

Facilities Management and Campus Access and Use

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1.0 Purpose

This policy outlines the University's commitment to:

- providing, maintaining, managing, and ensuring the security and utility of its facilities and lands
- ensuring the security and safety of all people attending a University Campus
- providing sufficient regulated access to facilities to allow members of the University community and University visitors, to fulfil their needs and obligations.

2.0 Scope

This policy relates to all of Griffith's physical campuses and premises where Griffith University undertakes operations and applies to all University staff, students, partners, visitors, and broader community members who access campuses / premises operated by Griffith. The policy addresses matters relating to:

- provision and disposal of buildings and other installations
- use of building space and grounds, including the hire of facilities and the provision of special-purpose facilities (such as residential colleges and car parking space)
- the allocation of University space
- access to and use of University lands
- security of, and access to, all University premises.

This policy should be read in conjunction with the Griffith University Act 1998 (the Act), the Student Misconduct Policy, the Academic Freedom and Freedom of Speech Policy, the Campus Access and Use Procedure, the Space Management Procedure, the Closed Circuit Television and Surveillance Procedure and relevant local protocols.

3.0 Policy Statement

The University's approach to management of facilities and campus access and use is underpinned by the University's mission and commitment to:

- excellence in learning and teaching, research and engagement
- environmental sustainability and guardianship of the unique campus ecosystem

- community engagement, in particular being good neighbours to the communities in which our campuses are based by enhancing local life.

This policy supports the University's strategic ambition to create inviting, active and engaging spaces that attract the broader community on to campus, whilst upholding the obligation to ensure the safety and security of people on University land or premises operated by the University. In this context, staff, students, partners, visitors, and the broader community have access to and use of designated spaces and facilities, within the boundaries of this policy and the associated procedures.

The University's land is private property and the University Council has the right to regulate access to and use of that land, its buildings, and facilities and to control entry and access to, and the operations on that land.

3.1 Facilities

The University designs, builds, maintains, and ensures the security of facilities that support the student experience, research activities and engagement in line with the University's strategy.

Development of campuses, including construction, refurbishment and demolition is undertaken in accordance with the approved Campus Master Plan and the Capital Management Plan. All construction work is undertaken in accordance with the University Design Guidelines. Buildings and grounds are managed in accordance with Asset Management Framework and Biodiversity and Conservation Plan and building disposal is undertaken in accordance with the Assets Policy.

3.2 Accessibility

The University complies with its obligations under the Disability Discrimination Act 1992 (Cth) to provide equitable access to campuses, services, and programs for people with disabilities.

Universal design principles are actively engaged in the construction and renovation of facilities to ensure that built environments are designed to meet the needs of all people who may need to use them, now and in the future.

Physical spaces are designed to allow for and promote independent use by people of all abilities, so that people with diverse access needs can retain autonomy in their movements.

Where feasible and cost-effective, the University may also engage in retrofitting existing buildings, structures, and the built environment to remove physical barriers. This may include the use of removable or temporary access measures, such as building access ramps or additional information technology resourcing, as well as permanent structural changes.

3.3 Space Management

The Vice Chancellor is accountable for the overall allocation of space within the University.

Any decision to build a new building or carry out major refurbishments following the Capital Planning process, will be determined by the Vice Chancellor on advice from the Executive Group and will be considered and recommended for endorsement by Council through the Finance and Infrastructure Committee.

University spaces are allocated for teaching, learning and research purposes, as well as other essential University purposes, including student services and academic advice, student and general administration, student clubs, activities and societies, and engagement activities.

Space allocation supports University operations and efficient space use to optimise the University's capital investments, operating costs, and sustainability targets.

Some University space may be available for hire by internal or external organisations. The University may hire venues to external parties in order to, among other things, advance or support scholarly discussion and debate, develop or enhance partnerships to support teaching and/or further research, support community activities, make effective use of its building facilities, or generate revenue.

The Space Management Procedure operationalises the management and allocation of University Campus space.

The University may offer venues for hire at its discretion, subject to the Campus Access and Use Procedure and the terms and conditions of venue hire and/or commercial leasing agreements.

3.4 Campus Access

The University's campuses are open for access and use by members of the University community and members of the public, unless a Campus has been declared closed and provided all persons act appropriately and in accordance with the expectations outlined in this policy and the Campus Access and Use Procedure.

A Campus may be declared closed by either the University Council or an Approved Person. Where a campus has been declared closed any person must not enter or remain on any Campus at any time unless that person has on their possession a Permit authorising them to enter or remain on that Campus.

The Campus Access and Use Procedure outlines the University's rights in relation to controlling conduct on, access to and use of Campuses. The Campus Access and Use Procedure sets out the prohibited conduct and grants permission, by way of Permits, for prohibited conduct/access to occur in specific circumstances.

3.5 Permits

Permits are used to provide written authorisation for certain acts that are otherwise prohibited by this policy or the Campus Access and Use Procedure. All Permits must be signed by the Approved Person and must specify the name and address of the person to whom the Permit is issued. A Permit can be issued, amended, or revoked at will by the Approved Person. If a Permit is issued, amended, or revoked, the Approved Person must ensure the Permit is delivered to the person seeking the Permit ('Applicant'). If the Permit is revoked the Applicant must ensure that the Permit is delivered to the Approved Person immediately upon receiving notice of the revocation.

3.6 Animals on Campus

Animals may attend campus in lawful and permitted circumstances. This includes the use of assistance animals, as well as animals brought for other purposes such as events.

A Permit is required to bring Assistance Dogs or Event Animals onto campus. Permits are not required for:

- patients that bring assistance animals onto campus for private clinic appointments
- phobia study animals.

3.7 Parking and Traffic

The University is a Regulated Traffic area and subsequently manages parking to align with these requirements.

Pursuant to section 32(5) and Schedule 1 of the Act, the Vice Chancellor may appoint a delegate to be an Authorised Person for the purposes of the control of traffic on University lands under the Act.

The delegation of the Vice Chancellor's powers in relation to traffic control on University land is registered in the Delegations Register. The University Council has delegated the function of approving parking fees to the Finance and Infrastructure Committee.

3.8 Security

The University ensures, as far as is reasonably practicable, the safety and security of all students, staff, visitors and contractors at University campuses, and the safety and security of University facilities and resources on those campuses.

Pursuant to section 32(5) and Schedule 1 of the Act, the Vice Chancellor may appoint a delegate to be an Authorised Person for the purposes of controlling conduct on University lands under the Act. The delegation of the Vice Chancellor's powers in relation to traffic control on University land is registered in the Delegations Register. These Authorised Persons are appointed to:

- ensure the safety of students, staff, contractors, and visitors on University campuses, and
- direct a person to leave the University land or part of the University's land pursuant to Schedule 1, Part 3, ss.12 and 13 of the Act.

All students, staff, contractors, and visitors must assist University staff with physical security responsibilities at all times as directed.

The University has processes in place to respond immediately and appropriately to potential threats to security and safety, including bomb and similar threats, suspicious objects found on campus, suspicious parcels or packages delivered by mail or hand, or dangerous behaviour from any person on campus. These are incorporated into the Emergency Management Plan, response procedures and security procedures manual and the Colleges Emergency Response Plan.

3.9 Closed Circuit Television

Appropriate application of closed circuit television (CCTV) surveillance or similar systems is used across the University, in accordance with the relevant legislation, this policy, the Closed Circuit Television and Surveillance Procedure and the Security Framework, to support the safety and security of people, facilities and lands and monitor the utilisation of space on University lands.

The Chief Operating Officer is the Authorised Delegate in relation to the University's CCTV systems and has overall responsibility for managing compliance with this policy.

3.10 Compliance

The University complies with all relevant Federal, State, and local legislation.

The University may establish and publish rules regarding Griffith-operated accommodation, car parking, security, access, and use of space, as approved and amended from time to time by the Chief Operating Officer.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Council	<p>Approve the Capital Management Plan.</p> <p>Approve disposal of all Capital 'built' assets with net book values of \$5 million or more on the recommendation of the Finance and Infrastructure Committee.</p>
Finance and Infrastructure Committee	<p>Recommend the Capital Management Plan to Council for approval.</p> <p>Approve disposal of all Capital 'built' assets with net book values of less than \$5 million.</p> <p>Recommend disposal of assets with net book values of \$5 million or more based on the Asset Disposal Report prepared by Campus Life and Finance to Council for approval.</p> <p>Approve parking fees.</p>
Vice Chancellor	<p>Appoint authorised persons pursuant to Schedule 1 of the Griffith University Act.</p> <p>Delegate administering powers under the State Penalties Enforcement Act.</p> <p>Accountable for the overall allocation and performance of space within the University.</p>
Executive Group (DVCs, PVCs, VPs)	<p>Efficient and effective performance of and use of space within their portfolio.</p>
Chief Operating Officer	<p>Review appeals of written notice prohibiting a person from entering a campus.</p> <p>Approve memorial plaques.</p>
Director, Campus Life	<p>Approve CCTV installations and live image viewing of CCTV footage pursuant to the CCTV Procedures.</p> <p>Establish, and publish rules regarding car parking, security and access to property, management and use of University space and facilities.</p> <p>Approve information marker specifications and installations on campus.</p> <p>Approve venue hire charges.</p> <p>Set individual hire charges for facilities.</p> <p>Establish and maintain the University's Design Guidelines.</p>

Ensure development and enforcement of supporting procedures applying to all security CCTV applications.

Director, Planning and Major Projects	Development and updating of Campus Master Plans.
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Manager, Security and Control Systems	Day to day management and compliance of the CCTV systems. Ensure security personnel comply with this policy.
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Head of Element	Retrieve and account for keys and staff access cards issued to staff and students.
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5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Applicant means person seeking a Permit.

Approved Person means the University staff member approved to make relevant decisions in relation to the specified Permits pursuant to the Campus Access and Use Procedure.

Assistance animal means a dog or other animal that:

- is accredited under a State or Territory law to assist a person with a disability to alleviate the effects of a disability
- is accredited by and animal training organisation prescribed in the regulations
- is trained to assist a person with a disability to alleviate the effect of the disability and meets the standards of hygiene and behaviour that are appropriate for an animal in a public place.

Authorised Delegate means the University officer formally authorised to carry out a delegation or act on behalf of the University as specified in the Facilities Management and Campus Access and Use Policy and University's Delegation Register.

Authorised Person has the same meaning as in Schedule 1 of the Griffith University Act 1998.

Campus includes any land or part thereof which for the time being is the property of the University or in its possession or under its control, together with any structure of any kind whether permanent or temporary on that land.

Permit means a current valid written authorisation to perform certain acts otherwise prohibited by this policy or the Campus Access and Use Procedure.

6.0 Information

Title	Facilities Management and Campus Access and Use Policy
Document number	2023/0001168
Purpose	<p>This policy outlines the University's commitment to:</p> <ul style="list-style-type: none">• providing, maintaining, managing, and ensuring the security and utility of its facilities and lands• ensuring the security and safety of all people attending a University Campus• providing sufficient regulated access to facilities to allow members of the University community and University visitors, to fulfil their needs and obligations.
Audience	Staff; Students; Public
Category	Operational
Subcategory	Campuses and Facilities
UN Sustainable Development Goals (SDGs)	<p>This document aligns with Sustainable Development Goal/s:</p> <p>16: Peace, Justice and Strong Institutions</p>
Approval date	5 October 2021
Effective date	5 October 2021
Review date	2025
Policy advisor	Director, Campus Life
Approving authority	Chief Operating Officer

7.0 Related Policy Documents and Supporting Documents

Legislation	Aboriginal Cultural Heritage Act 2003
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Building Act 1975, Building Regulation 2006, Building Code of Australia (National Construction Code) and Queensland Development Code

Building and Construction Industry (Portable Long Service Leave) Act 1991

Building Industry Fairness (Security of Payment) Act 2017

Disability Discrimination Act 1992

Health and Safety Act 2011

Griffith University Act 1998

Information Privacy Act 2009 (Qld)

Land Act 1994

Native Title (Queensland) Act 1993 with the Native Title Act 1993 (Commonwealth)

Planning Act 2017

Plumbing and Drainage Act 2018

Queensland Heritage Act 1992

State Penalties Enforcement Act 1999

Policy

Academic Freedom and Freedom of Speech Policy

Biodiversity and Conservation Plan 2022 – 2025

Student Misconduct Policy

Procedures

Asset Disposal Procedure

Campus Access and Use Procedure

Closed Circuit Television and Surveillance Procedure

Space Management Procedure

Local Protocol

Asset Management Framework

Use and Management of Closed Circuit Television Systems Guidelines

Key and Access Card Control Guidelines

Key and Access Control Plan

University Design Guidelines

Emergency Management Plan

Colleges Emergency Response Plan

Capital Planning

Landscape Management Plans

Forms

Permit – Animals on Campus

Permit – Hold, Carry, Work with a Weapon, Fireworks, Fire
