

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
- d. management of student and staff parking within RMIT University campuses in accordance with legislative requirements.

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.

(8) Students, staff and visitors must observe and comply with parking terms and conditions on campus.

Responsibilities

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

(10) 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.

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

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

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

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

(15) 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.

(16) Property Services, Campus Planning and Services is responsible for the allocation of parking spaces and all other parking related matters including the [Congestion Levy](#).

Review

(17) 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

(18) 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

(19)

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

Status and Details

| | |
|---------------------------|--|
| Status | Historic |
| Effective Date | 6th June 2022 |
| Review Date | 26th March 2023 |
| Approval Authority | Senior Policy Advisor |
| Approval Date | 2nd September 2020 |
| Expiry Date | 7th March 2023 |
| Policy Owner | Teresa Finlayson Chief Operating Officer |
| Policy Author | Elise Cockerill Executive Director, Property Services Group |
| Enquiries Contact | Procurement |

Glossary Terms and Definitions

"RMIT Group" - The University, its controlled entities and strategic investment vehicles (known as the RMIT Group).

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