

Policy	Facilities and Assets Policy
Policy Number	G011
Approval Authority	Board of Directors
Responsible Officer	Campus Director
Operational Responsibility	Campus and IT Lead
Purpose	This Policy sets out LCI Melbourne (LCIM)'s principles and commitments for the appropriate use, management, and oversight of owned and leased facilities, assets, and equipment. LCIM is committed to providing and maintaining fit-for-purpose, safe, and accessible facilities and resources that support staff, students, and high-quality learning and teaching, and contribute to a positive work and study environment.
Scope	<p>This Policy applies to all activities relating to the use of LCIM facilities, assets, equipment, information and communication technologies, and supporting infrastructure where such use may impact the safety, functionality, or operations of the Institute.</p> <p>It applies to all users of LCIM facilities and resources, including employees, students, contractors, visitors, and any other parties granted authorised access.</p>
Policy Statement	<p>LCIM requires that all facilities, assets, and resources—whether physical or digital—are used responsibly, securely, and in a manner that supports institutional operations, learning environments, and community wellbeing. All employees, contractors, and students who access LCIM facilities and resources are expected to:</p> <ul style="list-style-type: none"> ▪ take reasonable care of institutional assets and infrastructure, ▪ comply with relevant policies, procedures, and safety requirements, and ▪ use facilities and resources in a respectful, efficient, ethical, and lawful manner.
Policy	<p>Use of Facilities, Assets and Resources</p> <p>Employees, contractors, students, and authorised visitors who access LCIM facilities, equipment, or resources are required to use them appropriately and in accordance with approved policies and procedures.</p> <p>Users must:</p> <ul style="list-style-type: none"> ▪ take reasonable care of facilities, equipment, and infrastructure; ▪ comply with correct usage, safety, and access requirements; ▪ protect the security and integrity of data, systems, passwords, and access credentials; ▪ ensure facilities are kept tidy and waste is disposed of correctly; ▪ refrain from making unauthorised alterations to facilities, including decorative applications or modifications;

	<ul style="list-style-type: none"> ▪ promptly report damage, malfunction, loss, or suspected misuse to the Campus Lead or relevant support area; and ▪ ensure resources are not used for unlawful, unsafe, or inappropriate purposes, including unauthorised software use, data breaches, or improper storage of materials. <p>LCIM facilities and resources are provided primarily to support institutional operations, learning, teaching, research, and administration. Use for personal, commercial, or entertainment purposes is not permitted, except for incidental personal use that does not interfere with LCIM operations, employment obligations, or academic responsibilities.</p> <p>LCIM accepts no responsibility for personal equipment brought onto campus by staff, students, contractors, or visitors.</p> <p>Access to facilities and resources may be restricted, suspended, or withdrawn where use is inconsistent with LCIM's mission, policies, or legal obligations, or where improper use is identified.</p> <p>Confidentiality and Information Security</p> <p>All staff and students must ensure that personal, confidential, or sensitive information is handled securely and in accordance with LCIM's information management and privacy obligations.</p> <p>Student and staff personal information must be stored only on approved LCIM systems and platforms. The following activities are prohibited:</p> <ul style="list-style-type: none"> ▪ unauthorised sharing of sensitive or confidential information; ▪ inappropriate access to files, directories, or systems; ▪ storing or sharing files that are not required for legitimate work or study purposes using LCIM systems.
<p>Relevant Legislation and Guidelines</p>	<ul style="list-style-type: none"> ▪ Higher Education Standards Framework (Threshold Standards) 2021 ▪ 2016 Higher Education Support Act (2003) ▪ Education Services for Overseas Students Act 2000 (ESOS) ▪ Copyright Act 1968 (Cwlth) and the Copyright Amendment (Digital Agenda) ACT 2000 (Cwlth) ▪ Competition and Consumer Act 2010 (Commonwealth) ▪ Telecommunications Act 1997 (Cwlth) and associated Acts ▪ Spam Act (2003) (Commonwealth) ▪ Crimes Act 1914 (Cwlth) ▪ Broadcasting Services Act 1992 (Cwlth) and associated Acts ▪ Privacy Act (Cwlth) 1988 ▪ Information Privacy Act 2000 (Victoria) ▪ Privacy and Data Protection Act 2014 No.60 (VIC) ▪ Fair dealing Guidelines – Australian Copyright Council ▪ Equal Opportunity Act (Vic) 2010 ▪ Criminal Code Amendment (Sharing of Abhorrent Violent Material) Act 2019 (Cth)

Key Related Documents	G011 Facilities and Assets Procedure LCI Network Information and Communications Technology Policy LCI Network Computer Use Policy G014 Privacy and Intellectual Property Policy and Procedure G015 LCI Melbourne Code of Conduct G018 Access and Equity Policy and Procedure G005 Risk Management and Critical Incident Policy and Procedure		
Date Approved	14 October 2021		
Date of Commencement	14 October 2021		
Date for Review	Q3 2025		
Documents superseded by this Procedure	LCI Information and Communications Technology Procedure 2018		
Amendment History	Changed to Policy and Procedure Additional information added to superseded policy		
Signed and dated for LCIM	Professor Warren Bebbington	MTG3 2021 BoD minutes	14 October 2021

Commented [AD1]: [@Alyssa Montecard](#) please add codes for consistency

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Procedure Category	Governance
Responsible Officer	Campus Director
Stakeholders	Board of Directors Campus and IT Lead Leadership Team Academic Staff Professional Staff Students Contractors and Visitors to LCIM
Review Date	M3 2025
Approved by Board of Directors	
Change and Version Control	

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean and Principal	Updated Policy and separate procedure	14 October 2021	14 October 2021
2.0	Campus Director	Undated Policy	M2 2026 February	M2 2026 February