

# Campus Policy

## Purpose

At UNSW, we're proud of our vibrant community and the resources available to all of our community members. To ensure we maintain a welcoming and respectful campus, we've set out rules that apply when you enter our premises and grounds.

## Scope

This policy applies to all university staff, students, contractors, and visitors on University premises and grounds, referred to in this policy as "**campus users**".

## 1. Expectations of Campus Users

- 1.1. All campus users must be respectful of people, privacy and property, and must comply with relevant laws and applicable UNSW policies, including but not limited to the [Code of Conduct and Values](#), the [Child Protection Policy](#), [Anti-Racism and Anti-Religious Vilification Policy](#), [Health and Safety Policy](#) and [Equity, Diversity and Inclusion Policy](#) (each as amended or replaced from time to time).
- 1.2. UNSW reminds all campus users of their obligations under work, health and safety legislation, to:
  - take reasonable care for their own health and safety
  - take reasonable care that their own acts or omissions do not adversely affect the health and safety of other persons and
  - comply, so far as they are reasonably able, with any reasonable instruction given by or on behalf of UNSW to allow UNSW to comply with work, health and safety legislation.
- 1.3. Campus users must comply with this policy and any direction provided by an Authorised UNSW Staff Member or UNSW Security.

## 2. Access

- 2.1. Safe and unobstructed access is required at all times to and from the campus and buildings.
- 2.2. The [Inclosed Lands Protection Act 1901 \(NSW\)](#) applies to the University premises and grounds. Campus users are required to comply with the provisions of this Act and may

be subject to directions relating to unlawful entry, offensive conduct and providing identification. Directions may be issued by an Authorised UNSW Staff Member, UNSW Security or NSW Police.

- 2.3. The University premises and grounds is also a public place for the purposes of the [Summary Offences Act 1988 \(NSW\)](#). This means it is an offence under section 6 of that Act to obstruct the movement of people or vehicles on the University premises and grounds without reasonable cause.
- 2.4. UNSW Security or NSW Police may remove any obstructions.

### 3. Transport to and from Campus

- 3.1. UNSW supports campus users using all modes of legal transport to access the campus. Bicycles and other legally wheeled transport equipment (including e-bikes, scooters, skateboards and skates), may be:
  - wheeled through the campus to designated racks or storage areas (see more information at [Getting Here: Cycling](#)); and/or
  - used on campus, provided that riders cycle slowly, give way to pedestrians and observe signs indicating when to dismount.
- 3.2. UNSW Security may remove any bicycle, scooter or other wheeled transport equipment that is suspected of being abandoned or that is left in an area that is unauthorised or undesignated, or blocking access to the campus or buildings.
- 3.3. The use of e-scooters and other motorised personal transporters that are prohibited or illegal to be used on public roads, footpaths, carparks or in parks in NSW (see [NSW Government: Prohibited Vehicles](#)) must not be used on campus.

### 4. Parking

- 4.1. UNSW is a restricted parking area and is regulated under [Road Rules 2014 \(NSW\)](#). This means anyone parking contrary to the conditions on the signage may be fined (see [Parking on campus](#)).

### 5. Advertising, information and promotional materials

- 5.1. Staff and students may produce, distribute or communicate advertising, information and promotional material in compliance with this policy and the [Promotional and Advertising Guidelines for UNSW Campuses](#).
- 5.2. UNSW reserves the right to remove all advertising and promotional material that breaches the [Promotional and Advertising Guidelines for UNSW Campuses](#) or the [Model Code for the Protection of Freedom of Speech and Academic Freedom in Australian Higher Education Providers](#).



5.3. We also encourage students to check out the [ARC - UNSW Student Life](#) website.

## 6. Space and Event approval

### 6.1. Use of outdoor space

Estate Management coordinates use of outdoor space on University grounds. To ensure members of the UNSW community have appropriate access to enjoy our spaces for their events, bookings must be made in advance and approved by Estate Management. See further detail on [Making a Booking](#).

### 6.2. Hire of venues

UNSW Venues and Events coordinates the use and hire of venues on University premises and grounds. [See further detail on Venues](#).

UNSW Security must all be notified in advance of any events. See further detail on [scheduling an event or security request form](#).

## 7. Visiting Speakers

7.1. UNSW will continue to invite controversial speakers to campus as part of the University's remit of critical dialogue, freedom of speech and exchange of ideas. However, where the speaker has demonstrated through previous statements and actions, a history of hate speech and/or incitement to violence or when the content is below scholarly standards which could create an environment on campus with an increased safety or psychosocial risk, UNSW reserves the right not to invite or to cancel the speaker.

## 8. Alcohol on campus and illicit substances and drugs

8.1. Campus users must follow the [Alcohol and Drugs Procedure](#) in relation to the consumption of alcohol on University premises and grounds. Unlawful substances including illegal drugs must not be brought onto University premises and grounds including UNSW affiliated accommodation. UNSW does not condone the practice or intake of illicit or recreational drugs on UNSW premises and grounds.

## 9. Smoking and vaping

9.1. University premises and grounds are 100% smoke-free, which includes all forms of tobacco smoking, including cigarettes, cigars, e-cigarettes (vaping) and water pipe tobacco smoking. Campus users must comply with the [Smoke-Free Environment Policy](#) while on University premises and grounds, including UNSW affiliated accommodation.

## 10. Weapons and explosives

10.1. Unlawful weapons or explosives (including fireworks) must not be brought onto University premises and grounds, including UNSW affiliated accommodation.



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## 11. Demonstrations on campus

- 11.1. Demonstrations by UNSW staff and students are permitted on campus grounds in line with this policy, the [Code of Conduct and Values](#) and all relevant federal and state laws or regulatory guidelines.
- 11.2. UNSW staff and students may conduct demonstrations only in open public spaces (not inside buildings) on campus provided they:
- are orderly, peaceful and do not make other campus users feel harassed or intimidated
  - do not unreasonably disrupt the operations of the University, including teaching, events and research
  - do not damage University property or the property of other campus users
  - do not unreasonably disrupt access to and from the University premises and grounds
  - do not disrupt, limit or prevent others from going about their normal business; and
  - comply with reasonable directions from UNSW Security required to ensure the safety of the campus users.
- 11.3. Demonstration organisers must notify UNSW Security a minimum of 48 hours before any demonstration (email: [security.services@unsw.edu.au](mailto:security.services@unsw.edu.au)).
- 11.4. Demonstration organisers should note that the University premises and grounds is a public place for the purposes of the [Summary Offences Act 1988 \(NSW\)](#). Organisers should familiarise themselves with the requirements under that Act for authorised public assemblies.
- 11.5. UNSW Security are responsible for putting in place reasonable and proportionate security measures following their assessment of the risk that a campus user will become the target of demonstrators, counter demonstrators or other threats.
- 11.6. UNSW will take such measures as are reasonable in the circumstances to ensure the safety of campus users, to prevent the damage, theft or misuse of University property and to ensure the conditions set out above (in this Demonstration section) are adhered to.
- 11.7. Campus users must allow UNSW staff and students to peacefully demonstrate on University premises and grounds without fear of retaliation or retribution. Campus users who do not agree with protesting groups are not entitled to take action to prevent the expressing of those views. Under no circumstances should campus users take it on themselves to 'police' any demonstration, protest or civil disturbance.
- 11.8. Demonstrators and counter demonstrators (or objectors) must act in accordance with UNSW policies including the [Code of Conduct and Values](#), [Anti-Racism and Anti-Religious Vilification Policy](#), [Health and Safety Policy](#) and [Equity, Diversity and Inclusion Policy](#) at all times.



## 12. Sleeping on campus

- 12.1. UNSW provides students and staff with spaces to study, rest, socialise, eat and reflect. Napping for a short period is permitted for students on campus, so long as the use of space is reasonable, safe and in line with this policy and other applicable UNSW policies.
- 12.2. While UNSW acknowledges that rest is essential for wellbeing, sleeping or living arrangement on campus is not permitted at any time and is a breach of this policy. This includes sleeping in vehicles on campus, setting up beds or tents, the use of blankets, pillows or sleeping bags, moving furniture or other University property, or creating other living arrangements, temporary or permanent at any time of day. This does not apply to designated accommodation on University premises and grounds or to UNSW authorised overnight hackathons or other authorised activities.
- 12.3. Authorised UNSW Staff Members or UNSW Security may approach campus users who are resting, napping or sleeping to check identification (including asking for a student ID card/staff access credentials and other forms of photo identification on request) or conduct welfare checks. Campus users found resting, napping or sleeping on University premises and grounds that are not UNSW staff or students may be asked to leave University premises and grounds by Authorised UNSW Staff Members or UNSW Security. This may occur to ensure the safety and security of all campus users.
- 12.4. We encourage UNSW students and staff to seek support (see the [Support for Students Policy](#), the [Domestic Violence Support Policy](#) and our [Psychology and Wellness web page](#)), or an external support agency if UNSW Security identify a welfare concern. UNSW students with a health need in relation to resting and recuperating should contact the [Equitable Learning Services](#). Staff should contact Human Resources or the [Employee Assistance Program](#).

## 13. UNSW Security

- 13.1. UNSW Security is available 24 hours a day, 7 days a week and should be contacted for any incidents or concerns (see [Your Safety](#)).
- 13.2. UNSW Security and UNSW contracted security providers are permitted to undertake security activities on University premises and grounds. Third party contracted security providers are not permitted in any circumstances to undertake any form of security activity on the premises and grounds.
- 13.3. UNSW will respond to any emergencies and critical incidents in accordance with the [Emergency Response Plan](#).
- 13.4. In situations of perceived or actual risk UNSW Security are permitted to:
  - initiate temporary restrictions or conditions on the movements of people to protect their safety and security and to manage critical or potentially critical incidents, and



- remove those in breach of this policy from campus for the safety of the wider UNSW community.

## 14. Police assistance

- 14.1. UNSW may seek assistance from the police where it reasonably believes that UNSW staff or personnel (including security staff) are not in a position to manage a potential - incident.
- 14.2. In seeking assistance for the management of demonstrations or counter demonstrations, UNSW should convey to the police the university's commitment to free and respectful demonstrations in line with this policy (see above at Demonstrations) and the requirements of the law.

## 15. Policy breaches

- 15.1. Authorised UNSW Staff Members or UNSW Security staff may approach any campus user to:
- ensure compliance with this policy
  - check identification (including asking for a student card/staff access card, credentials and other forms of photo identification on request)
  - conduct welfare checks
  - ensure the safety or security of the campus user
  - manage an emergency response
  - remove any sleeping or living arrangement
  - ask the campus user to vacate an area or move location to support campus safety; and/or for another authorised use.
- 15.2. If a campus user does not comply with this policy, Authorised UNSW Staff Members or UNSW Security may ask them to leave University premises and grounds. If a campus user does not leave University premises and grounds after receiving a direction from an Authorised UNSW Staff Member or UNSW Security to do so, the campus user will be trespassing and may be in breach of the [Inclosed Lands Protection Act 1901 \(NSW\)](#).
- 15.3. If a student or staff member fails to provide identification when requested, this will also be a breach of the [Code of Conduct & Values](#).
- 15.4. Breaches of this policy, other UNSW policies and our [Code of Conduct & Values](#) by staff or students are managed in accordance with the [Complaints Management and Investigations Policy & Procedure](#).

## 16. Policy Communication

- 16.1. It is important that all persons on University premises and grounds are aware of this policy. This will be facilitated as much as possible via the following means:



- All current staff and students will be advised of the policy through the normal University policy dissemination protocols and will be reminded of the policy from time to time
- Prospective students will be advised of the policy at the time of the University making them an offer to study
- Signage will be installed to advise students, staff and visitors that they must comply with this policy while on University grounds.

## Definitions and Acronyms

<b>Authorised UNSW Staff Member</b>	means a UNSW staff member fulfilling the requirements of their duties.
<b>Demonstration</b>	means any march, rally, sit-in, sit-down, or other form of protest or public assembly on any campus attended by any campus user.
<b>Public space</b>	means a campus area, indoor or outdoor, including but not limited to paved areas, pedestrian spaces, entrances, foyers, atrium spaces and hallways, to which members of the public have access credential (that is they do not require a UNSW access card, whether issued to staff, students or visitors to gain entry).
<b>Sleeping or living arrangement</b>	means any period of extended rest or sleep and/or establishing any type of living arrangement through the use of vehicles, camping equipment, bedding or any other equipment, or by moving, altering or otherwise using university equipment, facilities or furniture.
<b>University premises and grounds or Campus</b>	All land, property and any location/site whether on or off campus that may be under the control of UNSW or in use by UNSW for commercial, academic and/or research purposes, irrespective of whether UNSW is the owner, commercial occupier or simply a temporary user of the land, property or location/site.
<b>Visitor</b>	means any individual visiting or transiting through a campus for work or recreational purposes and who is not a student of the university or employed by or affiliated with the university.

## 17. Responsibilities

- 17.1. This policy was established by the Vice-Chancellor & President under by-law 5(6)(a) of the University of New South Wales By-law 2005 (NSW) and delegation 4.2.2 of the University Delegations of Authority.



**Version:** 1.0

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**Responsible:** Vice President, Operations

**Lead:** Director, Security & Traffic

## Version History

- Version 1.0 approved by Vice-Chancellor and President on 28 May 2024 effective 28 2024. New policy.



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