

FACILITIES, ASSETS AND EQUIPMENT POLICY

Policy owner	Executive Management Committee
Policy category	Operational
Policy status	Approved
Approval body	MIECAT Council
Last amended	16 th May 2023

PURPOSE

This policy outlines MIECAT's commitment to strategically manage and operate its physical assets and provide facilities and equipment that are functional, efficient, sustainable, vibrant and support successful learning, teaching and research outcomes.

SCOPE

All staff, students and guests at MIECAT

POLICY AND PROCEDURES

1 Principles

- 1.1 Facilities and asset acquisition, operation, maintenance, refurbishment and disposal will enhance learning, teaching and research activities, including the student and staff experience.
- 1.2 MIECAT's infrastructure will be designed and developed with an emphasis on sustainability objectives, including reducing the carbon footprint and mitigating climate change impacts.

1.3 MIECAT's facilities and assets will be used primarily for conducting MIECAT business.

1.4 MIECAT's facilities and assets will be managed to ensure their full potential and value are realised across their life cycle.

1.5 Disposal of MIECAT's assets will be undertaken by safe and secure means that deliver fair value and support sustainability goals.

1.6 Smoking and vaping is not permitted in any MIECAT building.

1.7 All activities at MIECAT must comply with all relevant Commonwealth and State legislation and Health and Safety regulations.

2 Learning, teaching and research spaces

2.1 Spaces will be arranged to support contemporary best practice creative arts therapy pedagogy and provide flexibility to adapt to new configurations as requirements change.

2.2 Space allocation will be prioritised to efficiently and effectively meet learning, teaching and research objectives, and operational support for these.

2.3 All spaces will be centrally managed to ensure optimisation between timetabling and increased space utilisation. Booking of spaces is done via the Calendar in MS Office 365.

3. Staff spaces

Within existing plant constraints, spaces will be arranged to:

- a) support contemporary work practices and the type of work being done
- b) enhance wellbeing
- c) enable a culture of collaboration between staff, staff and students, and staff and community.

4 Facilities access

4.1 MIECAT facilities will be open and accessible to students and staff and members of the community where possible, subject to the safety and security of people and assets.

4.2 Events held at MIECAT will: uphold the values of MIECAT; will not cause unwarranted disruption or damage to MIECAT, its assets or the local community, or compromise safety or wellbeing.

5. Usage of facilities, assets and equipment

5.1 Safeguard equipment

- ensure the condition of the equipment is maintained
- ensure equipment is never left unattended and is kept in a secure location
- ensure that equipment is only used for MIECAT purposes
- ensure that equipment is not loaned or used by anyone other than MIECAT staff and students
- ensure equipment is used for the purpose for which it is designed and in the manner for which it is intended
- report any damage or malfunctions to the Operations Manager as soon as practicable
- immediately notify the appropriate authorities if equipment is lost or stolen

5.2 Use equipment and resources legally. Illegal usage may include:

- wilfully damaging equipment or facilities;
- 'hacking' into computer systems;
- theft of hardware, software or data;
- violation of software licenses, and
- creation, possession, storage or circulation of inappropriate materials

5.3 Use equipment and resources ethically. Unethical activities may include:

- denying access to authorised users;
- obtaining or attempting to obtain a higher level of access privilege or access to facilities without authorization;
- granting access to unauthorised users;
- attempting to modify system facilities;

- utilising access for commercial or personal gain not related to MIECAT purposes;
- more than an incidental level of personal use and
- failing to report damage or malfunction and thus denying usage to others

5.4 Use facilities with care. Care includes but is not limited to:

- ensuring the space is clean and ready for the next user by:
 - o correctly disposing of rubbish
 - o storing and or removing any equipment or items after use;
- not applying anything to walls, floors or ceilings with pins, tape, glue, adhesives of any kind, picture hooks or any other fixing method without prior approval of the Operations Manager;
- no painting of walls, floors etc without permission;
- the use of drop sheets when painting displays or other items;
- ensuring that electrical and other cables are appropriately taped to minimise trip risks, and
- ensuring accidents, breakages, broken or non-functioning fixtures are reported to the Operations Manager as soon as practical.

RESPONSIBILITY FOR IMPLEMENTATION

Executive Management Committee, Operations Manager

KEY STAKEHOLDERS

Executive Management Committee, Operations Manager, all staff and students at MIECAT.

SUPPORTING DOCUMENTS

MIECAT Critical Incident Policy

MIECAT Occupational Health and Safety Policy

MIECAT Student Non-academic Misconduct Policy

MIECAT Equity, Diversity and Inclusion Policy

Crimes Act 1958 (Vic)

VERSION HISTORY

Date of Issue	Version	Author	Summary of changes
16 th May 2023	1.0	J. Mitchell	Draft version for approval