

Name of Policy	Capital Planning Policy
Description of Policy	
Policy applies to	<input type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit, etc</i>)
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
Policy status	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy

Approval authority	Vice Chancellor and President
Governing authority	Budget Advisory Committee
Responsible officer	Chief Operating Officer

Approval date	6 August 2018
Effective date	6 August 2018
Approval date of last revision	
Effective date of last revision	
Date of policy review*	6 August 2023

**unless otherwise indicated, this policy will still apply beyond the review date*

Related legislation, policies, procedures, guidelines and local protocols	Delegations of Authority Policy and Register Building and Estate Policy Information and Communication Technology Policy (future) Capitalisation Policy (future)
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1. Background

To continue to provide an excellent University experience for students, staff, stakeholders and the public, ACU invests capital funds in physical infrastructure, virtual infrastructure, and business improvement initiatives.

This Policy aims to ensure that appropriate University capital: planning, allocations, prioritisation, selection, governance, and benefits realisation policies and procedures are in place.

2. Purpose

The development of the Capital Planning Policy forms part of the University's strategic planning processes and establishes priorities for the commitment of funds for future capital projects.

3. Definitions

The **Infrastructure Plan** is the 10 year rolling capital investment plan and encompasses the University's overall annual capital expenditure and is made up of two elements: the Buildings and Estates Capital Plan, and the Information Technology Capital Plan.

Building and Estates Policy forms part of the University's strategic planning processes and establishes priorities for the commitment of funds for future building and estates capital projects.

Information and Communication Technology Policy forms part of the University's strategic planning processes and establishes principles for the prioritisation and implementation of virtual infrastructure projects, including ICT and Business System projects.

Space Management Policy and Procedure provides guidance in the principles and procedures for management of workspaces, meeting and teaching spaces across the University.

Capitalisation Policy provides guidelines, principles and procedures for treatment of expenses considered for capitalised.

The **Buildings and Estates Capital Plan** outlines the detailed planned expenditure on physical building works of the University on an annual basis, outlining allocations and budgets for Major Projects (over \$5M), Medium Projects (between \$1M to \$5M), Programs of Work (Refurbishment, Capital Asset Replacement, Minor Works), Health, Sport and Wellbeing Projects and Property Acquisitions.

The **Information Communication and Technology Capital Plan** outlines the detailed planned expenditure on Information Communication and Technology, Business Systems and Business Improvement Initiatives Capital Projects.

4. Scope/Application

This policy applies to all University capital: planning, allocations, prioritisation, selection, governance, and benefits realisation.

5. Policy Statement and Principles

This Policy aims to ensure that all arrangements are place for appropriate University capital: planning, allocations, prioritisation, selection, governance, and benefits realisation.

The University will set aside an annual allocation for capital projects (the Infrastructure Plan), ACU invests capital funds in physical infrastructure, virtual infrastructure, business systems and business improvement initiatives. Capital Allocations will be made in the Infrastructure Plan for the following allocations:

1. Major Building and Estate Projects
2. Minor-Medium Building and Estate Projects
3. Capital Asset Replacement Programs
4. Property Acquisitions
5. Information and Communication Technology Projects
6. Business System Projects
7. Business Improvement Projects
8. Sport, Health and Wellbeing Projects
9. Social Infrastructure Projects

The Infrastructure Plan presents the 10 year rolling plan for capital allocation and prioritisation. The Infrastructure Plan will be updated and published in March and September each year. The Infrastructure Plan will be presented for information to Campus Board (Physical Infrastructure) and the Information Communication and Technology Advisory Committee (ICTAC), Budget Advisory Committee, Standing and Finance Committee, and Senate.

Proposed projects will be presented to Campus Board (Physical Infrastructure) and the Information Communication and Technology Advisory Committee (ICTAC) for the purpose of consultation. All projects will be presented to Capital Planning Committee (CPC) for consideration and prioritisation. Projects requests for approved in accordance with the Delegations of Authority Policy.

Capital projects will be required to identify benefits to justify the requested capital investment. These will need to be stated in terms of either revenue generation, revenue protection, compliance, amenity (or a combination of these) and to estimate impact on operational and/or overhead expenses following delivery.

Capital Projects will follow all aspects of the Project Management policy, in particular will:

- A. Establish project governance;
- B. Provide regular reporting;
- C. Undertake a post implementation review; and
- D. Identify benefits and assess benefits realisation.

The University reserves the right to reduce funding allocations for capital projects at any time, at the discretion of the Chief Operating Officer.

6. Roles and Responsibilities

Vice-Chancellor and President, as Chief Executive Officer has approval authority over the Capital Planning Policy and authority over the priorities within the Infrastructure Plan.

Standing and Finance Committee is a standing committee of the University Senate and considers and recommends to the University Senate the overall amount and allocation of capital monies within the Infrastructure Plan each year, as well as approving Major Projects in accordance with the Register of Delegations.

Chief Operating Officer is accountable for the Capital Planning and Prioritisation in accordance with the Register of Delegations and the Capital Planning Policy. The Chief Operating Officer is the Chair of the Capital Planning Committee.

Deputy Chief Operating Officer coordinates the development of the Infrastructure Plan, and the preparation of submissions for approval of Capital projects with Senate, Standing and Finance Committee and Capital Planning Committee.

Chief Financial Officer The Chief Financial Officer is responsible for Capital allocation, scrutinising value and benefits, cashflow planning, and creation of capital budgets.

Capital Planning Committee (CPC) Considers feedback from ICTAC and Campus Board on proposed projects and the priorities and allocations in the Infrastructure Plan. Considers the recommendations from Director Properties and Facilities, and Director Information Technology on proposed projects and the priorities and allocations in the Infrastructure Plan. Overseeing Infrastructure Plan, capital priorities, cashflows and projects. Makes recommendations to delegated authorities for capital projects, allocations and plans.

Members include: Chief Operating Officer (Chair), Pro Vice-Chancellor, Assisting the Vice Chancellor and President (Chair of Campus Board), Deputy Chief Operating Officer (CPC Secretary, and Chair of ICTAC), and Chief Financial Officer; In-attendance: Director Information Technology, and Director Properties and Facilities.

Director, Properties and Facilities is responsible for planning and strategic management of University physical infrastructure, including space planning and management, and for implementing the campus and building developments that emerge from the Buildings and Estates Policy. This position is authorised to approve minor project expenditure within an Approved Capital Plan in accordance with the Register of Delegations.

Director, Information Technology is responsible for planning and strategic management of University virtual infrastructure, including oversight for ICT Infrastructure and enterprise architecture, and advice on business systems. Is responsible for provide advice to the Chief Operating Officer in relation to the priority, viability and value for virtual infrastructure projects.

Campus Board meets to share campus strategic plans, developments and policies. Campus Board facilitates capital, human and academic planning on a national, state and campus basis across the University.

Information Communication and Technology Advisory Committee (ICTAC) meet to consider Information Technology, Business System and Business Improvement initiatives.

7. Review

This policy will be formally reviewed every five years.

The University may make changes to this policy from time to time

8. Further Assistance

Enquiries related to this Policy can be directed to the Deputy Chief Operating Officer.