

# Physical Estate Planning Policy

## Section 1 - Purpose

(1) This Policy outlines the University framework for the planning and management of its physical estate.

## Section 2 - Application

(2) This Policy applies to all of the University's physical estate.

## Section 3 - Roles and Responsibilities

Position	Responsibility
QUT Council	Approves the Estate Master Plan. Approves the Capital Management Plan.
Finance and Planning Committee	Considers priorities for major investments in physical infrastructure. Recommends to Council the Capital Management Plan. Oversees capital expenditure on physical infrastructure, with a focus on return on investment and/or achievement of priorities. Monitors operating expenditure and costs associated with development and maintenance of physical infrastructure.
Vice-President (Finance) and Chief Financial Officer	Submits the Capital Management Plan to Finance and Planning Committee. Monitors implementation of the Capital Management Plan. Oversees and supports project proposal analysis. Develops funding proposals for externally funded projects including, in the case of commercially funded projects, reference checks on developers' business practices and engagement of a probity auditor for the process. Develops, recommends and implements policy and procedures to enhance the use of accountability for, and safeguarding of, QUT capital resources. Provides student and staff load figures and yearly projections. Provides advice to the Vice-Chancellor and President on proposals and agreements for development or delivery of physical facilities.
Director, Facilities Management	Facilitates master planning for the University in line with the vision and goals articulated in <a href="#">Connections - the QUT Strategy 2023 to 2027</a> and develops the Estate Master Plan. Provides advice to the Vice-Chancellor and President on strategic and policy matters relating to overall management, planning and development of University facilities. Provides recommendations to the Vice-Chancellor and President regarding the allocation of space, drawing on utilisation studies, links to the estate master plan and, on advice from Finance Business Solutions projected student and staff load. Develops space planning policy and implementation issues. Oversees strategic space allocation to meet both short and long term objectives, including on-going review of, and alignment with, the estate master plan. Considers space planning initiatives and providing advice and input into the Capital Management Plan on further initiative development. Oversees the delivery of the Major Building Program.

Position	Responsibility
Executive Deans/Heads of Division	<p>Where project works are proposed where the allocation of resources impact on the physical fabric, it is essential that work requests be referred to Facilities Management to ensure:</p> <ol style="list-style-type: none"> <li>1. compliance with the range of legislative requirements to which the University is subject, including but not limited to the Building Code of Australia and planning related legislation and regulation;</li> <li>2. updating of the Space Management System (SMS);</li> <li>3. confirmation that the proposal is compatible with strategic space allocation.</li> </ol> <p>Monitor equipment and furniture use and are expected to keep the facilities in reasonable order whilst adhering to required health and safety measures.</p>

## Section 4 - Legislative Environment

(3) QUT, as a statutory authority constituted in terms of the [Queensland University of Technology Act 1998 \(the QUT Act\)](#) and under Queensland legislation, must comply with relevant building and financial legislation, principally:

- a. the [Queensland University of Technology Act 1998](#), in particular Schedule 1 to the Act concerning Control of Traffic and Conduct on University Land;
- b. the [Building Act 1975](#) (Qld) (including the Building Regulation 2006 and the Building Code of Australia). The University performs the duties of a local authority, as defined in the Building Act, for building works carried out for University purposes;
- c. the [Work Health and Safety Act 2011](#) (Qld), the Work Health and Safety Regulation 2011, the Codes of Practice and the Industry Codes of Practice ([WorkSafe Laws and Compliance](#)) as well as relevant Australian Standards and national standards and guidelines;
- d. the [Electrical Safety Act 2002](#) and subordinate legislation;
- e. the [Financial Accountability Act 2009](#) (Qld) and the associated Financial and Performance Management Standard 2019. Of particular significance is the adoption by the University of the provisions of the Queensland Procurement Policy, issued in accordance with the Financial Management Standard, as a guide to its purchasing decisions. These provisions impact on the procurement of works and services and require the University to ensure that accountable and competitive practices are employed with a view to obtaining value for money in the supply of all goods and services ([Procurement Policy](#) and the [Finance Manual](#)). The Financial Management Standard also requires strategic planning for physical assets;
- f. the [Planning Act 2016](#) (Qld). The University has achieved the designation of the majority of its land as community infrastructure under the Planning Act. The exact lots of land which have been designated vary from time to time and are available from Facilities Management. Developments on designated land do not require Brisbane City Council approval, providing they are in accordance with the approved QUT Estate Master Plan which has been developed in consultation with the Brisbane City Council and other stakeholders.

## Section 5 - Physical Estate Planning and Management

(4) QUT Council, as the University's governing body, sets its strategic direction through overall long-term planning which encompasses capital development and preservation. The key advisory committee to Council in this area is Finance and Planning Committee.

## Section 6 - Estate Master Plan

(5) The Estate Master Plan provides an integrated growth and development framework comprising:

- a. fundamental planning principles and guidelines that inform a consistent and coordinated planning approach for all sites across QUT's distributed physical estate;
- b. specific planning and interrelated development strategies for the University's two main campuses and primary distributed sites that recognise the unique requirements of those sites and the connectivity of the whole estate.

(6) The Estate Master Plan is developed by Facilities Management and approved by Council.

## Section 7 - Capital Management Plan

(7) Through an integrated planning and resource allocation process, a five-year strategic [Capital Management Plan](#) (CMP) (QUT staff access only) is developed and approved by Council as part of the University's budget process. The Vice-Chancellor and President, as the University's chief executive officer, is responsible for implementation of the Capital Management Plan and is assisted in this by the Vice-President (Finance) and Chief Financial Officer and the Director, Facilities Management.

(8) The [Capital Management Plan](#), which outlines all major capital expenditure for the ensuing five-year period, includes provision for deferred and recurrent maintenance and a funding flow to implement these programs. The Capital Management Plan is reviewed annually as part of the University's annual planning process.

(9) The Capital Management Plan seeks to provide a responsible balance between the objectives of the University's capital program and the ongoing teaching and research programs of the University through the following priorities:

- a. enhancement of the University's capacity for teaching, research and support;
- b. improvement of the quality of existing accommodation;
- c. efficient use of space;
- d. maintenance of the University's physical infrastructure.

(10) Progress on implementation of the Capital Management Plan is constantly monitored by the Director, Facilities Management and the Vice-President (Finance) and Chief Financial Officer.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	24th February 2022
<b>Review Date</b>	28th February 2025
<b>Approval Authority</b>	QUT Council
<b>Approval Date</b>	24th February 2022
<b>Expiry Date</b>	Not Applicable
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