

# **APPROVED 2019 CHARGE-OUT SCHEDULE**

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## **PREFACE**

The overriding principle supporting the Charge-out Policy is that all areas of the University are able to pass on externally generated costs (including additional staff costs e.g. casuals and overtime) which meet ALL the following criteria:

- (1) Do not constitute core funded services;
- (2) Are actual verifiable costs; and
- (3) Have been agreed to by the requesting unit.

While all units within Western Sydney University are able to recover costs upon satisfaction of the above conditions, specific approved charges are outlined in the remainder of this policy.

## **1. WESTERN SYDNEY UNIVERSITY STAFF RELATED RECOVERIES**

### **1.1 Salary On-costs**

Covering payroll tax, workers' compensation insurance, employers' superannuation, and long service leave charged-out to all University Centres and Units at:

#### **% of Salary**

27	Permanent Staff
27	Fixed Term Contract Staff (less than 2 years)
15.9	Casual Staff

*(Recovery rates for Controlled Entities will be established by each Entity based on actual costs).*

### **1.2 Staff Recruitment Costs**

Covering external advertisement, interview travel (candidate and panel), consultant fees (if involved), and relocation costs based upon actual cost recovery.

## **2. OVERHEADS**

### **2.1 Telephone Calls**

Recovered at the rates charged by the telephone services carriers, as selected by the University. The rates for local, community, national and international calls are set through contracts negotiated between the University and the service providers or carriers from time to time with the aim of obtaining the best possible pricing. These rates are available from Information Technology and Digital Services (ITDS) upon request, but must be treated as "commercial in confidence".

Internal (extension to extension) calls are free.

Usage of University mobile devices is charged according to the relevant mobile services carrier tariffs, including voice, data and any service charges. Roaming bundles for international travel are available and will be charged to users at cost, as will any excess roaming fees.

Accounts detailing fixed and mobile telephone call charges are available to cost centre managers through a Web portal. The University encourages all staff entitled to a mobile phone to consider the allowance-based model.

## **2.2 Telephone Infrastructure and Maintenance**

Recovered by an annual average, cost based, charge-out of \$160 per line for each device (handset or headset) connected to the University telephone system (excludes University building alarm lines, emergency phones and similar “critical” services). This charge includes the provision of voicemail and ongoing maintenance and upgrade costs. Telephone moves, changes and requests for handsets and headsets will be charged to the requesting unit or funded project at cost.

## **2.3 Legal Costs**

The Office of the General Counsel (OGC) has established a University wide panel of law firms. No external lawyer may be engaged or legal costs incurred without first obtaining written approval from the University Secretary and General Counsel (USGC), Vice-Chancellor or Vice-President (People and Advancement). In most cases, the OGC lawyers will be responsible for briefing and liaising with external lawyers on behalf of the University. Please refer to the University Delegations (Administrative) Policy and the Legal Services Policy.

Not all legal expenses will be met from the University’s central overheads legal budget. In particular, the cost of defending or commencing litigation will be charged to the relevant Unit/School or Entity’s budget unless the matter has University wide consequences. The Vice President (Finance and Resources) in consultation with the USGC and the head of the relevant academic or administration unit will determine if a matter has University wide consequences and should be paid from the central overheads legal budget.

## **3. RECOVERIES - CONTROLLED ENTITIES**

Where Service Level Agreements (SLA) exist between the University and the Entity, amounts agreed upon and signed off by the two parties will apply. Where it is identified that additional services outside those provided for in the SLA are required, the parties agree to meet and discuss provision of such service on a fee for service basis.

Controlled Entities will be required to maintain Capital facilities in a reasonable condition, including meeting costs of periodic major maintenance/refurbishment.

All facilities upgrades, refurbishments, new works and maintenance must be co-ordinated through the Office of Estate and Commercial. Only the Office of

Estate and Commercial (OEC) are authorised to plan, manage and deliver works on behalf of the University and its Controlled Entities.

#### **4. OPERATING COSTS**

##### **4.1 Division of Finance and Resources**

###### **4.1.1 Finance Office**

###### **Motor Vehicle Pool (Non Centre dedicated) Use**

Charged at \$0.68c per kilometre.

###### **Motor Vehicle Registration and Comprehensive Insurance**

Charged to vehicle holder's unit based on recovery of actual cost. (Excludes University pool cars where the charge is included in the per kilometre charge out rate).

###### **Motor Vehicle Insurance Excess**

Charged to the Unit of the driver who was responsible for the vehicle at the time of the accident.

###### **4.1.2 The Office of Estate and Commercial (OEC)**

###### **Facilities Information Services**

The Office of Estate and Commercial maintain an extensive database of facilities information that includes drawings, campus maps, site services information, space, and facility asset registers. The Unit can also undertake specialist Computer Aided Drafting (CAD), Geographic Information Systems (GIS) and Global Positioning System (GPS) services in connection with its databases and has sophisticated GPS, printing and plotting capability to A0 size.

The following services are available on the basis of full cost recovery of actual verifiable costs:

- Printing or plotting of drawings, maps, etc. in colour on paper or vinyl
- CAD drafting services
- GPS and GIS services

###### **Facilities Upgrade/Refurbishment**

Other than within approved University Maintenance and OEC programs – All facilities upgrades, refurbishments, new works and maintenance must be coordinated through OEC. Only OEC are authorised to plan, manage and deliver works at and on behalf of the University.

Western Sydney University will operate an annual maintenance plan and an annual Capital Works Program. Costs of activities covered by these plans will

be met centrally as will costs for emergency and break-down maintenance and WHS maintenance.

All discretionary maintenance/refurbishment that is minor in nature and outside of the approved capital plan will be charged to the incurring Centre/Unit at full cost recovery of the work.

All Capital Works requests for upgrades or new works not funded by the approved Capital Works program that are requested by a Centre/Unit to expend Unit funding on a Capital Project, are required to complete two forms; Project Initiation Brief and Request to Expend Unit Funding form. Both forms are to be signed by the relevant Dean/Divisional Head or Entity General Manager and forwarded to the Project Management Office for processing. Requests for works greater than \$100,000 in value will require endorsement by the relevant Board of Trustees committees and/or sub committees/working groups.

### **Furniture/Staff Relocation**

Furniture purchases/replacements and staff/unit relocations are to be arranged through OEC. Costs for additional resources required will be charged to the incurring Centre/Unit at full cost recovery of the work. Any disposal of furniture will also be charged to the incurring Centre/Unit at full cost recovery of the work, and disposal will be via a method arranged by OEC. Works associated with recovering unauthorised relocations/movement of furniture will also be charged to the incurring Centre/Unit at full cost recovery of the work.

### **Stores Delivery**

Requests for bulk stores delivery will be on a space available basis only. Bulk deliveries may require additional services with costs charged to the incurring Centre/Unit at full cost recovery of the work.

### **Postage**

Recovery of actual cost of postage.

### **Capital and Development Program Resource Usage Charge**

To support the University's Capital and Development Program, OEC and the PMO engage a mix of permanent staff and contractors/consultants in the disciplines of engineering, architectural and project management services. The costs of these resources represent a portion of the costs that would be incurred if these services were procured externally. To recover the staff and contractor costs deemed to be directly associated with the delivery of the capital and development program, a resource usage charge is applied. The resource usage charge shall be calculated based on actual time spent on each project.

### **4.1.3 Information Technology and Digital Services**

#### **For Services Outside of Core Infrastructure**

##### **Management of School-Based Computer Labs - At Cost to School**

Schools are responsible for equipment (hardware and software) and furniture costs associated with dedicated computer labs. As a result of Shared Services in 2018, ITDS funds the salaries of staff to support the facilities in School of Computing Engineering Mathematics, School of Humanities and Communication Arts and School of Medicine. Where staff are employed by other Schools, ITDS advice/input should be sought to ensure consistency of standards.

Note that School-based Labs are those required or established by Schools to support specific course units. This does not include General Purpose Computer laboratories or, other common teaching spaces into which IT/AV services are provided and supported by ITDS and for which no charge-outs are made.

##### **University Software Site Licences**

Annual costs for the standard suite of University software site licences are carried in a central budget. This includes an exhaustive list of titles including Microsoft Office365, Adobe Creative Cloud, Lynda.com, Learning Management System, and Cyber-security related software.

##### **Specialist Software Installed in Labs at School Request**

ITDS will provide software which is widely used across all campuses. Specialist software to support a specific range of courses will be an expense to the School/s requiring its installation. ITDS will hold master copies of all software installed in Labs.

##### **Services on Unsupported/Non-University Equipment**

ITDS endeavour to provide as wide a support of coverage as possible. In exceptional circumstances for non-standard equipment or equipment not owned by the University, work may either be outsourced or performed by ITDS on a 'reasonable endeavour' basis with no guarantee of resolution. Outsourced support utilising external third-parties will be charged to the user at cost.

##### **User Requested Network/Equipment Expansion or Upgrade**

It is expected that network infrastructure - including cabling, wiring, wireless access points and network equipment will be part of the budgeted operational and capital cost. Network costs associated with the construction of new buildings or the refurbishment of existing stock will be included in the overall construction budget.

## **Audit & Investigation Services**

Where an ITDS Security audit or investigation requires external resources, the costs of these will be passed on at cost to the requesting department.

## **Staff Costs for After-Hours Session Support**

ITDS staff are sometimes requested to provide support to sessions conducted outside of normal hours, for example, audio-visual support to weekend conferences or videoconferences conducted across different time-zones.

For such out-of-hours session support, the full cost of staff overtime will be charged, as well as travel and other incidental costs.

## **Internet Traffic Costs**

University Internet access is paid for centrally. Business units which require temporary internet connectivity to support external activities such as hosted conferences and events may be required to meet these expenses at cost. ITDS will advise of these charges in advance.

## **Photo-copy/Multi-Function Printer Costs**

Charged to units at cost, plus 5%, based on the cost of managing the print contract. Print costs include a rate per copy to cover toner and maintenance, equipment lease and any supplier service costs. Paper is sourced and funded by the users.

Billing reports are available via the same web based system as mobile telephones.

## **4.2 Division of People and Advancement**

### **4.2.1 Student Experience Office**

As part of the operations of the Student Experience Office the following services will be charged out on a cost recovery basis.

#### **Market Research**

Cost recovery where external specialist and Contact Service Centre services are necessary. Please note clients will be informed of costs involved prior to commencement.

#### **Contact Service Centre**

Recovery of additional, verifiable costs including salaries, telephone, direct mail, email and web based services and consumables for any contact services provided other than core activity. (Core activity being inbound contact services delivered to prospective undergraduate and postgraduate domestic students seeking admission to a Western Sydney University award course. Other categories will be considered on a case-by-case basis).

Recovery of costs for direct mail services, including labour, consumables (envelopes, paper, printing, labels, etc.) and postage. It is preferred that envelopes are supplied and direct mail letters are pre-printed and delivered to the Contact Service Centre.

### **Security Services**

All activities other than routine security services, such as special events/functions, will be charged to the incurring Centre/Unit at full cost recovery of the services provided.

### **Shuttle Bus Service**

All extraneous shuttle bus services other than routine and published shuttle services, such as special events/functions/excursions, will be charged to the incurring Centre/Unit at full cost recovery of the services provided.

### **Parking**

University Centres/Units may purchase scratch and display one-day permits at the daily permit rate.

### **Direct Applications: Offers Fee**

Cost recovery charged to Schools based on actual offers made through University Admissions. Fee charged is equivalent to the UAC fee.

### **Mail-out Inclusions**

Cost recovery based on actual external costs charged to the unit which has requested the inclusion (not an ARO unit).

### **Services to Western Sydney University Enterprises Pty Ltd Students**

Cost recovery of all services, training and support provided to Western Sydney University Enterprises Pty Ltd.

### **Services to Western Sydney University The College Students**

Full cost recovery will be charged for Educational Support Services and Exam Supervision for students with a disability.

### **Custom Designed Individual School Transition Success Programs**

Cost recovery of all services, training and support provided to individual Schools (at School request) for the provision of custom designed Transition Success programs.

#### **4.2.2 Office of Human Resources**

Cost recovery of external consultants associated with misconduct committees, promotions, mediation or investigations will be charged to the Centre/Entity in which the staff member concerned is employed.

##### **Recruitment**

Costs and fees associated to the recruitment of vacant positions via external advertising channels (i.e. SEEK) will be charged to University business units at the rate agreed with the advertisement provider.

External search agreements are not subject to this schedule and will be negotiated directly with HR and the University business unit. This will be on agreed contract terms that are in line with the University Procurement policy.

##### **Talent and Leadership Development**

Costs and fees charged by an external consultant to provide training, facilitation or coaching will be charged to the School, Unit or Entity. This may include consultancy fees, travel, accommodation, printing and materials.

Where TLD is requested to facilitate or coordinate an event such as a planning day, conference or residential retreat, or to provide training outside the scheduled professional development program, the cost of staff overtime, travel, accommodation, printing or purchase of materials will be charged to the School, Unit or Entity.

The School, Unit or Entity will be advised of these costs prior to the consultancy.

##### **Non-Attendance and Administration**

Where an employee fails to attend a course or session and does not notify Talent and Leadership Development (TLD) within the period advised for cancellations, a cancellation fee of \$50 for an internally delivered course and the full fee for a course delivered by an external consultant will be charged to the employee's School, Unit or Entity.

TLD provides administration and coordination services for internal training providers (Partners). Where a scheduled course is cancelled by the Partner without adequate notice, an administrative fee may be charged to offset costs of scheduling, setting up and administering registrations, cancelling courses, catering, room hire, printing etc.

#### **4.2.3 Office of Marketing and Communication**

As part of the operations of the Office of Marketing and Communication the following services will be charged out on a cost recovery basis:

## **iMedia and Design**

Any design, production and photography, including printing of promotional materials, in all media where the services of an external provider have been engaged. Please note clients will be informed of costs prior to commencement.

Consumables at cost, including shells, templates, display folders, certificates, CD discs, etc.

Images or other design elements not already held by the Unit will be charged at cost.

Postage, handling and courier costs.

Units failing to return banners by the agreed date may be charged with any courier costs incurred, to enable bookings for other departments to be met.

## **Web Services**

All services delivered by external suppliers, including but not limited to design, development and usability testing.

Specialised internal services such as live video streaming of events on the web.

## **4.3 Division of Deputy Vice-Chancellor Academic**

### **4.3.1 Office of Quality and Performance**

The following costs will be charged out by the Office of Quality and Performance.

- The cost of employing casual staff to specifically undertake ad hoc surveys may be charged out on a cost recovery basis to the area requesting the survey. Clients will be informed of the costs prior to commencement.
- The cost of transporting external panel members to/from Sydney for cyclical reviews will be charged out on a cost recovery basis to the School/area being reviewed.
- Any overtime incurred as a result of manual data processing outside of office hours may be charged out on a cost recovery basis.

### **4.3.2 Office of the Pro Vice-Chancellor Digital Futures**

The Office of the Pro Vice-Chancellor Digital Futures is responsible for leadership of the University's digital strategy and policy and practices around all forms of digital learning. Digital Futures staff are sometimes requested to provide:

- Externally generated customised services extra to core business to address the particular needs of a project
- Support outside of normal hours

Any such services will be charged on a cost recovery basis including the full cost of any staff overtime required including travel and associated incidental costs.

#### **4.3.3 Office of the Pro Vice-Chancellor Learning Transformations**

The Office of the Pro Vice-Chancellor Learning Transformations is responsible for leadership of the University's learning and teaching strategic and action plans. Learning Transformations staff are sometimes requested to provide:

- Externally generated customised services extra to the core business to address the particular needs of a project
- Support outside of normal hours

Any such services will be charged on a cost recovery basis including the full cost of any staff overtime required including travel and associated incidental costs.

#### **4.3.4 Office of Technical Support Services**

The Office of Technical Support Services provides specialist advice and practical support for teaching and research activities to Schools and Institutes under a Service Level Agreement. Services requested in addition to those covered by the Service Level Agreement will be charged on a cost recovery basis including the full cost of any staff time required including travel, consumables and associated non-salary and incidental costs.

**All Internal charges will be reviewed as part of the annual budget process to ensure compliance with Western Sydney University Policy**

## **Appendix 1 School of Humanities and Communication Arts**

### **TV Studio, Media Spaces and Equipment Building EA Parramatta South Hire Rates**

<b>Description</b>	<b>Hourly rate</b>	<b>½ day rate</b>	<b>Full day rate</b>
Specialist Mac Computing Lab (technical assistance not included)	\$60	\$240	\$410
Edit Suite	\$60*	\$240	\$410
Specialist Technical staff may be booked and will be charged at an hourly rate of \$68.19 (incl on-costs) per staff member. This will cover the backfill of the staff member so they can be dedicated to the booking.			
Sound Recording in TV Studio (for Video)	\$20	\$70	\$120
Technical staff may be an essential requirement of booking and will be charged at an hourly rate of \$68.19 (incl oncosts) per staff member to cover the cost of any additional external staff engaged by the School to undertake the routine daily tasks of the technician			
Sony FS7 4K super 35mm XDCAM Video Camera	Premium Camera	\$250	\$250
Nikon D750 DSLR HD Video body and 24-85mm f3.5-4.5 lens		\$100	\$150
Additional Nikon lenses, per lens per day		from \$50	from \$50
Sony NX5 Hand Cam		\$100	\$150
Zoom H4n audio recorder		\$25	\$50
Black Magic cinema camera body only		\$110	\$180
Lens-additional cost		\$60	\$60
LED Lighting Kit or Dedo Kit		\$25	\$40
On Camera LED Light		\$10	\$25
Miller Tripod		\$15	\$25
Accessories Flexfill Reflector		\$10	\$18
<b>Description</b>	<b>Hourly rate</b>	<b>½ day rate</b>	<b>Full day rate</b>
Sennheiser K6 shotgun microphone with mount and fluffy or equivalent		\$18	\$30
Shure hand mic or equivalent		\$12	\$20
Blue Snowball USB Mic		\$12	\$20
Radio Microphone		\$18	\$30
<b>Description</b>	<b>Hourly rate</b>	<b>½ day rate</b>	<b>Full day rate</b>
Boom Pole		\$6	\$12
PA System		\$20	\$40
Studio (floor space and green screen) including, lights and make-up facilities		\$200	\$400

<b>Description</b>	<b>Hourly rate</b>	<b>½ day rate</b>	<b>Full day rate</b>
Studio and control room (includes green screen, lights, 16 channel audio-desk, 3 studio cameras, vision mixer, Chyron, Autocue, Hard disk record) 6 hours		\$500	\$810
Autocue		\$85	\$140
OB Van (includes three cameras, basic vision mixing desk, 8 channel audio-desk, Hard disk record)  Technical staff will be an essential requirement of booking and will be charged at an hourly rate of \$68.19 (incl oncosts) per staff member to cover the cost.		\$600	\$1000
* Depending upon the complexity of the edited program work on the premise of 1 hour editing to 1 minute of screen time.			
Technical staff may be an essential requirement of bookings, and will be negotiated on booking. The costs will be recouped at actual staff time.			

## **Photographic Studio Building EA 2.31 Parramatta South Hire Rates**

### **Studio Overview**

The hire of the School's photographic studio is currently available for internal hire only. The hirer is responsible to ensure that all work carried out within the space meets University policy guidelines.

In the event that the hirer brings in an external third party to use the studios on their behalf, it will be the responsibility of the hiring business unit to ensure that the third party has relevant and current public liability insurance to cover for the work undertaken.

Studio inductions are a necessary part of safety protocol and hiring practice. All persons requiring to work and access the studio space will need to undertake the induction process on the day of booking.

The size of the studio is 12 x 12 meters, 144m<sup>2</sup>. An 11 metre wide floor and ceiling cyclorama with two adjacent bays 4.5m wide making another two sets each with triple hooks to support 2.7m wide background rolls if required.

### **Hours of Hire including bump in/out weekdays:**

Full Day (8hrs): 8am-4pm

Half Day (4hrs): 8am-12pm or 12:30pm-4:30pm

### **Inclusions**

The studio space is hired as one large space where, either a single large set or multiple shoots can run in tandem maximising use of studio hire time. Included with the studio hire is the following:

- 5x C stands
- Light stands, low and high
- 1x Manfrotto superboom
- 2x Manfrotto 2 & 3 section booms
- 6x Black / White polyboards
- Range of clips and clamps
- 2x overhead lighting rail systems with 4x pantographs
- 1x iMac computer with Audio speakers
- 1x Large 2 meter display panel for presentations
- 2x Rolling seats and a cupboard
- 6x Black / white free standing polyboards

A range of Elinchrom lighting monoblocs and light shapers are available for hire in addition to the studio hire rate if required. Costs for hire for ½ day and full day are listed below. A discount of 30% on listed price applies to hire for 2-4 days and a discount of 50% applies to hires for 5+ days up to a maximum of 10 days.

<b>Description</b>	<b>Charges</b>	
	\$300 - ½ day rate	\$500 - Full day rate
Photographic Studio Rm EA.2.31 (incl bump in / out)		
Studio Assistant - Technical Staff on a per hour basis	\$68.19 (incl on-costs)	
Overtime Fee charged in 1hr blocks	As per professional EBA rates	
Overnight Pre shoot drop-off / set up - includes 2hrs OT		
Washed Cyclorama floor - full 11mx 6m	\$150	
Painted Cyclorama floor- full 11mx 6m	\$260	
Background Paper Roll hire- plus \$20p/m cut	\$20/mtr	
Studio Cleaning Fee (if required)	\$100	

Qty Available	Equipment	Per Day	Per 1/2 Day
	<b>Lighting- Elinchrom</b>		
1	ELC 1000	\$50.00	\$25.00
4	ELC 500	\$40.00	\$20.00
12	Style 600RX	\$30.00	\$15.00
6	Style 1200RX	\$40.00	\$20.00
	<b>Skyport</b>		
4	EL- Transmitter Pro- Canon / Nikon	\$20.00	\$10.00
4	EL- Transmitter Plus- Canon / Nikon	\$10.00	\$5.00
	<b>Reflectors</b>		
10	Wide Reflector 16cm 90deg	\$5.00	\$2.50
12	Standard Reflector 21cm 50deg	\$5.00	\$2.50
4	Grid set 21cm (5x)	\$20.00	\$10.00
10	Barndoor Set 21cm	\$20.00	\$10.00
1	Varistar Reflector 24cm 90deg	\$10.00	\$5.00
2	High Performance Reflector 26cm 48deg	\$15.00	\$7.50
2	Background Reflector	\$10.00	\$5.00
2	Softlite 70cm Silver 64deg	\$40.00	\$20.00
2	Softlite Grid 70cm	\$25.00	\$15.00
2	Softlite- Diffuser Tissue 70cm	\$5.00	\$2.50
2	Square Reflector white 44cm 85 deg + Grid	\$25.00	\$15.00

<b>Qty Available</b>	<b>Equipment</b>	<b>Per Day</b>	<b>Per 1/2 Day</b>
	<b>Special Light Effect</b>		
6	Snoot with Grid 15 deg	\$10.00	\$5.00
1	Fresnel Spot 30 FS30 + Accessory Set	\$120.00	\$60.00
1	Mini Spot Lite + gobo set	\$40.00	\$20.00
	<b>Indirect Softbox</b>		
1	Octabox 190cm	\$90.00	\$45.00
1	Rectabox 72 x 175cm	\$50.00	\$25.00
2	Stripbox 33x 175cm	\$50.00	\$25.00
	<b>Softbox Rotalux- Direct</b>		
4	Squarebox 100 x 100cm	\$40.00	\$20.00
1	Stripbox 50x 130cm	\$45.00	\$25.00
1	65cm Deep Octa- Xlite	\$25.00	\$15.00
2	70x 100cm Pro Recta Softbox with grid- Xlite	\$30.00	\$15.00
	<b>Umbrellas- EL</b>		
2	Translucent 85cm	\$5.00	\$2.50
2	Silver 85cm	\$5.00	\$2.50
2	Silver Deep 105cm	\$10.00	\$5.00
2	White Deep 105cm	\$10.00	\$5.00
2	Translucent Deep 105cm	\$10.00	\$5.00
	<b>Scrims</b>		
2	Lastolite- Skylite Rapid 0.75 Diffuser 2 x 2m	\$20.00	\$10.00
	<b>Studio Stand</b>		
2	Foba Asaba Studio Stand 2.5m	\$80.00	\$40.00

**Music Facilities Building F Kingswood - Hire Rates**

<b>Description</b>	<b>Rate</b>	
Main Music recording studio	\$200 (8 hours)	\$500 (24 hour lockout)
Technical staff may be an essential requirement of booking and will be charged at an hourly rate of \$68.19 (incl oncosts) per staff member to cover the cost of any additional external staff engaged by the School to undertake the routine daily tasks of the technician		
Rehearsal space building F room	\$60 per half day	
Grand piano (Playhouse)	\$200 per booking	
Sound engineer	Client to negotiate a separate payment and rate with known and competent sound engineer (list supplied by School of Humanities and Communication Arts / Technical Manager)	

## **Appendix 2 School of Medicine**

The School of Medicine will charge the following fees for Researchers from either within its own School and from other areas of the University in respect of animals agisted within the School of Medicine's laboratory facility:

### **Western Sydney University School of Medicine Researchers**

Species	Agistment fee (inclusive of food, consumables and care)
Mice-Experimental	\$2.56 per cage per week
Mice-Breeding	\$2.64 per cage per week
Rats	\$6.03 per cage per week
Rabbits	\$24.80 per animal for duration of stay
Zebrafish	\$2.50 per tank per week
Cage card fee	\$1.50

### **Western Sydney University Researchers outside School of Medicine**

Species	Agistment fee (inclusive of food, consumables and care)
Mice-Experimental	\$4.92 per cage per week
Mice-Breeding	\$6.90 per cage per week
Rats	\$13.37 per cage per week
Rabbits	\$71.04 per animal for duration of stay
Zebrafish	\$5.00 per tank per week
Cage card fee	\$1.50

The following services are included in the cost

- Animal Holding in a high-level bio-containment barrier facility
- Rats and Mice to be accommodated in individually ventilated cages
- Fortnightly cage changes and cleaning
- High quality sterilised and absorbent animal bedding
- Pre-mixed sterilised animal feed provided ad lib
- Stock maintenance and colony management of all maintenance stock within the facility

- Day to day health monitoring of animals
- Colony health surveillance monitoring of rats and mice
- Post-surgery monitoring
- Electronic and paper record keeping and maintenance
- General Technical Support is provided under a Service Level Agreements (SLA) with Technical Support Services. However certain skill specific services may be required outside of the SLA and these will be negotiated on a case by case cost recovery basis.
- Facility induction, training and ongoing support

The agistment fee does **not** cover veterinary, diagnostic and pathology services for medical problems resulting from experimental procedures, special diet, or special husbandry requests. For full breakdown of costs please refer to the School.