



UNIVERSITY OF BOTSWANA
PHYSICAL PLANNING & DEVELOPMENT POLICY

APPENDIX 4

DRAFT FINAL

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Name	Position/ Role	Signature	Date
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POLICY DETAILS:

Policy Title:	Physical Planning and Development Policy
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Policy owner:	Chief Operations Officer
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Supporting Documents:	
Related Policies, Guidelines & Regulations	All related University Policies

1. BACKGROUND

1.1 The University of Botswana (UB) owns and operates an extensive portfolio of buildings and land assets utilized to deliver its mandate. This Policy provides a consistent framework to ensure that these assets are planned, developed and maintained effectively to support the University's strategic objectives. Further, the Policy defines the roles and responsibilities of various stakeholders and must be read and applied in conjunction with other related UB governance instruments as well as relevant national legislation, local authority by-laws and international best practice.

1.2 The University of Botswana implements its Capital Development Projects' Programme in line with an approved Campus Masterplan. Since funding for the University's capital developments are largely sponsored by the Government, the capex cycle follows cycles of five or six years in consonance with The Government National Development Plans (NDPs). Capital Development Budgets are determined at the beginning of each development cycle and project ceilings are adhered to.

1.3 The University is committed to provide infrastructure with modern and essential amenities for all the stake holders. Establishing and maintaining a well-developed infrastructure is very important for any institution of higher learning.

1.4 The University's physical and development policy must ensure that present and future infrastructure requirements are met which encompass the following domains.

- a) Infrastructure for teaching, learning and evaluation
- b) Infrastructure for research, consultancy and extension
- c) IT Infrastructure
- d) Student accommodation/hostel infrastructure
- e) General (support) infrastructure

2. INTERPRETATION AND APPLICATION

This policy must be interpreted and applied in a manner consistent with –

A. National Laws of Botswana

1. Botswana Town and Country Planning Act , 2013
2. Building Control Chapter 65:02
3. National Building Regulations and Building. Standards Act 103 Of 1977
4. Public Procurement Act of 2021
5. Environmental Assessment Act of 2021
6. National Building Regulations and Building Standards Act 103 of 1977, read with Regulations Under Section 17 (1) of the Act
7. University of Botswana Act (Cap 57:01)

B. National Policy

1. The Occupational Health and Safety Standards, 2013
2. National Development Plans

C. University Policy

1. The University of Botswana Statutes (2014 Edition) ('the Statute') in line with Part XI of the Statutes
2. University of Botswana Policy of Policies
3. UB Infrastructure Guidelines and Procedures 2003, 2005
4. UB Property Strategy of 2021/22
5. Disability and Support Services Policy
6. All other related policies of the University of Botswana.

3. DEFINITIONS

- 1) **ICT:** In this policy, the term “**ICT**” refers to Information and Communications Technology (ICT) infrastructure; represents equipment and software necessary to implement and operate systems and networks for communications services as well as support applications, digital content, and ecommerce.
- 2) **Infrastructure:** the basic physical and organizational structures and facilities including buildings, roads, power supplies, ICT, water and sewerage) needed for the operation of the organization.
- 3) **University:** the term “University” refers to the University of Botswana.

4. POLICY PURPOSE

The purpose of this policy is to ensure that the planning, implementation and management of the capital physical infrastructure development of the University of Botswana is done in a sustainable, responsible and effective manner, in a way that proposed developments comply with relevant local statutory regulations and meet international best practice norms and standards.

5. POLICY STATEMENT

- 1) Infrastructure planning, implementation and management must address strategic needs of the University effectively, efficiently, economically and sustainably.
- 2) Infrastructure developments must ensure compliance with local and international best practice norms and standards,

- 3) Infrastructure planning, implementation and management must take into consideration the entire lifecycle of the assets and adhere to project management: from need identification, scoping, design, construction and up to the final decommissioning or disposal thereof.
- 4) The project planning, implementation and management must cover the project management lifecycle.

6. OBJECTIVES

With this Policy, the University seeks to:

- 1) Develop physical infrastructure in accordance with strategic objectives, to ensure that teaching, learning and research is adequately supported.
- 2) Comply with all relevant national legislation, international best practice standards, Occupational Health and Administration Standards (OSHA Standards), fire prevention regulations and standards, and environmental and local authority bye-laws.
- 3) Promote consistent practices, standards, operational efficiency and best practice.

7. POLICY SCOPE

The policy scope is guided by the following spatial planning principles

- 7.1 The Infrastructure planning and implementation must follow international planning principles, norms and standards.
- 7.2 A five year Spatial Development Framework/ Campus Masterplan must provide a long-term flexible urban design vision for all University campuses.
- 7.3 Infrastructure designs must be done according to UB Guidelines for Planning and Development of Infrastructure and facilities, adhering to local statutory regulations and international best practice norms and standards.
- 7.4 Infrastructure must be designed to cater for accessibility by all, energy-efficiency, water-efficiency and sustainability.
- 7.5 Infrastructure must be fitted with a Building Management System to enhance operational efficiency and provide reliable, consistent and up to date infrastructure management information.

8. APPROVAL OF INFRASTRUCTURE PLANS

The University's infrastructure must be implemented following an approved Campus Masterplans which must be periodically reviewed and approved by the relevant statutory bodies in line with international best practice standards.

9. POLICY IMPLEMENTATION

The planning, management and administration of the University's infrastructure shall be the responsibility of the Physical Resources Committee of Council: to initiate, approve and oversee actions that are necessary for the progressive implementation of this policy.

Director, Facilities Management shall, through the relevant units, be responsible for the planning, development and implementation of capital projects within approved project budget and in compliance with technical, safety and legislative requirements.

10. POLICY REVIEW

This Policy shall be reviewed every five (5) years as prescribed in the University of Botswana Policy Of Policies or as necessary.

APPENDIX A

STAKEHOLDER ANALYSIS

Stakeholder Mapping	2. HIGH INTEREST but LOW INFLUENCE User Department Faculties Students Staff Unions Visitors Contractors/ Suppliers	1. HIGH INTEREST and HIGH INFLUENCE Vice Councilor EMT Senior Manager GCC DEA
	4. LOW INTEREST & LOW INFLUENCE BOBS Bofinet BTC BPC General Members of the Public	3. LOW INTEREST but HIGH INFLUENCE Government HRDC BQA BOCRA Funders