

Public Spaces and Facilities Management Vice-Chancellor's Directive

Abstract

This Directive aims to provide information about the use and management of buildings, outdoor space and facilities comprising the University campus.

Dates	Directive approved 27/03/2013 Directive takes effect 19/04/2013 Directive is due for review (up to 5 years) 03/2018
Approved by	Vice-Chancellor
Implementation Officer	Director, Facilities Management Unit
Relevant to	All staff, students, contractors and visitors to the University
Related documents	Health and Safety — Policy and Directive UTS Event Approval Request form (PDF) Facilities Hire Vice-Chancellor's Directive Expression and Practice of Religious, Political and Other Values, Beliefs and Ideas at UTS — Policy, Procedure and Guidelines UTS Design Guidelines (PDF) Guidance for the service of alcohol at UTS (PDF)
Legislation	Work Health and Safety Act 2011 (NSW) Smoke-free Environment Act 2000 (NSW) Disability Discrimination Act 1992 (Cwlth) Liquor Act 2007 (NSW) Liquor Regulation 2008 (NSW)
File number	UR11/591
Superseded documents	
Review notes	

Contents

1. Purpose
2. Scope
3. Definitions
4. Directive principle
5. Directive statements
6. Roles and responsibilities
7. Acknowledgments
8. Version control and change history

1. Purpose

This Directive aims to formalise existing procedures, rules and conditions governing the use and management of the buildings, outdoor space and facilities comprising the University campus.

2. Scope

This Directive applies to all students, staff, visitors and contractors who visit, use or utilise the UTS campus.

3. Definitions

Wherever the following terms are used in this Directive they have the following meanings.

Event means use of a campus area for a specified period including but not limited to a function, event or activity that:

- invites internal and/or external visitors
- showcases UTS scholarship and/or research
- contributes to staff and/or student engagement
- is a staff and/or student event
- encourages wider public engagement with UTS, and/or
- is a charitable or other fundraiser.

University campus or **campus** means all indoor and outdoor spaces including building forecourts, common use areas of the University, libraries, lecture rooms and theatres, meeting rooms, laboratories, corridors, open-air grassed and paved areas, entrances, walkways, courtyards, terraces, parking areas, cafeterias, bars and function areas. It excludes office and administration areas.

4. Directive principle

The University campus is owned or occupied by the University.

5. Directive statements

5.1 Events

An event organiser or coordinator wishing to use or utilise any campus space for an event must have a dean, director or member of the Senior Executive who will sponsor and sign the [UTS Event Approval Request form](#) (PDF). The sponsor will have secured a resource commitment — including for funding, security and the responsible service of alcohol (if applicable) — to guarantee the event's successful implementation.

5.1.1 Charity fundraisers

UTS reserve the right in its absolute discretion to grant registered charities approval to undertake fundraising events or other activities on campus. Applications to undertake fundraising events or activities should be made in writing to the Registrar at least ten working days prior to the fundraiser.

5.1.2 Student fundraisers

Registered student organisations (including UTS Union Ltd and the Students' Association) may conduct approved fundraising, events, projects or campaigns on campus. Contact [UTS Union Ltd](#) for Union spaces and [Student Services](#) for other student spaces.

5.1.3 Outdoor area functions, live performances and outdoor noise

The outdoor area known as Alumni Green is available for event use by a number of University bodies. This area is booked through [Facilities Hire](#).

5.2 Environment

5.2.1 Smoke-free environment

UTS is required to comply with the [Smoke-free Environment Act 2000 \(NSW\)](#) under which smoking is prohibited in any University building on campus and/or in any University vehicle. This includes campus areas that are:

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

The prohibition of smoking 'adjacent to a building' on campus means smoking is not permitted in the physical proximity of the building where it would:

- require people to pass through the smoke to enter or exit the building
- allow the smoke to enter the building.

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

Smoking, or the use of electronic or e-cigarettes, outside University buildings on campus is only permitted in clearly marked, designated smoking areas.

5.2.2 Alcohol on campus

Alcohol can be served or consumed at an event on campus provided the event complies with the [Guidance for the Service of Alcohol at UTS](#) (PDF) and a [UTS Event Approval Request form](#) (PDF) has been completed, signed and approved, with a copy supplied to the Manager, Security Services not less than one week prior to the event.

This applies to University and UTS Union Ltd events held on University campus including but not limited to events:

- a. involving members of the public
- b. that are high profile for the University
- c. that may impact on the reputation of the University
- d. to be publicly advertised
- e. involving a large number of people, and/or
- f. ticketed or by formal invitation.

5.2.3 Animals on campus

To ensure the health and safety of all persons, no animal is to be brought onto the University campus without the express approval of the Manager, Security Services.

People with a disability who need a guide dog or other assistance animals are deemed to have been granted authority by the Manager, Security Services under [section 9](#) of the Disability Discrimination Act 1992 (Cwlth).

UTS may request documentation to prove the animal is an accredited assistance animal or otherwise trained to assist persons with a disability and to meet standards of hygiene and behaviour that are appropriate for an animal in a public space.

Unattended animals will be reported to the relevant local government authority, which will be requested to remove the animal.

5.2.4 Bicycles, scooters, skateboards, skates on campus

The use of bicycles, scooters, skateboards or skates (roller or inline) is not permitted in or on any part of the University campus. Mobility aids such as wheelchairs are permitted.

Bicycles may be wheeled through the campus to an appropriate bicycle rack or other suitable storage.

Bicycles must not be chained to any posts, fencing or handrails within the campus. Action will be taken to remove bicycles parked in such a manner.

5.2.5 Other potentially dangerous activities on campus

Other potentially dangerous activities, including but not limited to climbing, abseiling, tightrope walking, parkouring and planking, are not permitted in or on any part of the University campus.

5.3 Advertising and promotions

With regards to signs, pamphlets, A3 stands, pull-up banners, notices, flyers, banners, chalking and all other forms of advertising or promotional material posted in or on the University campus:

- a. any such material reasonably considered by the general University community, to be illegal, objectionable, discriminatory, defamatory, harassing, or containing offensive language, must not be displayed
- b. any concerns about such material should be raised with the Manager, Security Services.

Advertising and promoting events

Staff and students are encouraged to use the audio-visual display boards around campus or UTS notices email distribution system for advertising and promoting events.

Contact the Communications Officer, Marketing and Communication Unit, for audio-visual display board content development and bookings.

5.3.1 Display of promotional material

Promotional material aimed at students should generally be placed on student noticeboards and should follow such rules and conditions as are displayed on those noticeboards.

Promotional material aimed at staff is best displayed on audio-visual display boards, or distributed via email networks such as staff notices.

The wall space and pamphlet display area between the Student Centre and Security office in the main foyer of Building 1 City campus is also available for printed material.

5.3.2 Noticeboards

Within the University campus there are numerous noticeboards made available for student use. The University does not place any official notices on these boards. Official notices are only displayed on noticeboards that are clearly identified as official University noticeboards. Any material placed on the official University noticeboards that is not an official University notice will be removed immediately. UTS Union also controls noticeboards in various campus areas for UTS Union information and promotional purposes.

5.3.3 Banners

From time to time the Director, Facilities Management Operations, approves the placement of banners on building façades adjacent to campus entrances. These banners usually draw attention to University-wide events such as Information Day, Courses and Careers Day or other significant University activities. The banners may be displayed for a specified period of time and removed as soon as the event is concluded.

Approval will not be given for a banner to be suspended or hung in or on any University campus building where such action would in any way damage the building fabric or have the potential to cause damage.

5.3.4 Chalking

Chalking is permitted only on exterior footpaths within the University campus, and using only water-soluble chalk. The chalked area must be open to the elements to allow rain to wash the pathways clean over time to minimise the potential for visual pollution. Any costs associated with its removal may be recovered from the person(s) responsible.

Chalking is not permitted under sheltered areas, covered walkways, exterior walls of campus buildings or the interior of campus buildings.

5.4 Specific indoor spaces

5.4.1 Building forecourts

Unless specifically approved in writing by the Manager, Security Services, the paved areas leading to the entrances of all University campus buildings shall not be used for any unauthorised purpose including:

- parking motor vehicles
- parking or chaining bicycles to posts, fencing or to handrails provided to assist persons with disability
- any form of advertising, flyers, handouts or canvassing including the setting-up of tables or benches for any purpose
- the sale of any goods or food
- functions, or
- consumption of alcohol.

5.4.2 Building foyers and atrium spaces

Building foyers and atrium spaces are pedestrian routes and no event or display shall prevent access to any part of the building, either through the foyer or atrium area or alternatively through adjacent public hallways.

5.4.3 Hallways and circulation spaces

Tables, chairs or other fittings must not be stationed or set up so as to block any hallway, door or entrance.

5.5 Filming and photography

As a public institution with a very broad range of building styles and ages, the University appreciates the potential that its campus offers for diverse filming locations.

5.5.1 Commercial filming

Commercial filming requests are managed under the [Facilities Hire Vice-Chancellor's Directive](#) and all applications to film commercially on University campus must be made in writing to the Manager, Property and Facilities Hire, who will consult with the Director, Marketing and Communication Unit.

UTS reserves the right to refuse an application to film commercially if filming is judged to be inappropriate or conflicts with University mission, goals or values. The University is not obliged to give a reason for its decision.

A day rate is negotiated for commercial requests.

5.5.2 Student filming

The University welcomes requests from current UTS students for access to indoor and outdoor common use areas of the campus for filming assignments, and will endeavour to facilitate these requests.

For environmental, health, safety and security reasons, filming requests by students must be made in writing two weeks in advance to the Events Coordinator, Events, Exhibitions and Production in the Marketing and Communications Unit.

Where such requests involve non-common use areas, the Events Coordinator will refer the request to the relevant faculty manager for approval.

Generally all fees are waived for student filming.

5.6 Engaging contractors for construction work

Engaging contractors for on-site construction work must be done via the Projects branch, Facilities Management Operations (FMO), or by the Project teams in Program Management Office (PMO).

6. Roles and responsibilities

Accountable Officer: Deputy Vice-Chancellor and Vice-President (Resources)

Implementation Officer: Director, Facilities Management Operations (FMO)

The Director, Facilities Management Unit, is responsible for overseeing the use and management of all space relating to the University campus, including but not limited to maintenance, construction activities, security, cleaning and emergency management.

7. Acknowledgments

None applicable.

8. Version control and change history

Date	Version	Approved by	Amendment
27/03/2013	1	Vice-Chancellor	New Directive