

# Campus Access, Premises and Facilities Policy

## Section 1 - Key Information

<b>Policy Type and Approval Body</b>	Administrative - Vice-Chancellor
<b>Accountable Executive - Policy</b>	Chief Operating Officer
<b>Responsible Manager - Policy</b>	Director, Infrastructure and Operations
<b>Review Date</b>	25 February 2029

## Section 2 - Purpose

(1) The purpose of this Policy is to:

- a. outline the University's approach to the provision of access to University premises and facilities;
- b. set out the University's expectations in respect of all those who enter or use University premises and facilities; and
- c. support a safe campus while protecting lawful workplace rights, freedom of speech and academic freedom, which are defining values and enshrined in the University's [Protection of Freedom of Speech and Academic Freedom Policy](#).

## Section 3 - Scope

(2) This Policy applies to:

- a. all University premises and facilities;
- b. all users of University facilities;
- c. all individuals who seek to enter or remain on University premises; and
- d. anyone who enters or remains on University premises and buildings including staff, students, affiliates, contractors and visitors.

## Section 4 - Key Decisions

Key Decisions	Role
Approve the erection of structures on University premises	Chief Operating Officer - see the La Trobe <a href="#">University Grounds Statute 2009</a>
Issue a formal 'warning off'/trespass notice	SEG members and Director, Infrastructure and Operations
Investigation of decision made under this Policy	Applicable university complaint management processes and University Ombudsman - see <a href="#">Ombudsman Statute 2009</a>

## Section 5 - Policy Statement

(3) The University is committed to designing, building and maintaining University premises and facilities that are fit for their intended purpose and which support and enrich the student, staff and visitor experience.

(4) The University may regulate access to and the use of its premises and facilities. Regulation will be subject to reasonable and proportionate limitations in line with the University's obligations at law and commitment to the protection of academic freedom and free speech, which are paramount values.

(5) In determining whether to provide access to or use of its premises and/or facilities (i.e the terms and conditions for entry), the University will have regard to:

- a. its purpose and objects as set out in the [La Trobe University Act 2009](#);
- b. the University's commitment to freedom of speech as set out in the [Protection of Freedom of Speech and Academic Freedom Policy](#) which includes the French Model Code;
- c. the University's health and safety and other legal/regulatory compliance obligations; and
- d. rights afforded under law including the [Charter of Human Rights and Responsibilities Act 2006](#), the La Trobe University [Enterprise Agreement 2023](#) or any successor Enterprise Agreement.

(6) All individuals seeking to enter or remain on University premises and/or use University facilities, must comply with the University's terms and conditions for entry and this Policy.

(7) Failure to comply may result in:

- a. being required to leave University premises and/or cease using its facilities;
- b. property being removed or being required to be removed;
- c. disciplinary action in the case of students/staff;
- d. in serious situations, referral to law enforcement agencies.

(8) Except where immediate action is required for safety reasons, procedural fairness will be afforded wherever possible and appropriate.

## Section 6 - Procedures

### Part A - Access and Use

(9) The terms and conditions for entry or presence on University premises and/or the use of University facilities (which are subject to the policy principles set out above) may be set through:

- a. policy of the University;
- b. signage approved by the Director, Infrastructure and Operations;
- c. a written notice or direction issued in accordance with this procedure; and
- d. the publication of notices or any other means approved by the Vice-Chancellor.

(10) In line with the policy principles, entry is subject to reasonable and proportionate restrictions intended to ensure the safety of people and/or security of property.

(11) For example, the following is prohibited:

- a. activities which create an unacceptable health and safety risk such as:
  - i. the possession, carriage and/or use of weapons;
  - ii. threatening, harassing and/or violent behaviour.
- b. unreasonable disruption which materially impacts the operations, purpose/objects of the University; or
- c. other breaches to this or other University policy or the law.

(12) Access to restricted University premises/facilities is provided via student and staff identity cards having regard to:

- a. the nature of the premises/facility;
- b. the role of the individual concerned; and
- c. any other reasonable requirement of the University.

(13) Staff and members of Security may, acting reasonably, require any individual to provide their staff or student ID or another form of identification.

## **Part B - Parking**

(14) Permit parking facilities for staff, students and other members of the University community may be provided at the Bundoora and Bendigo campuses subject to the displayed parking restrictions, payment requirements (where applicable) and any other specified conditions.

(15) Parking on University premises is undertaken at the risk of the owner of the vehicle. The University accepts no responsibility for any loss or damage to a vehicle while it is parked on University premises.

(16) A person who has parked on University premises is responsible for:

- a. any breach of parking restrictions and any specified conditions;
- b. any damage caused by the permitted vehicle, even if another person drove or parked the vehicle.

(17) An officer authorised under the [Road Safety Act 1986](#) (Vic) may issue a parking infringement notice requiring the driver or any other person responsible to pay a fine if any car parking rules are breached.

(18) University funds must not be used to pay for a parking infringement notice.

## **Part C - Erection of Structures**

(19) In accordance with the [University's Grounds Statute 2009](#), a person must not, without the prior written consent of the Chief Operating Officer, erect, construct or set up a Structure on University premises. Requests can be made by email via [COO@latrobe.edu.au](mailto:COO@latrobe.edu.au) and will not be unreasonably withheld.

(20) Requests are not required and approval from the COO is deemed to have been granted in the following circumstances:

- a. approval has been provided as part of another University process (e.g. event booking process, the [Health and Safety Procedure - Events](#));
- b. small, low risk temporary items/Structures (e.g. tables, small gazebos) where they do not create a health and safety hazard (e.g. by obstructing access/egress), are used/erected for short periods during business hours and the structures do not impede booked events.

(21) The Chief Operating Officer may direct that any structure that does not comply with this Policy be dismantled and removed immediately.

## Part D - Display Materials

(22) The University recognises that Display Material may be used to support activities, events and engagements taking place on campus.

(23) All Display Material on University premises must:

- a. comply with the law;
- b. be affixed in a way that does not create a health and safety hazard;
- c. in the case of posters or similar, be affixed on Approved Notice Boards or not otherwise damage University property;
- d. not be displayed in a way that limits others from promoting their activity/viewpoint; and
- e. in the case of banners and flags:
  - i. only be displayed for the duration of the associated activity;
  - ii. not be affixed to University property unless prior approval has been obtained from the Director, Infrastructure and Operations, which will not be unreasonably withheld.

(24) Those responsible for Display Material are also responsible for removing it once the event/activity has passed.

(25) Authorised staff may remove material that does not comply with this policy. Display Material which complies with University policy must not otherwise be removed.

## Part E - Protests

(26) Peaceful protests are an important part of university life, free speech and a functioning democratic society. They can also be protected at law as part of protected industrial action and the [Charter of Human Rights and Responsibilities](#).

(27) The University will impose reasonable and proportionate limitations on protests in accordance with the University's [Protection of Freedom of Speech and Academic Freedom Policy](#). Protests must:

- a. comply with the law;
- b. not damage University or other property;
- c. not impede the University's ability to discharge its legal duties, including its health and safety obligations. For this reason, they must:
  - i. not prevent access or movement of people, vehicles or create other safety hazards;
  - ii. be held in open spaces, and not inside buildings;
- d. not materially impact the operations, purpose/objects of the University.

## Part F - Temporary Exclusion and Trespass

### Immediate temporary removal for safety/preservation of property

(28) Staff and members of Security may, acting reasonably, direct a person found to be in breach this policy to immediately leave/cease using University premises or facilities (e.g. individuals found to be behaving in a fashion which compromises safety (e.g. threatening, harassing and/or violent behaviour) or damaging property (e.g. tagging graffiti).

(29) Where any such immediate and temporary action is taken, it must be reported to the Director, Infrastructure and Operations at the earliest opportunity.

## Trespass

(30) Only Senior Executive Group members and the Director, Infrastructure and Operations are authorised to issue individuals with a formal warning off/trespass notice in accordance with the [Summary Offences Act 1966](#) (Vic). This power should only be exercised having regard to the requirements of this and any other relevant University instrument/policy. For example, the power of student exclusion in prescribed circumstances, which sits with the Vice-Chancellor pursuant to the [General Misconduct Statute 2009](#).

(31) Where a notice is issued, it must state:

- a. the basis for the notice, including reference to the relevant instrument/policy where applicable; and
- b. the duration of exclusion.

(32) Failure to comply with any such notice may result in law enforcement action, including criminal prosecution for trespass.

## Part G - Concerns and Complaints

(33) An individual may seek an investigation of any decision to temporarily remove, warn off/trespass them via the University's usual complaint processes and the University Ombudsman via [ombudsman@latrobe.edu.au](mailto:ombudsman@latrobe.edu.au)

(34) Concerns/complaints regarding parking can be raised via [traffic@latrobe.edu.au](mailto:traffic@latrobe.edu.au)

(35) Concerns/complaints regarding any other aspect of this Policy can be made to the Integrity Office via [integrityoffice@latrobe.edu.au](mailto:integrityoffice@latrobe.edu.au)

## Section 7 - Definitions

(36) For the purpose of this Policy:

- a. Approved notice boards: are approved locations for the affixing of notices/posters and other display material, and are reserved for the exclusive use of LTU students, staff, the NTEU, approved corporate partners and affiliates of the LTU. This includes approved areas within University Accommodation.
- b. Display materials: includes but are not limited to physical materials with content intended for information, display or promotions including posters, flags, banners, notices, signage boards, A-frames and portable display equipment, stickers, decals, graffiti and digital signage displays.
- c. Structure: as per the [University Grounds Statute 2009](#), means any temporary or permanent structure, whether fixed to the land or not, and includes, without limitation, any structure affording shelter from the weather.
- d. University Premises: means the University's land or other real property (within or outside Australia), including campuses, buildings, structures and all other premises (or part thereof) owned, occupied, managed or controlled by the University, whether under lease, licence or other arrangement.
- e. Weapon: has the same meaning as that defined in the Firearms Act 1996 (Vic) and the Control of Weapons Act 1990 (Vic) as amended, and includes: firearm and imitation firearm, ammunition, spear gun, baton, knives (e.g. flick knife, knuckle knife, butterfly knife, hunting knife, dagger), sword, spear, crossbow, blow gun, catapult, knuckle duster, martial arts weaponry, and articles designed to discharge, such as capsicum, mace or similar.

## Section 8 - Authority and Associated Information

(37) This Policy is made under the [La Trobe University Act 2009](#).

(38) Associated information includes:

- a. [General Misconduct Statute 2009](#)
- b. [University Grounds Statute 2009](#)

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	26th February 2026
<b>Review Date</b>	26th February 2029
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	25th February 2026
<b>Expiry Date</b>	Not Applicable
<b>Responsible Manager - Policy</b>	Sam Wishart Director, Infrastructure and Operations +61 3 9479 1369
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