

<b>Procedure</b>	<b>Facilities and Assets Procedure</b>
Procedure Number	G011
Approval Authority	Board of Directors
Responsible Officer	Campus Director
Operational Responsibility	Campus and IT Lead
Purpose	This Procedure sets out the operational processes for the use, management, access, and security of LCIM-owned or leased facilities, assets, and resources. It supports the implementation of the Facilities and Assets Policy and applies to all authorised users of LCIM physical and digital infrastructure. This Procedure also supports effective asset lifecycle management, risk mitigation, regulatory compliance, and the protection of institutional data, systems, and infrastructure.
Scope	This Procedure applies to all activities relating to the use, access, management, and security of LCIM facilities, equipment, information systems, and supporting infrastructure that impact the operation and functioning of the Institute. It applies to all authorised users of LCIM facilities and resources, including employees, students, contractors, and other approved parties.
Procedure Statement	Employees, contractors, and students who access or use LCIM physical or digital facilities, assets, and resources must comply with this Procedure. Users are responsible for the secure, lawful, and appropriate use of facilities and assets and for ensuring resources are used in a respectful, efficient, and ethical manner in support of LCIM operations and academic activities.
Procedure	<p><b>Roles and Responsibilities</b></p> <p><b>Campus Director</b></p> <ul style="list-style-type: none"> <li>▪ Holds overall accountability for compliance with this Procedure.</li> </ul> <p><b>Campus &amp; IT Lead</b></p> <ul style="list-style-type: none"> <li>▪ Implements, maintains, and enforces this Procedure in alignment with LCI Education Network ICT requirements.</li> <li>▪ Oversees campus access, asset security, and systems integrity.</li> <li>▪ Maintains the Asset Register and equipment loan records.</li> <li>▪ Ensures asset lifecycle processes are followed, including procurement input, maintenance coordination, and secure disposal in accordance with LCIM and LCI Education Network requirements.</li> </ul> <p><b>Director of Studies</b></p> <ul style="list-style-type: none"> <li>▪ Ensures this Procedure is communicated to students and applied consistently in academic contexts.</li> </ul> <p><b>Staff, Students, Contractors, and Visitors</b></p> <ul style="list-style-type: none"> <li>▪ Are responsible for appropriate, secure, and lawful use of all facilities, assets, and systems to which they are granted access.</li> </ul>

	<p><b>Use of Facilities, Assets, and Resources</b></p> <p>All users must:</p> <ul style="list-style-type: none"> <li>▪ use facilities, equipment, and resources only for authorised LCiM purposes;</li> <li>▪ comply with safety, access, and operational requirements;</li> <li>▪ take reasonable care of assets and infrastructure;</li> <li>▪ keep workspaces clean and safe;</li> <li>▪ report damage, malfunction, loss, or suspected misuse promptly; and</li> <li>▪ refrain from unauthorised modifications, installations, or decorative changes.</li> </ul> <p>Incidental personal use is permitted only where it does not interfere with LCiM operations, employment obligations, or academic responsibilities.</p> <p>LCiM accepts no responsibility for personal equipment brought onto campus.</p> <p>Access may be restricted or withdrawn where use is inconsistent with LCiM policies, legal obligations, or operational requirements.</p> <p><b>Asset Allocation, Loans, and Returns</b></p> <ul style="list-style-type: none"> <li>▪ All LCiM-owned equipment issued to staff is logged in the Asset Register.</li> <li>▪ Permanent staff are allocated equipment required for their role; ownership remains with LCiM.</li> <li>▪ Casual staff and students may borrow equipment subject to availability and approval.</li> <li>▪ All borrowed equipment: <ul style="list-style-type: none"> <li>○ must be logged prior to release,</li> <li>○ must not be removed from campus without approval, and</li> <li>○ must be returned in the same condition, allowing for reasonable wear and tear.</li> </ul> </li> <li>▪ All LCiM equipment must be returned upon completion of employment, enrolment, or contract.</li> <li>▪ Equipment condition is assessed at the time of issue and return. Damage beyond reasonable wear and tear, loss, or failure to return LCiM assets may result in investigation, recovery action, or other appropriate measures in accordance with applicable legislation and LCiM policies.</li> </ul> <p><b>Information Security and Confidentiality</b></p> <p>Users must:</p> <ul style="list-style-type: none"> <li>▪ store personal, confidential, or sensitive information only on approved LCiM systems;</li> <li>▪ protect passwords and access credentials;</li> </ul>
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- avoid unauthorised access to files, systems, or directories; and
- not store LCIM information on personal cloud services, removable media, or external systems unless explicitly authorised;
- comply with LCIM privacy and information security requirements.

IT Services may, with authorisation from the Campus & IT Lead or Campus Director, access systems or files where required to resolve technical issues or investigate potential non-compliance.

#### **Reporting Issues and Incidents**

Facilities or Asset Issues

Email: ResponseTeam@lcmelbourne.edu.au

The Response Team will escalate issues to the Campus & IT Lead or relevant support areas and advise next steps.

Technology Access or Software Issues via Ponto portal.

The Digital Experience Team will coordinate resolution with internal or network-wide support services.

#### **Campus Access and Security**

- Access cards are issued upon employment, enrolment, or contractual engagement.
- Cards must not be shared.
- Lost or damaged cards must be reported immediately and may incur a replacement fee.
- Campus access is limited to operational hours unless otherwise approved.
- At least one member of the Leadership Team must be present when the campus is occupied.

#### **Email and Digital Access**

- LCIM email accounts are issued as part of onboarding.
- Users must use email and digital systems responsibly, lawfully, and ethically.
- Suspected phishing, breaches, or compromised accounts must be reported immediately.
- Access credentials must not be shared without authorisation.
- Digital access is reviewed and revoked upon exit in accordance with LCIM offboarding processes.

#### **Induction and Onboarding (Assets & Access)**

As part of onboarding:

	<ul style="list-style-type: none"> <li>▪ staff are issued LCIM devices in accordance with LCI Education Network standards;</li> <li>▪ access to systems and facilities is provisioned prior to commencement where possible; and</li> <li>▪ users receive guidance on safe, secure, and appropriate use of facilities and assets.</li> </ul> <p>All issued equipment remains the property of LCIM and must be returned upon exit.</p> <p><b>Exit and Offboarding</b></p> <ul style="list-style-type: none"> <li>▪ Upon cessation of employment, enrolment, or contractual engagement, all LCIM assets must be returned, physical and digital access revoked, and asset records updated in a timely manner.</li> <li>▪ Exit and offboarding processes include, but are not limited to: <ul style="list-style-type: none"> <li>▪ return of all LCIM-owned equipment, devices, keys, and access cards;</li> <li>▪ revocation of physical access to LCIM facilities;</li> <li>▪ removal or deactivation of access to LCIM systems, email, applications, and data;</li> <li>▪ verification that institutional information has not been retained on personal devices or external services; and</li> <li>▪ update of the Asset Register and relevant access records</li> </ul> </li> </ul>
Relevant Legislation and Guidelines	<ul style="list-style-type: none"> <li>▪ <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a></li> <li>▪ <a href="#">2016 Higher Education Support Act (2003)</a></li> <li>▪ <a href="#">Education Services for Overseas Students Act 2000 (ESOS)</a></li> <li>▪ <a href="#">Copyright Act 1968 (Cwth) and the Copyright Amendment (Digital Agenda) ACT 2000 (Cwth)</a></li> <li>▪ <a href="#">Competition and Consumer Act 2010 (Commonwealth)</a></li> <li>▪ <a href="#">Telecommunications Act 1997 (Cwth) and associated Acts</a></li> <li>▪ <a href="#">Spam Act (2003) (Commonwealth)</a></li> <li>▪ <a href="#">Crimes Act 1914 (Cwth)</a></li> <li>▪ <a href="#">Broadcasting Services Act 1992 (Cwth) and associated Acts</a></li> <li>▪ <a href="#">Privacy Act (Cwth) 1988</a></li> <li>▪ <a href="#">Information Privacy Act 2000 (Victoria)</a></li> <li>▪ <a href="#">Privacy and Data Protection Act 2014 No.60 (VIC)</a></li> <li>▪ <a href="#">Fair dealing Guidelines – Australian Copyright Council</a></li> <li>▪ <a href="#">Equal Opportunity Act (Vic) 2010</a></li> <li>▪ <a href="#">Criminal Code Amendment (Sharing of Abhorrent Violent Material) Act 2019 (Cth)</a></li> </ul>
Key Related Documents	<p>G011 Facilities and Assets Policy  <a href="#">LCI Network Information and Communications Technology Policy</a>  <a href="#">LCI Network Computer Use Policy</a>  G014 Privacy and Intellectual 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</p>
Date Approved	14 October 2021

Commented [AD1]: [@Alysa Monteciano](#) please add codes for consistency

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

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Procedure Category	Governance
Responsible Officer	Campus Director
Stakeholders	Board of Directors Campus & 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	18 February 2026	18 February 2026