any documents required to facilitate a mortgage or charge over freehold land owned by the University.	Band 9		
DFM33 .	Mortgages or charges over Leases	AUTHORITY to approve mortgage or charge over a lease.	Band 11		
DFM34 .		AUTHORITY to execute any documents required to facilitate a mortgage or charge over a lease.	Band 9		
DFM35 .	Lease or licence over Crown Reserve where University is Crown Reserve Trust Manager (excluding temporary licences)	AUTHORITY to approve a lease or licence over Crown Reserve.	The Council acting as Crown Reserve Trust Manager.	Subject to consent from Minister administering Crown Lands Act. Must be consistent with purpose of dedication or reservation of the land.	Crown Lands Act 1989
DFM36 .		AUTHORITY to execute any documents required to facilitate a lease or licence over Crown Reserve.	The Council acting as Crown Reserve Trust Manager.		

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DFM37 .	Temporary licence over Crown Reserve where University is Crown Reserve Trust Manager	AUTHORITY to approve a temporary licence over Crown reserve.	The Council acting as Crown Reserve Trust Manager.	Must be consistent with purposes set out in clause 31 of the Regulation. Temporary licence should generally only be granted for short-term, low impact activities.	Crown Lands Regulation 2006
DFM38 .		AUTHORITY to execute any documents required to facilitate a temporary licence over Crown Reserve.	The Council acting as Crown Reserve Trust Manager.		Crown Lands Regulation 2006
DFM39 .	Lease over Crown Land	AUTHORITY to approve lease over Crown Land.	Band 11	Term of lease must not exceed 21 years. Must include a condition prohibiting assignment.	Charles Sturt University Act 1989
DFM40		AUTHORITY to execute any documents required to facilitate lease over Crown Land.	Band 9		
DFM41 .	Any other dealings or plans affecting University real property or governed by real property legislation which is not the subject of any other specific delegation in this Schedule (e.g. plans of subdivision or consolidation, water access licences)	AUTHORITY to approve any dealing or plan affecting University real property or governed by real property legislation, and which is not the subject of any other specific delegation in this Schedule.	Band 11		
DFM42 .		AUTHORITY to execute any document required to facilitate the dealing or plan described above.	Executive Director, Facilities Management		
DFM43 .	Acceptance of Compensation	AUTHORITY to approve acceptance of compensation payable in relation to real property (for example, compulsory acquisition of land or easement for a statutory authority).	Band 11		

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DFM44 .		AUTHORITY to execute any document required to facilitate payment of compensation described above.	Band 9	(additional to those specified in the relevant Rule, policy or procedure governing the delegation)	