

APPROVED 2024 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)
18	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. Internal (extension to extension) calls are free.

University staff who require a mobile phone as part of their role are expected to utilise the allowance-based model as the preferred way of covering business related costs. Those mobile devices that need to remain on a University mobile plan for business reasons are subject to approval as per policy and will be charged according to the relevant mobile services carrier tariffs, including

voice, data and any service charges. University provided phones are not to be used for personal calls and services except for the occasional incidental usage.

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.

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.

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 General Counsel (GC), 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 Chief Financial Officer in consultation with the General Counsel 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 Digital Services

4.1.1 Finance Office

Motor Vehicle Pool (Non-Centre dedicated) Use

Charged at \$0.86c 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 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 School-owned computer labs, except for the fixed IT and Audio-Visual equipment in those locations. For all School-based computer labs whether directly supported by ITDS or otherwise, ITDS advice/input should be sought to ensure consistency of standards.

Note that School-based Computer Labs are those required or established by Schools to support specific course units. This does not include General Purpose Computer Labs 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 a comprehensive list of titles including Microsoft Office365, Adobe Creative Cloud, LinkedIn Learning, Blackboard Learning Management System (vUWS), Student Management System, Cyber-security related software and many other titles.

Specialist Software Installed in Computer Labs at School Request

ITDS will provide and fund software which is widely used across programs and campus locations. Specialist software to support specific courses will be an expense to the School requesting its installation. ITDS will hold master copies of all software installed in Labs.

Services on Unsupported/Non-University Equipment

ITDS endeavours to provide the widest support coverage 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 but standard service level agreements will not apply.

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, CCTV and network equipment will be part of the centrally 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, these may be passed on at cost to the requesting department at the discretion of the CIDO.

Staff Costs for After-Hours Session Support

ITDS staff are sometimes requested to provide support to activities and events conducted outside of normal business 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 may be charged to the requesting unit, as well as any third-party, travel or other incidental costs at the discretion of the CIDO.

Staff Costs for Commercial Event Support

ITDS staff are sometimes requested to provide technical audio-visual support for conferences or videoconferences as part of the university's commercial space hire.

Work may either be outsourced or performed by ITDS on a 'reasonable endeavour' basis. The full cost of staff time will be charged to the requesting unit, as well as any third-party, travel or other incidental costs at the discretion of the CIDO.

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.

4.2 Division of Infrastructure and Commercial

Facilities Information Services

The Division of Infrastructure and Commercial maintains 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 Capital Works programs – All facilities upgrades, refurbishments, new works and maintenance must be coordinated through Infrastructure Services. Only the Division of Infrastructure and Commercial 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 a Project Initiation Brief. The Brief is to be signed by the relevant Dean/Divisional Head or Entity General Manager and forwarded to the Division of Infrastructure and Commercial 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. Unit funding transfer requests shall be progressed via WesternNow.

Furniture/Staff Relocation

Furniture purchases/replacements and staff/unit relocations are to be arranged through Infrastructure Services. 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 Infrastructure Services. 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, the Division of Infrastructure and Commercial 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.

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.

Parking

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

Provision of ID cards for contractors engaged at the University

Cost recovery for the provision of contractor ID cards which is managed by Campus Safety and Security.

4.3 Division of People and Advancement

4.3.1 The Office of Student and University Planning

The following costs will be charged out by Competitive Intelligence and Analytics.

- 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 providing bespoke data engineering, project support and consulting (see appendix 3) in relation to:
 - Machine learning support/analysis
 - Development of forecasting and scenario modelling applications
 - Data engineering and management services
 - Statistical consulting and analysis
 - Survey design and distribution
 - Natural Language Processing analysis and API development
- Commercial revenue modelling
- 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 The Office of Student Experience and Marketing

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.

Design

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

Images (such as stock photography or videography) or other design elements not already held by the Unit will be charged at cost.

Postage, handling and courier costs.

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.

Student Services Hub

Recovery of additional, verifiable costs including salaries, phone, SMS, WhatsApp and costs (Inbound and outbound services delivered to future and current students). Work and charge back are agreed upon by both units/departments and typically formalised via a Service level Agreement.

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.

Services to Western Sydney University International College Students

Cost recovery for the provision of counselling, disability (including disability support i.e. Educational Support Services and Exam Supervision for students with a disability) and welfare services to Western Sydney University International College students.

Custom Designed Individual School Outreach Programs

Cost recovery of all services, training and support provided to individual Schools (at School request) for the provision of bespoke transition and at risk Outreach programs delivered by Western Success.

4.3.3 Office of People

Cost recovery of external consultants associated with misconduct committees, promotions, medical examination, 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. LinkedIn and 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.

Work Health and Safety

Cost recovery of external consultants associated with ergonomic and other office related inspections will be charged to the Centre/Entity in which the staff member concerned is employed.

Cost recovery of specialist services for matters that don't fall within the business-as-usual scope within Workplace Health Safety and Wellbeing such as the use of consultants for the purpose of conducting asbestos surveys, noise surveys, health monitoring checks, etc will be charged to the Centre/Entity in which the staff member concerned is employed.

Organisational 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 Organisational Development (OD) 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 (OD) 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.

OD 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.

4.4 Division of Deputy Vice Chancellor and Vice President Education

4.4.1 Office of the Pro Vice-Chancellor Learning Futures

The Office of the Pro Vice-Chancellor Learning Futures is responsible for leadership of the University's learning and teaching strategic and action plans together with the policy and practices around all forms of digital learning. Learning Futures staff are sometimes requested to provide externally generated customised services extra to the core business to address the particular needs of a project which may include:

- Share of new license fees for pilot programs
- REDI generated commercial or grants projects
- On-location filming and media production external to Western Sydney region
- Specialist media edtech or design services
- Marketing content generation
- 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.

4.4.2 Office of Teaching and Research Technical Services

The Office of Teaching and Research Technical Services (TRTS) 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.

Any existing activities that require support outside of normal hours will be charged on a cost recovery basis. New and emerging research projects or engagement activities that require support beyond the current ongoing capacity of TRTS may be subject to cost recovery charges for technical staff time. Schools and Institutes are encouraged wherever possible to ensure adequate salary funding for TRTS staff required to support limited term projects or engagement activities.

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

Description	Hourly rate	1/2 day rate	Full day rate
Specialist Mac Computing Lab (technical assistance not included)	\$60	\$240	\$410
Edit Suite TRTS staff may be booked, and hirer will be charged at current HEW 6.4 rates including on costs and overtime charges, as applicable, per staff member to recover costs of engaging additional staff. This will cover backfill of the staff member so they can be dedicated to the booking.	\$60*	\$240	\$410
Sound Recording in TV Studio (for Video) TRTS staff may be booked, and hirer will be charged at current HEW 6.4 rates including on costs and overtime charges, as applicable, per staff member to recover costs of engaging additional staff. This will cover backfill of the staff member so they can be dedicated to the booking.	\$20	\$70	\$120
Sony FS7 4K super 35mm XDCAM Video Camera	Premium Camera	\$250	\$300
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
Description	Hourly rate	1/2 day rate	Full day rate
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
Description	Hourly rate	1/2 day rate	Full day rate
Boom Pole		\$6	\$12
PA System		\$20	\$40
Studio (floor space and green screen) including, lights and make-up facilities		\$200	\$400

Description	Hourly rate	½ day rate	Full day rate
Studio and control room (includes green screen, lights, 16 channel audio-desk, 3 studio cameras, vision mixer, Chyron, Autocue, Hard disk record) 6 hours. The School may request to provide TRTS staff as an essential requirement to be present during the hire period. TRTS staff will be charged at HEW 6.4 hourly rates including on costs and overtime, as applicable, to recover costs to backfill the staff member providing services in addition to those covered by a Service Level Agreement.		\$500	\$810
Autocue		\$85	\$140
* Depending upon the complexity of the edited program work on the premise of 1 hour editing to 1 minute of screen time.			
TRTS 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.

The School may request TRTS to provide TRTS staff as an essential requirement to be present during the hire period. TRTS staff will be charged at HEW 6.4 hourly rates including on costs and overtime, as applicable, to recover costs to backfill the staff member providing services in addition to those covered by a Service Level Agreement.

Studio inductions are a necessary part of safety protocol and hiring practice. All persons requiring to access and work in the studio space are required to complete an induction of the lighting studio prior to commencing work.

The size of the studio is 12 x 12 meters, 144m². An 11 metre wide floor and ceiling cyclorama with two opposing 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 12:00pm-4:00pm

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. The studio is air-conditioned and includes access to styling and model change rooms, adjacent to the studio. Access to a range of Elinchrom lighting, reflectors and light shapers are included with the hire if required. Studio hire also includes the following:

- Elinchrom ELC125, ELC500, Style RX1200 monobloc heads
- Range of Elinchrom reflectors and softboxes (strip, square and octa softboxes)
- A range of Superior 2.7m coloured backgrounds \$/plm
- 5x C stands and a range of MF light stands, low and high
- 2x Manfrotto 2 & 3 section booms
- 6x polyboards black and white
-
- 2x overhead lighting rail systems with 6 x pantographs
- 1x iMac computer and large 2metre LCD display panel for presentations

Description	Charges	
Photographic Studio Rm EA.2.31 (incl bump in / out)	\$300 - 1/2 day rate (4hrs)	\$500 - Full day rate (8hrs)
Studio Assistant – TRTS Staff on a per hour basis	Actual costs will be recovered. Rate is HEW 6.4 including on costs and overtime, as applicable.	
Overtime Fee charged in 1hr blocks Overnight Pre shoot drop-off / set up - includes 2hrs OT	As per professional EA rates	
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)	\$150	

Music Facilities Building F Kingswood - Hire Rates

Description	Rate	
Main Music recording studio	\$200 (8 hours)	\$500 (24-hour lockout)
TRTS staff may be booked, and hirer will be charged at current HEW 6.4 rates including on costs and overtime charges, as applicable, per staff member to recover costs of engaging additional staff. This will cover backfill of the staff member so they can be dedicated to the booking.		
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 / TRTS Cluster 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 Teaching and Research Technical 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.

Appendix 3 Student and University Planning

Competitive Intelligence and Analytics will charge the following fees (provided that it is agreeable to both parties) for data engineering, bespoke project support and consulting:

Activity	WSU WSU The College	Category 1 Rates excl GST	Category 2 Rates excl GST
One-off short data engineering support (up to 2 days)	No charge**	N/A	N/A
Project Support (3 days to 5 weeks)***	\$3,500 p/w*	\$6,000 p/w*	\$8,750 p/w*
In-kind: Project Management Overhead	\$350 p/w*	\$600 p/w*	\$875 p/w*
Project Support Total	\$3,500 p/w*	\$6,600 p/w*	\$9,625 p/w*
Statistical Consulting for Research Projects (1-2 hour consult)	Free for Researchers and Research students	N/A	N/A

* "p/w" is the per week rate, equivalent to 35 hours

** Dependent on staff availability

*** Longer engagements by arrangement only. Further fees will apply.

Category 1 users are Publicly Funded Post Secondary Education Institutions and Publicly Funded Organisations and charities

Category 2 users are For Profit, Privately Funded Organisations.

CIA will offer a project scheme at its discretion for up to 5 weeks in-kind support, valued at \$3,850 pw. Applications will be by EOI and assessed on merit.