

Property Management Policy

Section 1 - Purpose

(1) To provide the framework for strategic, equitable, effective, efficient and functional use of RMIT infrastructure and assets 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 RMIT infrastructure which is aligned to the organisation's strategic plan 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 campuses in accordance with legislative requirements.

Section 3 - Scope

(3) This policy applies to all RMIT campuses and locations, buildings, infrastructure, cultural assets, space use and allocation, and facilities within the RMIT Group.

(4) The security of information assets is not in scope and is covered by the [Information Technology and Security Policy](#) and the [Information Governance Policy](#).

Section 4 - Policy

Principles

(5) RMIT 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.

(6) Planning, allocation and management of space and facilities across the RMIT Group is optimised according to organisational needs.

(7) RMIT develops and implements a systematic risk-based approach to asset security management to enable the organisation to mitigate security-related risks to people and assets.

(8) Space occupancy and management:

- a. maximises efficient and sustainable use of the RMIT's facilities and research, learning and teaching resources
- b. supports staff and addresses requirements under relevant enterprise agreements

- c. supports students in their program of study
- d. provides for on-campus, non-laboratory workspaces to facilitate the progress and completion of research by higher degree by research candidates
- e. is re-prioritised as operational activities change or new priorities emerge.

(9) Management of parking spaces complies with legislative obligations. Students, staff and visitors must comply with parking terms and conditions.

Responsibilities

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

(11) Property Services is responsible for the planning and management of space for the RMIT Group and undertakes 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.

(12) Organisational units work with Property Services where changes to staffing or their activities require changes in the use or purpose of space.

(13) All staff and contractors are responsible for asset security management as part of their day-to-day activities, as appropriate to their level of responsibility and authority.

(14) Facilities and Asset Management provides expertise specific to asset security management of people and physical assets of the RMIT Group.

(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 is responsible for the allocation of parking spaces on RMIT's Australian campuses and all other parking related matters, including the Congestion Levy. Property Services at RMIT Vietnam manage parking at RMIT Vietnam campuses.

Section 5 - Procedures and Resources

(17) [Property Management Procedure](#)

(18) [Timetable Procedure](#)

(19) [Cultural Asset Management Procedure](#).

Status and Details

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Policy Owner	Fiona Notley Chief Operating Officer
Policy Author	Elise Cockerill Executive Director, Property Services Group
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Glossary Terms and Definitions

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