

Infrastructure and Asset Security Policy

Section 1 - Purpose

(1) To provide the framework for strategic, equitable, effective, efficient and functional use of RMIT infrastructure and assets that meets the RMIT Property Plan and legislative requirements.

Section 2 - Overview

(2) RMIT infrastructure and assets are fundamental to the proper functioning of the RMIT Group. This policy sets out principles and responsibilities for:

- a. the effective management of University infrastructure which is aligned to the organisation's strategic plan and reconciliation and sustainability principles
- b. efficient planning and management of space and facilities
- c. the development and implementation of a systematic risk-based approach to asset security management.

Section 3 - Scope

(3) This policy applies to all RMIT campuses and locations, buildings and facilities within the RMIT Group.

Section 4 - Policy

Principles

(4) The University is committed to providing fit for purpose facilities for all students, researchers and staff that meet regulatory compliance requirements, occupational health and safety standards and appropriate environmental standards.

(5) Planning, allocation and management of space and facilities across the RMIT Group will be optimised according to organisation needs.

(6) RMIT will develop and implement a systematic risk-based approach to asset security management to enable the organisation to mitigate security-related risks to people and assets.

(7) Space occupancy and management will:

- a. maximise efficient and sustainable use of the University's facilities and learning and teaching resources
- b. support staff and address requirements under relevant Enterprise Bargaining Agreements
- c. support students in their program of study
- d. provide for on-campus, non-laboratory workspace to facilitate the good progress and completion of research by

higher degree by research candidates

e. be re-prioritised as operational activities change or new priorities emerge.

Responsibilities

(8) The Executive Director, Property and Campus Operations is responsible for developing and implementing infrastructure strategy and policy for the RMIT Group.

(9) Property and Procurement is responsible for the planning and management of space for the RMIT Group and will undertake regular audits and reviews of space to inform planning that includes:

- a. changes to the purpose or designation of space
- b. changes to access
- c. sharing of space between organisational units
- d. upgrades, maintenance and other work.

(10) Organisational units will work with Property and Procurement where changes to staffing or their activities require changes in the use or purpose of space.

(11) All staff and contractors are responsible for asset security management as part of their day-to-day activities.

(12) Facilities and Asset Management (encompassing Campus Safety and Security), provides expertise specific to asset security management of RMIT University people and physical assets.

(13) Information Technology Services and the Chief Information Security Officer provides expertise specific to asset security management of the Groups' information assets.

(14) Facilities and Asset Management is responsible for developing and implementing a systematic risk-based approach to asset security management, in collaboration and consultation with each entity, college and portfolio.

Review

(15) This policy will be reviewed every three years and will have regard to the outcomes of periodic reviews and audits.

Section 5 - Procedures and Resources

(16) Refer to the following documents which are established in accordance with this policy:

- a. [Infrastructure and Asset Security Procedure](#)
- b. [Timetable Procedure](#)

Section 6 - Definitions

(17) (Note: Commonly defined terms are in the RMIT Policy Glossary. Any defined terms below are specific to this policy).

Fit for purpose	Well-equipped or well suited for its designated role or purpose.
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Status and Details

Status	Historic
Effective Date	19th October 2020
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Approval Authority	Vice-Chancellor's Executive
Approval Date	2nd September 2020
Expiry Date	5th June 2022
Policy Owner	Fiona Notley Chief Operating Officer
Policy Author	Seamus McCartney Executive Director, Property Services Group
Enquiries Contact	Procurement

Glossary Terms and Definitions

"RMIT Group" - RMIT University and its controlled entities (RMIT Europe, RMIT Online, RMIT Vietnam, RMIT University Pathways)

"Fit for purpose" - Well-equipped or well suited for its designated role or purpose.