

1. Purpose

- 1.1 This policy ensures that Central Australian Institute of Technology Higher Education (CAIT Hi-Ed) provides and maintains facilities and infrastructure that are safe, accessible, sustainable, and fit for purpose. Facilities, buildings, learning resources, IT systems, and educational support services support high-quality learning, teaching, professional learning, and administration, in compliance with the Higher Education Standards Framework (HESF) and TEQSA requirements.

2. Scope

- 2.1 This policy applies to:
 - All CAIT Hi-Ed teaching and learning spaces, libraries, digital platforms, and administrative sites.
 - All physical facilities, ICT systems, equipment, and learning resources.
 - All staff, students, consultants under contract, and visitors accessing CAIT Hi-Ed facilities and resources.

3. Policy

- 3.1 CAIT Hi-Ed provides facilities, infrastructure, and resources that:
 - Support effective delivery of academic programs, learning content, and educational support.
 - Comply with legislation, regulations, and codes of practice (including WHS, accessibility, and building standards).
 - Are safe, secure, and accessible for all students and staff, including people with disabilities.
 - Include fit-for-purpose learning and teaching spaces, library collections (digital and physical), ICT systems, and educational support resources.
 - Are allocated fairly, managed efficiently, and reviewed regularly to meet the needs of students, staff, and the community.
 - Incorporate principles of environmental sustainability and efficient resource use.

4. Principles

- 4.1 Fitness for Purpose: Facilities, ICT systems, and resources are appropriate for the nature, scale, and mode of CAIT Hi-Ed's operations.
- 4.2 Accessibility: All students and staff have equitable access to learning resources, study spaces, IT facilities, and support services.
- 4.3 Health, Safety and Security: CAIT Hi-Ed provides safe and secure environments, with authorised access, risk management, and emergency procedures in place.
- 4.4 Sustainability: Facilities planning and use incorporate environmentally responsible practices.
- 4.5 Continuous Improvement: CAIT Hi-Ed monitors, reviews, and improves facilities, resources, and services through regular feedback and evaluation.
- 4.6 Compliance: All facilities, infrastructure, and services meet the requirements of TEQSA's Higher Education Standards Framework and legal obligations.

5. Procedure

5.1 Planning and Allocation

- CAIT Hi-Ed identifies facilities, resources, and study space needs through strategic planning, enrolment forecasts, and academic requirements.
- CAIT Hi-Ed allocates facilities based on priority for teaching and learning, followed by professional learning, student support, and administration.

5.2 Access, Use and Security

- CAIT Hi-Ed inducts students and staff on safe, secure, and responsible use of facilities and IT systems.
- CAIT Hi-Ed controls access through secure systems, including after-hours and restricted area protocols.
- CAIT Hi-Ed schedules spaces to maximise equitable access and efficient use.

5.3 Management and Maintenance

- CAIT Hi-Ed conducts routine inspections, preventative maintenance, and repairs of facilities.
- CAIT Hi-Ed monitors ICT infrastructure and digital platforms for reliability, security, and performance.
- The Library officer reviews and updates collections to ensure relevance, adequacy, and accessibility.
- CAIT Hi-Ed upgrades learning and teaching technologies to support high-quality course delivery.
- CAIT Hi-Ed ensures full compliance with lease terms and conditions. Any breaches or infractions of lease obligations will be reviewed and reported to the Governing Board

5.4 Health, Safety and Risk Management

- CAIT Hi-Ed conducts regular WHS risk assessments and implements mitigation measures.
- Emergency procedures, first aid, and security systems are in place and tested periodically.
- All staff and students report hazards, incidents, and near-misses through established systems.

5.5 Educational Support and Student Services

- CAIT Hi-Ed provides academic support services, including study skills, library assistance, and IT help.
- Learning resources and support services are available on campus and online.
- CAIT Hi-Ed makes reasonable adjustments for students with additional needs.

5.6 Review and Reporting

- The Facilities Manager conducts annual reviews of facilities, infrastructure, and resources and reports to the Academic Board.
- The Academic Board evaluates adequacy of facilities and resources in supporting student learning and compliance with HESF.
- The Senior Management Committee considers risks, gaps, and improvement needs identified through reviews.
- Lease compliance will also be included in annual reviews and reporting processes where relevant.

6. Roles and Responsibilities

Role	Responsibility
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Governing Board	Oversees compliance with HESF standards and strategic alignment.
Senior Management Committee	Approves major projects, facilities allocations, and ensures alignment with the strategic plan.
Facilities Manager	Manages space allocation, daily operations, maintenance, security, risk assessments, and compliance monitoring and ensures adherence to lease conditions where applicable.
IT Services Manager	Maintains ICT infrastructure, cybersecurity, learning management systems, and digital platforms.
Library Officer	Ensures adequacy, currency, and accessibility of library collections and learning resources.
Academic Board	Monitors adequacy of facilities, ICT, and resources in supporting student learning and teaching quality.
Student Support Services	Provides educational support resources, including learning skills development and accessibility services.
Staff	Use facilities and resources responsibly, follow WHS and security protocols, and report issues.
Students	Use facilities appropriately, comply with access requirements, and provide feedback through surveys and committees.

7. Authority and Compliance

File Number	HEP82
Status	Current
Approval Authority	Governance Board.
Legislative Compliance	<ul style="list-style-type: none"> Higher Education Standards Framework (Threshold Standards) 2021 (HESF) Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act) Work Health and Safety Act 2011 (Cth) and relevant State/Territory WHS laws Disability Discrimination Act 1992 (Cth) Disability Standards for Education 2005 (Cth) Building Code of Australia (BCA) Australian Standards (AS) for facilities, safety, and accessibility Privacy Act 1988 (Cth) – where CCTV/security monitoring is in place Fire and Emergency Services legislation (State/Territory)
Supporting Documents	<ul style="list-style-type: none"> CAIT Hi-Ed Space Allocation Guidelines CAIT Hi-Ed Space request form CAIT Hi-Ed Access Card/Key Request Form CAIT Hi-Ed Visitor and Contractor Induction Form CAIT Hi-Ed Maintenance Request Form CAIT Hi-Ed Hazard/Incident Reporting Form CAIT Hi-Ed Emergency Evacuation and Safety Procedures CAIT Hi-Ed Library Access and Collections Guidelines CAIT Hi-Ed Educational Support Service Guidelines

	<ul style="list-style-type: none"> • CAIT Hi-Ed Annual Facilities Review Template • CAIT Hi-Ed IT Security measures and service arrangements • CAIT Hi-Ed Learning Management System features • CAIT Hi-Ed Floor Plan Description • CAIT Hi-Ed SIM Equipment Description
Related Documents	<ul style="list-style-type: none"> • CAIT Hi-Ed Health, Safety and Wellbeing Policy and Procedure • CAIT Hi-Ed Risk Management Policy and Procedure • CAIT Hi-Ed Critical Incident Policy and Procedure • CAIT Hi-Ed Student Support and Services Policy and Procedure • CAIT Hi-Ed Equity and Diversity Policy and Procedure • CAIT Hi-Ed Teaching and Learning Strategy • CAIT Hi-Ed Course Review, Benchmarking and Continuous Improvement Policy and Procedure • CAIT Hi-Ed Compliance Management Policy and Procedure • CAIT Hi-Ed Privacy Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2021	<ul style="list-style-type: none"> • Standard 2.1; ss 1 – 3 • Standard 3.3; ss 1 – 3 • Standard 6.2; ss 1d & 1e • Standard 6.3; ss 1 - 2
Education Services for Overseas Students (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018	<ul style="list-style-type: none"> • Standard 2; ss 1 • Standard 6; ss 1 - 3 • Standard 11; ss 2a & 2b • Standard 14; ss 1 -2 • Standard 15; ss 1
Responsible Officer	Facilities/Operation's Manager.
Responsible Executive	CEO.
Enquiries Contact	Academic Dean.
Effective Date	
Expiry Date	Not applicable
Next Review	3 Years from the effective date

8. Review Schedule

This policy will be reviewed by the Governance Board every three years.

Version History			
Version No	Approved by	Approval Date	Revision Notes
1.0	Governance Board	1/10/2025	Presented
1.1	Governance Board	21/11/2025	Approved