

# Site Policy

## Section 1 - Purpose

(1) This Policy details the management of the University's campuses and distributed sites.

## Section 2 - Application

(2) This Policy applies to all of QUT's real property and physical environment, including campuses and distributed sites.

(3) Distributed sites may be physical infrastructure and land comprising a QUT workplace, or may be for physical infrastructure, land or equipment that QUT is entitled to use for specified purposes. The policy applies irrespective of the period of commitment.

(4) The following off-campus sites are not within the definition of a distributed site and are not subject to this Policy:

- a. short term use of an external facility for conferences and low risk training activities for no more than 10 working days;
- b. sites or locations where students engage in work integrated learning activities;
- c. sites where undergraduate students undertake compulsory field or practical experience (e.g. schools for education practical experience) or optional service learning;
- d. other higher education provider campuses where academic staff undertake professional development or teaching roles as agreed with QUT; and
- e. sites where low risk limited time activities are undertaken by individual staff or a small group of staff that are provided for under an agreement such as a Hospital Access Agreement, a Visitor Agreement, an Adjunct Agreement or similar which amongst other things addresses workplace health and safety requirements and QUT obligations such as costs (if any), subject to approval by the Executive Dean of the faculty most relevant to the site activity.

## Section 3 - Roles and Responsibilities

Position	Responsibility
Vice-Chancellor and President	Approves new primary distributed sites, changes to the purpose or strategic objectives of existing primary sites, and closure of primary sites.
Vice-President (Administration) and University Registrar	Approves new associated distributed sites, and changes and closures of associated distributed sites.
Head of relevant faculty or division	Is accountable for the overall performance, management, operation, and compliance with the permitted use conditions of a distributed site attached to the faculty or division. Obtains the endorsement of the Vice-President (Finance) and Chief Financial Officer and Director, Campus Services on the financial and property management aspects of proposals for new associated distributed sites, changes and closures of such sites and changes to primary sites that are not changes to their purpose or strategic objectives.

Position	Responsibility
Director, Facilities Management	<p>Ensures relevant site use approvals and authorities are in place.</p> <p>Responsible for project management of building improvements and maintenance for distributed sites in consultation with Campus Services.</p> <p>Negotiates with the relevant faculty or division on the provision of services such as mail services and core ICT, as needed and required for QUT's occupancy.</p> <p>Approves changes to primary sites that are not changes to their purpose or strategic objectives or permitted uses.</p>
Director, Campus Services	<p>Recommends need to acquire, dispose or occupy real property by QUT by lease, subject to availability of funds within approved budget limits and consistent with the University's plans.</p> <p>Approves and executes leases, licences or other forms of agreement on real property whether on or off campus.</p> <p>Determines if sites are classed as a distributed site.</p> <p>Negotiates and manages all property related matters for primary distributed sites, such as a property purchase or negotiation.</p> <p>Negotiates and manages a lease agreement and payment of lease fees for primary distributed sites.</p> <p>Responsible for landlord approvals associated with building improvements and maintenance for distributed sites.</p> <p>Acts as data custodian and owner of the QUT register of all primary and associated distributed sites.</p> <p>Negotiates with the relevant faculty or division on the provision of services such as transport, security and core ICT, as needed and required for QUT's occupancy.</p>

## Section 4 - Physical Environment

(5) QUT's physical environment comprises all land vested in or under the management or control of the University, together with all buildings and structures of any kind on such land. It also includes those services (e.g., water, energy, communications) which enable the site to function effectively.

(6) The University is sited on two separate campuses (i.e., Gardens Point and Kelvin Grove) and also utilises off-campus or distributed sites. Site plans and site services plans for each of QUT's campuses and distributed site locations are maintained by Facilities Management (Infrastructure Systems and Information).

(7) A substantial part of the land occupied by the University is State land issued under the [Land Act 1994](#) as either a deed of grant in trust or as a designated reserve, with the QUT Council being the trustee.

(8) The University may from time to time acquire further land. A decision on whether to retain the land as freehold or surrender it to the State is made by the Vice-Chancellor and President.

(9) The University leases a range of distributed sites, properties and spaces which are used for a range of purposes, predominantly research.

## Section 5 - Distributed Sites

(10) A decision about QUT's commitment to a primary distributed site will have regard to:

- The alignment of the distributed site and its activities with QUT strategic priorities in teaching, research or community and industry engagement;
- The relevant project proposal or plan, including the funding sources and budget, management of risk and opportunities and overall project management;
- The advice from the expert review panel;
- The appropriate site specific risk assessment, including business, financial and health, safety and

environmental risks;

- e. The relationship to QUT's existing property portfolio and management;
- f. For a research related site the alignment of the distributed site and its activities with QUT's research framework as set out in the policy relevant to the purpose of the site ([Research Structures Policy](#)); and
- g. The necessary legal agreements for site tenure and/or access, and other approvals and authorities to allow the intended use/s.

(11) A decision about QUT's commitment to an associated distributed site will have regard to:

- a. QUT's strategic priorities, any relevant overarching approved project agreements, management of risks and opportunities, alignment with QUT's property portfolio, and alignment with specific University policies.

(12) Following approval of a distributed site, the process for entering into legal agreements for leasing or occupancy is set out in Leasing of University Real Property in the [Property Policy](#).

## **Expert Review Panel**

(13) Prior to a decision on QUT's commitment to a primary distributed site, an expert panel may be appointed by and at the discretion of the Vice-Chancellor and President. The panel will provide expert independent advice on proposals for and investments in primary distributed sites involving strategic and high risk investments. Panel members will have financial, research or teaching, governance, project and operational management skills and knowledge as relevant to the proposal, and will be a mix of external and QUT members. The panel is authorised to obtain all information necessary and consult with QUT staff and external stakeholders.

## **Section 6 - Management of Distributed Site**

(14) The head of the relevant faculty or division or relevant delegated responsible officer will have primary responsibility for ensuring that operational management and performance of the site is appropriate. This includes ensuring that adequate procedures and protocols are in place for matters such as managing access and activities on the site, health, safety and environmental management responsibilities, and that other compliance, administrative and financial aspects of the distributed site are addressed, including reporting on performance objectives and benefits set out in the site business case. Relevant departments such as Facilities Management, Health, Safety and Environment and Digital Business Solutions will provide operational support on a needs basis and Campus Services are responsible for lease administration & associated finances plus overview of the site and landlord management.

## **Section 7 - Grounds and Landscaping**

(15) Guidelines related to landscaping, materials and finishes, services, signage etc, for inclusion in new and refurbishment works and maintenance programmes, are determined by Facilities Management, drawing on the Landscape Master Plan and Landscape Maintenance Manuals.

## **Section 8 - Signage**

(16) Publication standards for official signs are prescribed in the QUT Brand Centre and University design standards and guidelines. The QUT Brand Centre must be strictly followed, especially in regard to the use of the QUT logo, which is a registered Trade Mark. Signage standards are essential for providing consistency and to present a single cohesive visual identity for the University.

(17) Facilities Management (through the Associate Director, Capital Works) is responsible for the design and

installation of all signs fixed to University buildings. For a distributed site, Campus Services will arrange lessor approvals.

## Section 9 - Posting of Notices

(18) Noticeboards are provided in a number of locations throughout the campuses and primary distributed sites to facilitate the posting of official and general interest notices for the information of the campus population. Unless a noticeboard is attributed by signage to a specific purpose (such as for official notices or faculty related material), it may be used to display general notices.

(19) Advertising material should not be posted on QUT property, including painted surfaces, floors, walls, doors, windows etc. Event signage may be temporarily posted, with the approval of the Manager Facilities Services within Facilities Management, but such signage must be removed by the responsible party after the event. Chalking on QUT property, including walls, passage ways, footpaths etc is not permitted and cleaning staff are under instructions to remove any notices or chalking that do not comply with this Policy. In addition, the party responsible for the display of the material will be charged for the time spent removing the material and any necessary restoration of the surface.

(20) Clean-up costs associated with littering (for example flyers) will also be charged to the responsible party.

(21) Subject to compatibility with academic freedom, freedom of expression and human rights, the University reserves the right to prevent, cease the distribution or utilisation of, or remove any unacceptable material ([Acceptable Use of Information and Communications Technology Resources Policy](#)) from its campuses. Breaches in this regard may represent a breach of the [Code of Conduct - Staff](#) or [Code of Conduct - Student](#) or may be referred by QUT to the appropriate external authority.

## Section 10 - Definitions

Term	Defintition
Gardens Point Campus	All land occupied or owned by QUT in the vicinity of the Brisbane City Gardens Point reach of the Brisbane River for University purposes, for its role as trustee of Old Government House, and for the car park under the south eastern freeway.
Kelvin Grove Campus	All land owned or occupied by QUT at Kelvin Grove for University purposes in the vicinity of Musk Avenue and Victoria Park Road, including land owned or occupied by QUT in the Kelvin Grove Urban Village.
A Primary Distributed Site	Is defined as typically having the following attributes: 1. the site is located at a place other than the Gardens Point, Kelvin Grove; and 2. the site is a place where activities supporting QUT research or training programs, or QUT teaching and learning activities, or QUT administration and support services are undertaken, and 3. the site (land and/or buildings): <ul style="list-style-type: none"><li>◦ is owned by QUT, either solely or jointly with others, or QUT has agreed to occupy the site for a nominated period with occupancy entitlements and obligations (through a formal lease or other contractual arrangement), and QUT staff, contractors or students occupy the site and work there some or all of the time; or</li><li>◦ is a facility or site not owned or leased by QUT but with significant direct QUT investment to provide services to QUT for research and/or teaching and learning.</li></ul>

Term	Defintition
An Associated Distributed Site	<p>Is defined as typically having the attributes of a Primary Distributed Site except that it comprises a small QUT footprint and limited QUT investment, and has one or more of the following characteristics:</p> <ol style="list-style-type: none"> <li>1. QUT has agreed to occupy a site that is owned by another party on a fixed term temporary basis (no more than 3 years) or infrequently over a longer period, through a formal lease or other formal agreement. QUT occupancy may be for QUT staff, contractors or students, or physical assets or equipment;</li> <li>2. there is no specific lease or other formal property agreement for occupancy, but QUT's right to use or occupy the land or facility is conveyed in a formal agreement such as a research project agreement or a service agreement or an adjunct professor arrangement, to which QUT and the site owner are parties. Unless stated otherwise in the agreement the site owner is responsible for site induction and any site security, safety, environmental management and operating procedures; and</li> <li>3. the site exists to provide support services or products for, or is otherwise associated with, an existing primary distributed site/s.</li> </ol>
Unacceptable Material	Refer to <a href="#">Acceptable Use of Information and Communications Technology Resources Policy</a> .

Status and Details

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Policy Owner	Nathan Richardson Director, Facilities Management
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