

## **Policy Redesign Project**

*All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.*

### **Policy for the Operation of Flinders Living**

**Establishment Date:** Council, August 2002

**Date Last Amended:** EDA, January 2011

**Nature of Amendment:** Consequential amendments arising from a restructure of Central Administration / VC's office and the creation of new senior executive positions replacing the EDA and Registrar.

**Date Last Reviewed:**

**Responsible Officer:** Vice-President (Corporate Services)

### **Introduction**

The University acknowledges that:

- the effective provision of housing services is an important aspect of the University's ability to attract and satisfy students;
- in creating a lively on-campus student community the capacity to provide a broader educational experience for students is improved;
- by facilitating access to off-campus private rental housing, a valuable service is provided to those relocating to attend the University and also to the community.

### **Policy**

#### **1. Governance**

There will be a Flinders Living Board established by, and reporting to, the Vice-Chancellor with terms of reference approved by Council (Schedule A). Any alteration to the terms of reference will be subject to the approval of Council.

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## 2. Management of housing services

The University has established a single organisational unit to manage all aspects of its housing services. The unit is known as Flinders Living. Its principal purpose is to make the greatest possible long-term contribution, via housing and related activities, to assisting and complementing the educational, social, cultural, community and commercial activities of the University. In so doing, Flinders Living will:

- ensure that its managed accommodation meets relevant minimum municipal and state housing standards and is affordable, accessible, responsive to student needs, efficiently delivered and equitably distributed; and
- be financially self-sustaining and abide by agreed financial obligations to the University.

The mission, operations and governance of Flinders Living will reflect these principles.

### 2.1 Management

Flinders Living will be managed by the Dean, Flinders Living. The Dean will report to the Vice-President (Corporate Services).

The Flinders Living Board will support the Dean in the effective management of Flinders Living, within the University's policy and procedures framework.

### 2.2 Financial Matters

#### 2.2.1 Financial Objectives

Flinders Living will operate on a full-cost recovery basis and will:

- provide for life-cycle maintenance and renewal of all Flinders University living assets; and
- fund the cost of approved accommodation developments.

#### 2.2.2 Financial Relationships

The following arrangements will apply:

- Flinders Living will pay the University for costs incurred by the University on behalf of Flinders Living as specified in the annual service agreement;
- the University will provide funding for services provided by Flinders Living as specified in the annual service agreement;
- the University will credit interest to Flinders Living revenues held in the University's financial system at the average rate earned by the University minus a management fee;
- the University may loan funds to Flinders Living for approved capital developments on terms and conditions approved by Resources Committee; and
- Flinders Living will comply with the University's Finance Policies and Procedures.

#### 2.2.3 Financial Operations

The following arrangements will apply:

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- the University Hall and University Village and other rental accommodation for which Flinders Living is responsible will operate as separate cost-centres and meet their direct operating costs, without cross-subsidisation, wherever possible;
  - pricing policies will aim at full cost recovery, including appropriate replacement and depreciation provisions;
  - full accrual accounting will be the standard practice and costing practices will adopt a full-cost or income-foregone perspective; and
  - the Flinders Living Board will ensure that procedures for the financial operation of Flinders Living are consistent with the University's Finance Policies and Procedures.

### **2.3 Service Provision**

The Dean, Flinders Living will negotiate with the Vice-President (Corporate Services) an annual service agreement with the University that specifies the services to be provided and the pricing mechanisms. The Agreement will be approved by the Flinders Living Board.

### **2.4 Annual Report**

The Chair of the Flinders Living Board shall provide an Annual Report to the Vice-Chancellor on the operations of Flinders Living. The report must include the following items:

- the composition of the Board;
- a review of operations for the year;
- future developments;
- financial statements prepared on an accruals basis; and
- statistical details.

## **SCHEDULE A**

### **FLINDERS UNIVERSITY**

#### **Flinders Living Board**

Flinders Living comprises University Hall, the University Village, off-campus housing and the Accommodation Service. Flinders Living is designed to provide residential accommodation for students, and advice to students on off campus accommodation, as well as being used for short term casual and conference accommodation.

#### **Terms of Reference**

There shall be a Flinders Living Board (the 'Board'), established by, and reporting to the Vice-Chancellor. The Board shall be responsible for overseeing the general and financial management of Flinders Living.

The Board shall be responsible for:

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1. Ensuring that the policies and procedures of Flinders Living are in accordance with University policies and procedures and that such policies and procedures ensure:

- the efficient and effective operation of Flinders Living;
- that the aims and objectives of Flinders Living are met;
- the equitable treatment of residential students;
- the rights and responsibilities of residential students are clear.

2. Ensuring that the financial systems and reporting of Flinders Living meet the requirements of the University and reviewing quarterly reports on the financial position of Flinders Living.

3. Reviewing the strategic directions of Flinders Living for recommendations to the Vice-Chancellor.

4. Recommending to the Vice-President (Corporate Services) on the management structures of Flinders Living and the appointment of the Dean and other senior staff.

5. Supporting the Dean in the effective management of Flinders Living.

6. Approving matters concerning rules, fees, use of facilities, business activities and other matters which may occur from time to time.

7. Providing an Annual Report to the Vice-Chancellor.

8. Reviewing the annual Summary Report of Incidents involving residential students.

## **Composition**

The Board will comprise:

- a senior member of the University staff, appointed by the Vice-Chancellor, who shall be Chair;
- five members of staff of the University, appointed by the Vice-Chancellor;
- Senior Residential Tutor from University Hall;
- President of the House Committee;
- Senior Residential Coordinator from the University Village;
- Dean, Flinders Living;
- Director, Financial Services (or nominee).

Members appointed by the Vice-Chancellor will be appointed for a term of two or three years and will be eligible for reappointment. Additional persons may be invited to contribute from time to time.

## **Other Matters**

### **Meeting schedule**

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The Board will meet no less than four times per year, and whenever it receives a petition signed by more than a quarter of the residents of Flinders Living or by three Board members, or whenever the Chair deems it necessary.

### **Quorum**

The quorum for the Board is one half plus one of the members.

### **Budget**

The Board will provide to the Vice-President (Corporate Services), annually, a budget and performance against the previous year's budget, quarterly financial reports and a statement of the criteria used to determine fees and charges.

### **Review of Terms of Reference**

The terms of reference will be reviewed at the completion of each three year cycle.