CAMPUS POLICY
Approved by Council: 7 October 2015
Revised by Council: None

Related Documents

Higher Education Standards Framework
Regulation 3: Colleges
Occupational Health and Safety Policy

1. **Rationale and Objectives**

1.1 The University is committed to ensuring that facilities are available for the delivery of courses and units of study that enhance the quality of learning, teaching and research by staff and students. This policy establishes the minimum criteria for approval of a site as a Campus of the University that provide for the safety of staff and students and the enhancement of higher education activities.

2. **Scope**

2.1 This policy applies to all Colleges of the University.

3. **Definitions**

3.1 A Primary Campus is the primary site at which a College delivers courses of study of the University. A Primary Campus must be owned or leased by the University or by the College or by its parent entity.

3.2 A Secondary Campus is any site other than a Primary Campus at which a College delivers a course of study or more than one unit of study of the University.

3.3 A Temporary Delivery Site is a site approved by a College of the University for the purpose of delivery of a single unit of study. If the site is used for more than one unit or for a course of study, the site must be registered as a Primary or Secondary Campus.

3.4 An Offshore Campus is a Primary Campus or Secondary Campus situated outside of Australia.

4. **Principles**

4.1 The University is committed to ensuring that safe, well-maintained facilities are provided for the delivery of its courses of study.

4.2 Colleges are responsible for the development and maintenance of facilities at which courses or units of study are delivered.
4.3 Insurance, occupational health and safety, and critical incident policies are in place to cover any site at which courses or units of study are delivered.

4.4 The quality of facilities at a site are appropriate to the unit, units, course or courses of study to be delivered and are at the standard expected of a University.

4.5 If a site is not owned or leased by the College or the College's parent entity, a lease or hire agreement is in place for the period during which teaching will take place.

5. Approval of Delivery Sites

5.1 The Schedule to this Policy is the list of approved sites for the delivery of courses and units of study at the University.

5.2 A Primary Campus is approved for inclusion on the Schedule by the Council when an institution is approved to become a College of the University. If the location of a Primary Campus is changed or intended to be changed, alteration of the Schedule must be approved in advance by the Council.

5.3 A Secondary Campus may be approved for inclusion on the Schedule by the Vice-Chancellor, when the Vice-Chancellor is satisfied that the Secondary Campus meets the requirements of this Policy.

5.4 An Offshore Campus may only be approved for inclusion on the Schedule by the Council, when the Council is satisfied that all applicable Australian and local statutory regulatory requirements have been met and that appropriate agreements are in place to govern the arrangement.

5.5 A site may only be removed from the Schedule when

a) the College has advised the Vice-Chancellor to remove the site; or

b) a resolution authorising removal of the site has been passed by the Council.

6. Monitoring and reporting

6.1 Colleges are responsible for seeking approval in advance for the inclusion of a delivery site on Schedule A to this Policy.

6.2 Colleges are responsible for providing evidence to the Office of the Vice-Chancellor through the College Information Collection or on reasonable request to demonstrate compliance with this Policy, including but not limited to occupational or workplace health and safety procedures, critical incident management, ownership or lease or hire agreements, insurance policies.

6.3 Colleges are responsible for ensuring that any Temporary Delivery Site meets the requirements of this Policy.

6.4 Colleges are responsible for reporting to the Vice-Chancellor any breach or possible breach of this Policy.

6.5 The Office of the Vice-Chancellor is responsible for maintaining a Campus Master Plan that includes a record of maintenance, development, or extension work undertaken in relation to any facility covered by this policy.
6.6 The Office of the Vice-Chancellor is responsible for maintaining a Capital Plan that includes a record of any new building project in relation to any facility covered by or intended to be covered by this policy.

6.7 All delivery sites are reviewed at least once each five years by the University through the internal review of a College.

7. Date of next review

7.1 This policy must be reviewed no later than 31 December 2017.
SCHEDULE

1. **Primary Campus**

1.1 Australian Lutheran College
    104 Jeffcott Street, North Adelaide, South Australia

1.2 Catherine Booth College
    100 Maidstone Street, Ringwood, Victoria

1.3 Catholic Theological College
    278 Victoria Parade, East Melbourne, Victoria

1.4 Morling College
    120 Herring Road, Macquarie Park, New South Wales

1.5 Pilgrim Theological College
    29 College Crescent, Parkville, Victoria

1.6 St Athanasius Coptic Orthodox Theological College
    88-154 Park Road, Donvale, Victoria

1.7 Sentir Graduate College of Spiritual Formation
    99 Studley Park Road, Kew, Victoria

1.8 Stirling Theological College
    44-60 Jacksons Road, Mulgrave, Victoria

1.9 Trinity College Theological School
    Trinity College, Royal Parade, Parkville, Victoria

1.10 Whitley College
    50 The Avenue, Parkville, Victoria

1.11 Yarra Theological Union
    98 Albion Road, Box Hill, Victoria

2. **Secondary Campus**

3. **Offshore Campus**

None.