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## Campus Life Policy

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### 1. Purpose

The purpose of this Policy is to set out the high-level principles that Te Herenga Waka – Victoria University of Wellington (the University) embraces to ensure the University Precincts are suitable for study and work and hospitable for its community and visitors.

### 2. Application of Policy

This Policy applies to Staff Members and Students. It also applies to independent contractors, adjunct and visiting staff, professors emeriti, interns, volunteers, individuals providing services to the University, and any other person present within the University Precincts.

### Policy Content

### 3. Principles

3.1 To maintain the University Precincts suitable for study and work and hospitable for its community, the University strives to ensure that –

- (a) its policies and practices are compliant with the [Education and Training Act 2020](#), the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#), the [Health and Safety at Work Act 2015](#), other relevant New Zealand laws, consistent with [Te Tiriti o Waitangi Statute](#), and respectful and responsive to diverse needs and abilities; and
- (b) its exposure to commercial, reputational, health, safety and wellbeing, and security risks is minimised.

3.2 Members of the University Community are expected to take a shared responsibility approach for the effective implementation of this Policy.

3.3 Staff Members responsible for disseminating information to other Members of the University Community about a matter covered under this Policy must ensure that the requirements of this Policy are included.

3.4 It is the responsibility of Campus Operations to take all reasonable steps to ensure compliance within public areas and the responsibility of Managers to take all reasonable steps to ensure compliance within office areas.

3.5 Any concerns about the matters covered under this Policy must be reported to Director, Campus Operations.

### 4. Events on campus

4.1 The University is strongly committed to upholding the rights and freedoms contained in the [New Zealand Bill of Rights](#)<sup>1</sup> and academic freedom as defined under [section 267\(4\) of the Education and Training Act 2020](#) when making decisions about the use of its Precincts for Events.

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<sup>1</sup> This includes the right to freedom from discrimination on the grounds of discrimination in the [Human Rights Act 1993](#).

- 4.2 Events within the University Precincts must comply with Aotearoa New Zealand legislation, align with the University's values and policies and be subject to a risk assessment where there is a potential risk as outlined in clause 3.1(b).
- 4.3 Events must be booked through the relevant booking processes linked in the table below.

Event or booking type	Support provided by
<a href="#">Student and Club Events</a>	University Clubs
<a href="#">Internal conferences</a>	Senior Engagement and Events Adviser
<a href="#">External bookings</a>	Campus Operations

- 4.4 Campus Operations shall apply a commercial approach to venue hire for external Events and a cost recovery approach for internal Events. Venue hire fees may be waived at the discretion of Director, Campus Operations.

*Note: To apply, please fill out the [Venue Hire Waiver form](#) and send it to [CLBusinesssupport@vuw.ac.nz](mailto:CLBusinesssupport@vuw.ac.nz) for review.*

- 4.5 The Tumu Whakarae – Vice-Chancellor (or delegate) has the authority to decline Event proposals and associated booking requests or other activities within the University Precincts where they pose a conceivable risk to –
- the health, safety and well-being of Members of the University Community; or
  - the effective functioning of the University.

- 4.6 The Tumu Whakarae – Vice-Chancellor (or delegate) may choose to convene an ad-hoc advisory committee to seek advice before reaching a final decision under clause 4.5.

*Note: Delegations must comply with the [Delegations Statute](#) both in procedural and material terms. Please refer to the [Delegations Schedule](#) for a full record of delegated authorities at the University.*

## 5. Smoking and drug use on campus

- 5.1 Smoking, vaping, and using illicit drugs are prohibited within the University Precincts.
- 5.2 Reporting to work or being at work while under the influence of any drugs or substances, to the extent of being unable and/or unfit to perform duties in a proper and healthy and safe manner is considered misconduct under the [Staff Conduct Policy](#).

## 6. Promotion and safe consumption of alcohol on campus

- 6.1 The University recognises its responsibilities in allowing the safe sale, supply, and consumption of alcohol for Events and within the University Precincts.
- 6.2 Advertisements and promotions on the University Precinct that are intended or likely to encourage excessive alcohol consumption are prohibited.
- 6.3 Advertisements and promotions on the University Precinct of bars, events and activities are permissible provided that they conform to the [Alcohol Advertising and Promotion Code](#) issued by the New Zealand Advertising Standards Authority.
- 6.4 Where there is uncertainty about a promotion or advertisement, Members of the University Community must consult with Director, Campus Operations.
- 6.5 This Policy sets out a minimum standard. Student Accommodation may have separate alcohol management guidelines providing they do not conflict with this Policy.

6.6 An application to hold an Event including the sale or supply of alcohol must be completed for Events that involve 30 or more people. This forms the basis for a risk assessment. Applications must be made via the [Staff Service Centre](#).

6.7 Campus Operations is responsible for ensuring a risk-based oversight of the sale, supply, and consumption of alcohol and for compliance with the [Sale and Supply of Alcohol Act 2012](#) and [Wellington City Council alcohol licensing regulations](#).

## 7. Children visitors on campus

### *Supervision of Children*

7.1 People bringing children onto the University Precincts are considered responsible for the children's safety and actions. They must take all practical steps to ensure that children comply with any reasonable request by Staff in charge of places of work (including lecture theatres), comply with written instructions or signs, and only access authorised areas.

7.2 Staff Members organising events where children may attend must ensure that participants are made aware of their responsibilities under clause 7.1 above and that arrangements for supervision are made where needed.

7.3 Individuals who supervise children are responsible for any damages caused by them.

## 8. Animals on campus

8.1 To protect the Members of the University Community and properties from hazards associated with or caused by animals and to prevent potential disruptions to its academic and non-academic operations, the University does not allow animals (except for those owned by the University) to be brought onto or remain within the University Precincts unless it is permitted by New Zealand law, Wellington City Council's by-laws, or this Policy.

8.2 In accordance with [section 75 of the Dog Control Act 1996](#), Disability Assist Dogs accompanying persons with disabilities are exempt from the restrictions above.

8.3 Persons accompanied by Disability Assist Dogs are encouraged to inform Te Amaru – Disability Services and Campus Operations before arriving at the University Precincts so that the University can facilitate access and orientation. Staff Members who are being supported by a disability assist dog are encouraged to coordinate necessary arrangements with their line managers.

8.4 A dedicated area is available for exercising and toileting Disability Assist Dogs. The University's Disability Assist Dog Run is located near Mauri Ora – Student Health and Counselling (Gate 1 Student Union Building).

8.5 The University may allow dogs for therapy purposes in dedicated areas at the request of Manawa Ora – Student Wellbeing, Health, Safety and Wellbeing, and Victoria University of Wellington Students' Association (VUWSA). Persons intending to bring their dogs to the University Precincts for therapy purposes must contact Campus Operations beforehand to obtain permission and relevant guidance.

8.6 Persons permitted to bring a dog to the University Precincts under clause 8.5 must ensure their dog remains under appropriate supervision and control at all times.

8.7 Members of the public walking their dogs within the University Precinct must comply with Wellington City Council by-laws. The behaviour of any animal and any mess or damage caused by the animal is the owner's responsibility.

8.8 Any unsupervised dog found within the University Precincts will be considered a stray and could be removed by the University to the City Pound. The University will not be responsible for any cost incurred by a dog owner in retrieving their dog. However, collars will be checked for contact details before taking action.

## 9. Parking on campus

- 9.1 Parking at the University is managed by Property Services.
- 9.2 Detailed information on parking can be found under the University's [Car Parking Procedure](#).

## 10. Breaches

- 10.1 Staff Members or Students who do not abide by the above rules and expectations may face disciplinary action under the [Staff Conduct Policy](#) and the [Student Conduct Statute](#).
- 10.2 Incidents likely to result in disciplinary action must be reported to the relevant Head of School, Central Services Unit (CSU) Director, and Associate Director, Campus Operations.
- 10.3 Where a breach of this Policy involves persons who are not a Member of the University Community, the University may seek assistance from another organisation or refer the matter to an external agency for resolution. The University may also take steps to ensure the safety of its community (such as immediate revocation of permission to access the University Precinct and/or issuing a trespass notice) where satisfied that it is appropriate to do so.

## 11. Definitions

In this Policy, unless the context otherwise requires:

Children means a person under the age of 15 years who is not a Student.

Disability Assist Dog means a dog certified by one of the organisations listed in Schedule 5 of the Dog Control Act 1996 as being a dog that has been trained (or is being trained) to assist a person with a disability.

Event refers to activities such as conferences, symposiums, seminars, workshops, public lectures, gatherings, functions, ad hoc ceremonies, exhibitions, and performances held within the University Precincts.

Timetabled learning and teaching activities, activities organised for assessment and/or other academic purposes, sports and fitness activities held at the University's recreation centre, graduation and other official University ceremonies, casual administrative activities (such as staff welcomes/farewells, staff morning teas), and internal business meetings (including meetings of the University Council, Committees of Council, Academic Board, Subcommittees of the Academic Board, and Te Hiwa) are not considered as events.

*Note: [Relevant forms](#) must be filled out for activities where alcohol is supplied.*

Manager means a staff member with management responsibilities, including members of Te Hiwa, Heads of School, CSU Directors, and other line managers.

Members of the University Community means staff members and students, independent contractors, adjunct and visiting staff, professors

	emeriti, interns, volunteers, and any other persons providing services to the University.
Staff Member	means an employee of the University.
Student	means any person enrolled in a personal course of study at the University, or a person who is studying at the University under an exchange agreement with another institution and includes a resident in a Student Accommodation.
Student Accommodation	means accommodation managed by or on behalf of the University.
University Precincts	means all campuses, premises, grounds, and buildings owned by, in possession of, or administered by the University.

### Related Documents and Information

#### 12. Related Documents

[Education and Training Act 2020](#)  
[Victoria University of Wellington Act 1961](#)

[Alcohol Advertising and Promotion Code](#)  
[Children's Act 2014](#)  
[Dog Control Act 1996](#)  
[Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)  
[Health and Safety at Work Act 2015](#)  
[Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)  
[Human Rights Act 1993](#)  
[Human Rights \(Disability Assist Dogs Non-Discrimination\) Amendment Bill](#)  
[New Zealand Bill of Rights Act 1990](#)  
[Sale and Supply of Alcohol Act 2012](#)  
[Smokefree Environments and Regulated Products Act 1990](#)

[Car Parking Procedure](#)  
[Delegations Statute](#)  
[Health, Safety and Wellbeing Policy](#)  
[Security Policy](#)  
[Staff Conduct Policy](#)  
[Student Conduct Statute](#)  
[Te Tiriti o Waitangi Statute](#)

#### 13. Document Management and Control

##### *Essential Record*

Approver	Tumu Whakarāe – Vice-Chancellor
Approval Date	16 April 2024
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Sponsor	Toi Ohanga – Chief Operating Officer
Policy Owner	Director, Campus Operations

##### *Modification History*

Date	Approval Agency	Details
1 May 2024	General Counsel	Editorial correction.
16 April 2024	Tumu Whakarāe – Vice-Chancellor	New Policy.