

Campus Policy

1. Purpose

1.1 The Campus Policy (the policy) outlines the requirements for the following activities on UTS campuses:

- the appropriate use of public spaces and restricted access spaces
- the distribution of material and advertising
- the organisation of demonstrations
- the organisation of public and private events and activities, and
- behavioural expectations.

2. Scope

2.1 This policy applies to anyone who visits or uses the UTS campus including staff, students, contractors or visitors (including members of the public).

3. Principles

3.1 UTS campuses are operated and managed by the university for use by staff, students, contractors and, where appropriate, visitors.

3.2 Campus use and access is granted at the discretion of the university.

3.3 All those under the scope of this policy must act in accordance with the [Code of Conduct](#), the [Student Rules](#), the [Student Rights and Responsibilities Policy](#) and the [Equity, Inclusion and Respect Policy](#).

3.4 Users of UTS campus spaces should act in a manner respectful of both people and property, and must comply with this policy and all other relevant policies and rules.

3.5 Public events generally carry a greater reputational and health and safety risk to the university and must be approved, in advance, in line with this policy.

3.6 In authorising the use of UTS campuses, the university considers the needs of all relevant stakeholders and potential users as part of the application process.

3.7 Conditions of use are normally included as part of the authorisation process. Failure to comply with these conditions of use may be considered a breach of this policy.

4. Policy statements

Accessibility and access

4.1 The [Accessibility Service](#) provides information and support to students living with one or more disabilities, medical or mental health conditions. Maps to help staff and

students with mobility aids are available at [maps: access and amenities](#). Staff and students at UTS are also supported by the [Equity and Diversity Unit](#) within the Centre for Social Justice and Inclusion who provide accessibility and inclusion resources and support.

- 4.2 General access routes or spaces shall not be used for any unauthorised purpose, including but not limited to:
- parking motor vehicles or locking bicycles
 - advertising, flyers, handouts or canvassing
 - the setting-up of tables or benches for any purpose
 - the sale of any goods or food
 - functions and/or consumption of alcohol.
- 4.3 Permission to use any on campus general access routes or spaces must be authorised by the Manager, Security Services in advance. Requests may be made via [email](#).
- 4.4 Authorised use of general access routes or spaces that blocks, prevents or otherwise inhibits access to or through UTS campuses or buildings is not permitted and will be removed by Security Services.
- 4.5 [Cycling](#) as a mode of transportation is supported by UTS. Bicycles, scooters, skateboards, skates or other recreational wheeled equipment must not be used on campus due to its mixed use and for safety reasons.
- 4.6 Bicycles may be wheeled through the campus to designated racks or storage areas ([refer to bike parking around campus](#)). Any bicycle, scooter or other wheeled equipment chained to posts, fencing, handrails (used by those with access needs) or parked in an otherwise obtrusive manner will be removed.

Advertising and promotional materials and events

- 4.7 All advertising and promotional materials, and the behaviour of those distributing or communicating such materials, should be done in line with the [Equity, Inclusion and Respect Policy](#), the [Student Rights and Responsibilities Policy](#) and the staff [Code of Conduct](#). Publication of any offensive materials will be managed as either a breach of this policy and/or a breach of any of the above policies and should be reported to the Manager, Security Services.
- 4.8 Staff may seek permission from the [Marketing and Communication Unit](#) (MCU) (Staff Connect) to promote events or other initiatives on the campus audio-visual display boards. Staff may also communicate to other staff through [staff notices](#) (Staff Connect) using the 'add notice' option.
- 4.9 Students are provided with a number of student noticeboards and display areas across campus. These may be used to advertise and promote material developed by students, specifically for a student audience. Students must follow any rules and conditions of use displayed on those noticeboards.

- 4.10 ActivateUTS also owns and is responsible for a number of on campus noticeboards for ActivateUTS information and promotional purposes.
- 4.11 Advertising by external parties is not permitted on campus unless it has been approved by the Director, Facilities Management Operations (FMO).
- 4.12 UTS has official formal channels of communication with students, including official university notices (see [Rule 2.3](#), Student Rules). Any unauthorised material placed on the official university noticeboards will be removed immediately.
- 4.13 The Director, FMO may approve the placement of banners on building façades adjacent to campus entrances. The following conditions apply to the placement of banners:
- Banners may be approved only for significant university-wide events or activities.
 - Banners will be displayed for a specified period of time and removed as soon as the event is concluded.
 - Banners will not be suspended or hung where such action would in any way damage the building fabric or have the potential to cause damage.
- 4.14 Chalking of pathways is permitted only:
- on exterior campus footpaths (ie not under sheltered or covered areas, exterior walls or any interior surfaces)
 - using water-soluble chalk (to allow rain to wash the pathways clean over time to minimise the potential for visual pollution)
 - in line with the behavioural expectations of the university as outlined in this and associated policies.
- 4.15 Any costs associated with the removal or damage or inappropriate material may be recovered from the person or persons responsible for the display or advertising of such material.

Event approval

- 4.16 Public events on a UTS campus must be sponsored and requested by an authorised sponsor. The sponsor must ensure that the event has adequate funding (including coverage of any additional cleaning, security or provision of other services), necessary licencing and/or, where alcohol will be available, that the responsible service of alcohol requirements are met.
- 4.17 Applications for public events must be made via the [online event approval form](#) (Staff Connect).
- 4.18 Private events do not normally require formal notification to security. Where a private event is anticipated to run for more than two hours, the [UTS event approval request form](#) (PDF) must be completed and returned to [UTS Security Services](#) in order to manage:
- the risks associated with the consumption of alcohol and potential incidents

- any additional cleaning and waste collection arrangements
- any additional security risks.

4.19 Any requests for use of classrooms must be referred to [room bookings](#).

4.20 All events must be organised and run in line with the provisions of this policy, and in line with any additional risk management or security requirements identified as part of the event approval process.

Alcohol on campus

4.21 UTS permits the [service and consumption of alcohol](#) in public areas (excluding licensed venues) *only* at approved UTS events (see events section above) and ActivateUTS events, both public and private, in line with the provisions of this policy and any guidelines or procedures approved by the university.

4.22 Alcohol may be served or consumed at public events only in compliance with the guidance for the service of alcohol at UTS form (available at [alcohol events](#)). This form must be completed, signed and submitted to the Manager, Security Services for approval no less than seven days prior to the event.

4.23 Public events held at the Aerial Function Centre, the Underground Bar and the Loft Bar, all operated by ActivateUTS, operate under their own liquor licences and are exempt from completing the guidance for the service of alcohol at UTS form.

4.24 Alcohol may be consumed at private events without formal notification to security. Private event approval may be required (in line with this policy).

Smoking on campus

4.25 The [Smoke-free Environment Act 2000 \(NSW\)](#) prohibits smoking in any building or vehicle. Smoking is specifically prohibited in areas where people are required to pass through smoke (entry and exit points), and/or may allow smoke to enter the building, including:

- adjacent to entrances and exits of buildings
- adjacent to any windows and air intakes for air conditioners, and/or
- any areas operated by ActivateUTS.

4.26 The use of electronic cigarettes (e-cigarettes) is also prohibited in any university building on campus and/or in any university vehicle.

4.27 Smoking, or the use of e-cigarettes, is only permitted on UTS campuses and student accommodation in clearly marked, designated smoking areas.

Demonstrations on campus

4.28 It is important that staff and students allow other groups within the university community to express their views peacefully without fear of retaliation or retribution. Demonstrations are permitted on UTS campus in line with this policy and all relevant legislation.

- 4.29 Staff and students may conduct demonstrations in public spaces on campus provided they are orderly and peaceful and do not unreasonably disrupt the business of the university, access to and from the university, or disrupt, limit or prevent others from going about their normal business. Appropriate rooms and other suitable areas within UTS can be made available for these occasions consistent with other university uses and requirements.
- 4.30 New South Wales and local government legislation requires that demonstration organisers provide notification and obtain authorisation from the New South Wales Police seven days prior to the event (normally via the [notice of intention to hold a public assembly form \(PDF\)](#)).
- 4.31 UTS also requests that demonstration organisers provide notification of intention to hold a demonstration on campus. Notification should be submitted to UTS Security Services and include a copy of the form submitted to the NSW Police. This is to ensure the safety of staff, students, demonstrators and all others with access to the campus.
- 4.32 UTS Security Services are responsible for ensuring that all reasonable security measures are afforded to anyone on campus should there be any risk that they become the target of the demonstrators or counter demonstrators or other threats. UTS Security can take such measures as are reasonable in the circumstances to protect persons or property from injury, damage, theft or misuse.
- 4.33 Staff and students who do not agree with protesting groups are not entitled to take action to prevent the expressing of those views. Under no circumstances should staff or students take it upon themselves to 'police' any demonstration, protest or civil disturbance.
- 4.34 Demonstrators and counter demonstrators (or objectors) should act in accordance with the [Equity, Inclusion and Respect Policy](#), the [Student Rights and Responsibilities Policy](#) and the staff [Code of Conduct](#) at all times.

Campus safety and police assistance

- 4.35 UTS drafts policies, rules and guidelines in order to provide a safe, working campus for staff, students and members of the public. [Campus security offices](#) should be contacted where any individual or activity causes concern.
- 4.36 Dangerous activities are not permitted on UTS campuses. These include, but are not limited to, scaling buildings or structures, inappropriate use of facilities, unauthorised obstructions, any unsanitary or biohazardous activity, abseiling, tightrope walking and/or parkour.
- 4.37 Any requirements to undertake a dangerous activity must be undertaken for legitimate reasons (such as abseiling by professional window cleaners). The activity must be justified and approved by the Director, FMO ([via email](#)) and the necessary health and safety documentation and controls must be in place.
- 4.38 UTS Security should take all reasonable steps to facilitate safe and unobstructed access to and exit from campus property. In situations of extreme (perceived or actual)

risk, UTS Security Services may initiate temporary restrictions or conditions on the movements of persons to protect their safety and security.

- 4.39 The Manager, Security Services may seek assistance from the police where they reasonably believe that UTS staff (including security staff) are not in a position to manage a potential incident. The Manager, Security Services will confirm any request for assistance of the police to the Deputy Vice-Chancellor (Resources) and will inform the Vice-Chancellor of any significant incident including any injuries or damage.
- 4.40 In seeking assistance for the management of demonstrations or counter demonstrations, the Manager, Security Services should convey to the police the university's commitment to free and rational discussion of issues, to tolerance for the respectful expression of opinions in line with UTS's behavioural expectations and the requirements of the law.
- 4.41 The university accepts that the police will determine what level of assistance, if any, they can provide and the lawful measures they need to use to fulfil their responsibilities.

Construction and building works

- 4.42 Any construction work or building works on campus must be undertaken through and managed by either FMO and/or the [Program Management Office](#).

Filming and photography

- 4.43 UTS permits filming and photography on campus in line with this policy.
- 4.44 Permission to undertake commercial filming or photography is authorised and requested in line with the [Facilities Hire Vice-Chancellor's Directive](#) on the appropriate submission form. Approval of requests are granted by the Manager, Property in consultation with the Manager, Security Services and the Director, MCU. A day rate will be negotiated as part of the agreement.
- 4.45 UTS welcomes and will endeavour to facilitate requests from current UTS students for access to campus spaces for filming and/or photography assignments. Generally, all fees are waived for student filming.
- 4.46 For security and other access related reasons, filming and photography requests from students must be made in writing two weeks in advance to the [events coordinator](#), MCU. The events coordinator must consult with the Manager, Security Services regarding all on-campus filming requests made by UTS students.
- 4.47 Filming and photography access requests that involve non-public spaces will be referred to the faculty manager for approval.
- 4.48 Permission from UTS is required before any use of remotely piloted aircrafts (RPAs) or drones on or above a UTS campus.
- 4.49 Any users of RPAs or drones (including external photography companies engaged for this purpose) on or above UTS property must adhere to the guidelines and regulations of the [Civil Aviation Safety Authority](#) (CASA).

- 4.50 The university's filming with RPA at UTS checklist outlines a list of requirements and supporting documentation to be submitted as part of the formal approval. The checklist can be requested from Security Services [via email](#). Operation of an RPA or a drone is considered a dangerous activity and must be approved in line with statement 4.37 of this policy.
- 4.51 Sightings of unsafe RPA or drone operations (ie flying close to people, taking photos of people without consent, flying too high) should be reported to CASA via [email](#) with sufficient evidence (ie photos or video recordings of the breach and the person controlling the drone at the time).
- 4.52 The use of RPAs or drones on UTS campus by an unlicensed/unauthorised person is strictly prohibited. The use of RPAs and drones on campus for recreational purposes is also prohibited and will not be authorised.

Animals on campus

- 4.53 Assistance animals are permitted on campus in line with the [Disability Discrimination Act 1992 \(Cwlth\)](#). UTS reserves the right to request documentation to prove the animal is accredited or otherwise trained to assist persons with a disability.
- 4.54 Animals that are specifically required for teaching and research activities (eg rats or mice) are permitted on campus in line with UTS's [animal care and ethics](#) and health and safety requirements.
- 4.55 With the exception of 4.53 and 4.54 above, no other animal is permitted on UTS campuses without the prior written approval of the Manager, Security Services. Requests may be made [via email](#). Unattended animals will be reported to the relevant local government authority for removal.

Conduct, behavioural standards and illegal substances

- 4.56 Taking illegal drugs on campus is forbidden and is a breach of this policy. Any person found taking illegal drugs, or in the possession of illegal drugs, will be asked to leave campus immediately. Staff and students will have any incident involving illegal drugs reported to the Manager, Security Services and will be documented on their staff and student record. The Manager, Security Services may inform the police.
- 4.57 Intoxicated persons increase the risks to their own wellbeing as well as to other campus users. Risks include being at greater risk of accident, harm and general poor judgement.
- 4.58 Any persons under the influence of alcohol or other substances are still held to the same behavioural standards and expectations outlined in the [Equity, Inclusion and Respect Policy](#), the [Student Rights and Responsibilities Policy](#) and the staff [Code of Conduct](#).

Policy breaches

- 4.59 All potential breaches of this policy should be reported to the Manager, Security Services for decision by the Deputy Vice-Chancellor (Resources) and, where appropriate, the Vice-Chancellor.

- 4.60 Breaches of this policy by UTS staff are managed in line with the [Code of Conduct](#) and/or relevant [Enterprise Agreement](#).
- 4.61 Breaches of this policy by UTS students will be handled in line with the [Student Rights and Responsibilities Policy](#) and [Section 16, Student Rules](#).

5. Policy ownership and support

5.1 **Policy owner:** The **Deputy Vice-Chancellor (Resources)** is responsible for enforcement and compliance of this policy, ensuring that its principles and statements are observed. The Deputy Vice-Chancellor (Resources) is also responsible for the approval of any associated university level procedures.

5.2 Policy contacts:

The **Director, Facilities Management Operations (FMO)** is responsible for overseeing the use, maintenance and management of UTS campuses. In fulfilling this duty, the Director, FMO is responsible for implementing this policy and acting as a primary point of contact for advice on fulfilling its provisions.

Manager, Security Services is responsible for reviewing and approving requests in line with this policy and, in particular, for the safety of all staff, students and demonstrators on campus.

5.3 Others:

Marketing and Communication Unit is responsible for facilitating the decision-making in line with this policy and for considering requests for student filming.

6. Definitions

The following definitions apply for this policy and all associated procedures. These are in addition to the definitions outlined in [Schedule 1, Student Rules](#).

Assistance animal is defined in the [Disability Discrimination Act 1992 \(Cwlth\)](#).

Authorised sponsor means a dean, director, faculty manager or member of the senior executive.

Campus (or UTS campus or campuses) means all indoor and outdoor spaces owned and/or managed by UTS including satellite sites and/or leased sites.

Conditions of use includes, but is not restricted to, standard facility preconditions, requirements of the user/applicant, notice of event requirements, health and safety obligations of the university and/or expectations of physical condition that are part of a normal authorisation to use UTS campuses.

Counter demonstrator(s) means any person or persons who are in vocal objection to an authorised demonstration. Those wishing to counter demonstrate should seek authorisation in line with this policy as a separate demonstration group.

Demonstration means any march, rally, sit-in, sit-down, interest group meeting or other form of protest or public assembly on any university campus attended by staff, students and/or members of the public.

General access routes or spaces include, but are not limited to, paved areas, pedestrian spaces, entrances, foyers, atrium spaces, hallways.

Private event means small official or unofficial gatherings of UTS staff (such as internal drinks, morning teas, small office celebrations), organised by UTS staff, that take place on campus that are normally no more than two hours duration.

Public event means an organised event or activity on campus for a fixed period of time that meets one or more of the following criteria:

- is held in a public space
- has been promoted to the public outside UTS on public forums (general advertisement, UTS public website, newsletters, social media etc.)
- is ticketed or by formal invitation
- includes external visitors or members of the public
- is a large activity or event, normally involving more than 25 individual attendees
- may have alcohol available for consumption (whether free or for purchase) for two hours or more.

Public space means a campus area, indoor or outdoor, to which members of the public have access (ie do not require a UTS access card to gain entry).

Restricted access space means a campus area, indoor or outdoor, that requires the use of an officially issued UTS access card to gain entry.

UTS access card means any cards (including staff cards, student cards, parking access cards or visitor cards) issued by UTS to allow access to relevant university premises and facilities.

Approval information

Policy contact	Director, Facilities Management Operations and Manager, Security Services
Approval authority	Vice-Chancellor
Review date	Three years from approval
File number	UR19/2764
Superseded documents	Public Spaces and Facilities Management Vice-Chancellor's Directive 2013 (UR11/591); Public Assembly on UTS Campus Vice-Chancellor's Directive 2012 (UR11/591)

Version history

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Vice-Chancellor	23/10/2019	09/12/2019	New policy

Web version

[Campus Policy](#)

References

Filming with RPA at UTS checklist

[Guidance for the service of alcohol at UTS](#) (PDF)

[UTS event approval request form](#) (PDF)

[UTS design guidelines](#) (PDF)

UTS Rules

[Section 16, Student Rules](#)

University policy

[Code of Conduct](#)

[Equity, Inclusion and Respect Policy](#)

[Health and Safety: policy and directive](#)

[Student Rights and Responsibilities Policy](#)

Legislation and regulatory instruments

[City of Sydney: public addresses and assemblies](#)

[Civil Aviation Act 1988 \(Cwlth\)](#)

[Civil Aviation Safety Regulations 1998 \(Cwlth\)](#)

[Disability Discrimination Act 1992 \(Cwlth\)](#)

Contacts

[Civil Aviation Safety Authority](#)

Director, Facilities Management Operations email: facilities@uts.edu.au

Marketing and Communication Unit, events coordinator email: events@uts.edu.au

[New South Wales Police](#)

Room bookings email: room.bookings@uts.edu.au

Security Services general email: security.general@uts.edu.au