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OCCUPANCY CHARGES 2006 OVERVIEW

Occupancy charges are based on the 'direct & indirect' operating costs incurred by Property Services for servicing the space occupied by portfolios/schools/groups. It is not a rental charge. The charging process continues to use the established Occupancy Chargeback Model.

- Occupancy Charges are based on 'weighting' of the direct costs and are reviewed on an ongoing basis.
- The Occupancy Budget Allocation will be at the portfolio level and may be managed at the school level. The same principle will apply to the distribution of the Centrally Managed Teaching Space hire charges budget.

Monthly charges are based on the space occupancy at a point in time e.g. November 2005 for the whole of 2006. Space adjustments affecting the charges will be made quarterly or when required.

Centrally Managed Teaching Space hire charges are based on the operating cost of the space, and the maintenance cost of the audio visual equipment. These spaces are categorized into five types depending on the level of the equipment available in that space. The hire charge budget will be allocated at the portfolio level.

Property Services ABC Model for estimating occupancy charges.

The model provides a more accurate cost base for charging of services associated with occupied space. This translates into the occupancy charge which is based on the major cost drivers of square metres (M²) of space occupancy, hours of Centrally Managed Teaching Space used, and in some cases Direct Assignment of business sustaining costs. The Model calculates charge rates based on campus budget allocation using attributes (applicable to the local cost environment) and cost weights (applied to direct costs only) relevant to a space type to establish a cost per square metre at a particular campus. This is further analyzed by activity enabling a more accurate cost to be determined for each service per square metre.

As the model is further developed, the activity drivers and attributes will be refined to further improve the quality of information on the cost of various space types.

Summary of 'General Space Types

- GENERAL TEACHING SPACE (all lecture theatres & classrooms);
- LABORATORY & OTHER SPECIALISED SPACE (all laboratories, computer labs & studio space);
- OFFICE, ADMIN, & MEETING SPACE (all office space, staff rooms, meeting rooms);
- SUPPORT/STORAGE & RESOURCE SPACE (storage, ancillary & preparation space, printer, photocopier, fax etc)

Service Statements 2006

A review to reflect changes within Property Services has simplified the format of the Service Statements and continues to provide clarity in relation to the provision of services. Property Services Client Relations Managers are always available to discuss any queries or issues in this regard.

Further Information

Further information can be obtained from Con Mozjerin, Space Planning Manager, Space Management on ext. 51715.

Introduction

In 1997 RMIT University introduced an Occupancy Chargeback Policy to reflect the cost of servicing space used by portfolios/schools/groups and other client entities within the University. The Policy and Procedures have been progressively developed and implemented.

Policy

RMIT University, through its budgeting process, will apply charges for the provision of services to the space occupied by all portfolios/schools/groups and other client entities within the University, and the hourly hire of the Centrally Managed Teaching Space.

Charges will be levied on a \$/M² basis of useable space occupied by a client and will be inclusive of costs associated with servicing the common space throughout the University.

Coverage includes all portfolios, all accommodation occupancy service related costs and all campuses and sites.

The Policy is to be developed progressively and implemented in accordance with the attached Procedures which are revised and updated annually.

The Policy does not apply to commercial leases of University property with external organizations or RMIT Companies.

Occupancy Charges 2006 - Procedures

1.0 PORTFOLIO SPACE

1.1 Occupancy Expenditure Allocation

Occupancy Expenses will be distributed to the portfolios through the University Budget Process. The portfolios may redistribute the expenditure to the schools if required.

Expenditure for the hire of the Centrally Managed Teaching Space will be allocated to the portfolio. Property Services' Space Management Branch will record the usage of the Centrally Managed Classrooms by the Schools in the previous year, and distribute next year's expenditure to the portfolio based on that data.

1.2 Expenditure Distribution

Facility related expenses at the beginning of each year are based on the actual space occupied, ie useable floor area - per square metre/annum plus an allowance for the hire of the Centrally Managed Teaching Space where required.

Final space occupancy listings are forwarded to the portfolios indicating the area on which the expenditure is based annually.

Refer Schedule 1 for details.

1.3 Space Verification

A space occupied verification process will be conducted as required by requesting the portfolio to confirm their occupancy. In addition it is the responsibility of the portfolio to notify Space Management, Property Services of any space variations/changes as they occur. Non - compliance will impact on the Budget Expenditure Allocation.

1.4 Quarterly Statements

Property Services will provide quarterly statements to each portfolio specifying the occupancy charge, hire of centrally managed teaching space and any sundry charges that will be direct debited if requested. Should there be any discrepancies in charges or space occupied, the portfolio disputing these will have the opportunity to resolve these issues in accordance with the Policy. Disputed charges should be reported to the appropriate contact as set out in Schedule 10, Client Assistance Contact List.

Quarterly charges will be based on the space occupancy at the time of the University Budget Projection for the following year. Space adjustments affecting the charges will be made quarterly.

Statement Format

- The statement will show the current general space type occupied and associated charges.
- Charges for the hire of centrally managed teaching space will be shown if applicable.
- Sundry Charges will be shown if applicable. Summary of works will be provided with each statement, however no detailed reports of works will be supplied unless requested.

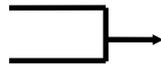
Refer Schedule 2 for a typical statement.

1.5 Occupancy Charge

The occupancy charge constitutes a charge for services associated with a particular space type e.g. cost of cleaning, power consumption, security, plant & building maintenance etc. The operating costs for space type applied as a rate per square metre of useable floor area are in two categories of Direct and Indirect Costs. The distinction between what constitutes a direct and an indirect cost is that a direct cost relates directly to the occupancy of a room ie, if the room wasn't occupied, then the University would not be incurring that cost. These costs relate to use, not existence of a room.

Direct Costs include the following:

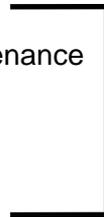
- cleaning
- utilities



i.e. day to day operating costs.

Indirect Costs include the following:

- security
- campus grounds maintenance
- general preventative maintenance
- mail delivery service
- property management



i.e. costs incurred regardless of occupancy

To further reflect more accurate costs of servicing the space, four categories of space types are used in the pricing structure on each campus as follows:

- GENERAL TEACHING SPACE (all lecture theatres & classrooms);
- LABORATORY & OTHER SPECIALISED SPACE (all laboratories, computer labs & studio space);
- OFFICE, ADMIN, & MEETING SPACE (all office space, staff rooms, meeting rooms);
- SUPPORT/STORAGE & RESOURCE SPACE (storage, ancillary & preparation space, printer, photocopier, fax etc).

The space types have various levels of service requirements and attract different costs for this reason on each campus.

Refer Schedules 3 & 4 for details.

1.6 Charge Rate

The charge rate is reviewed, adjusted annually to reflect the accurate operating costs for each campus and adjusted for each space type.

2005 charges are based on cost of a typical space type used within the University with a cost weight applied to the direct costs only to determine the cost level of servicing each general space type per square metre.

1.7 Space Sharing

Where space is shared between portfolios they are required to make internal arrangements. The expenditure budget will be provided to the initial occupiers and costs shared as agreed between the parties.

1.8 Hiring of Portfolio/Group Space

Internal Users

Faculties/groups may hire their space to other internal users when not required. The option of cost recovery on an hourly basis may be exercised in these circumstances. Generally this applies to classrooms and Laboratories.

External Users

Hiring of faculty/group space on a casual/short/long term basis to an external organization is subject to RMIT regulations and that activities in the leased space do not adversely impact on RMIT's core business with the following conditions:

Long term (for 6 months plus)

- approval must be sought from the Executive Director, Property Services prior to leasing the space on a long term basis to an external organization, i.e. 6 months or more;
 - should this apply, the portfolio must furnish a reason why this space is proposed to be leased out to an external organization rather than being reallocated;
 - should this space be required after the lease period, the portfolio will be required to apply for acquisition of this space under the terms specified in clause 1.11, as it reverts back to Property Services on expiry of the lease;
 - the income for the lease will be credited to Property Services;
 - all external leases will be administered by Property Services;
 - lease renewals must be approved by the Executive Director Property Services

Short term (under 6 months)

- application to the Executive Director, Property Services must be made for consideration and determination of the terms and conditions to be applied as appropriate to the circumstances
- permission must also be obtained from the Pro Vice-Chancellor of the relevant portfolio and approval sought from the Executive Director Property Services
- Property Services will assist with short term lease arrangements
- space and facilities must be clearly defined, and agreement reached between the faculty/group & the external organization as to the activities performed in that space;
- period of hire must be defined;
- hire rates are at the discretion of the faculty/group;
- the external organization will be responsible for any RMIT property & equipment damage;
- insurance must be arranged by the external organisation for their staff, with evidence submitted to the faculty/group (contact RMIT Insurance Officer, Financial Services for procedures);
- the income received by the faculty/group is subject to the University Overhead Charges;
- if the activities take place outside normal University hours, Security must be notified of the details, and a charge may apply for any additional security services required.
- lease renewals must be approved by the Executive Director Property Services

1.9 Leased Space

All requests by portfolios to lease space from external organizations must be forwarded to the Executive Director, Property Services, who will initiate action in accordance with the Property Services Lease Procedures.

The application should detail the space required, the purpose for the space, preferred location and other relevant information, and must be signed off by the relevant Pro Vice-Chancellor.

This process applies to all short/long term arrangements and where hiring of space occurs on an hourly basis.

The Space Management Branch will evaluate applications and forward them to the Executive Director Property Services and to the Vice-President, Resources for consideration and approval. Where funding is provided by the University, Property Services will administer the budget. Where funding is provided by the portfolio, all payments for that space must be made through the Property Services finance system, and where mixed funding applies, Property Services will administer the budget. In all cases the lease will be signed by the Vice-Chancellor.

The Manager, Property will negotiate the lease on behalf of the portfolio to safeguard the University's position legally.

RMIT operations in externally leased space

Currently several buildings are leased by RMIT for occupancy by various portfolios, and funded through Property Services. These spaces are part of the Occupancy Chargeback system.

The University provides services to all buildings regardless of the tenure status i.e. owned or leased. These services, such as cleaning, mail delivery, security, lease management, administration, management of specific maintenance issues/problems & rectification, long term maintenance requirements, property management and others (for details see pages 8 and 9) are reflected in the operating costs that are charged out to the portfolios:

- The cost of these activities is minimally covered by the above charges through Occupancy Chargeback and all RMIT entities (except commercial units) are under this system.
- The real cost of replacement of plant, and preventative maintenance is funded through the capital component which is not charged to the faculties and is excluded from Occupancy Chargeback, hence the cost of administration, financial transactions, recoveries of rentals, and negotiations on behalf of the client etc are grouped under these items mentioned above as appropriate.
- Several buildings have services provided by the Landlord/Managing Agent that are charged as part of the 'outgoings'. The charge for these services is excluded from Occupancy Chargeback .

RMIT Commercial Companies

RMIT Commercial Companies fund the lease costs and the outgoings for the space they occupy on a commercial basis through Property Services and are excluded from the Occupancy Chargeback process. This applies to both University and external leased space.

1.10 Vacating Space

A portfolio wishing to vacate space must apply through the Space Management Branch, Property Services and the following procedure applies:

- Form RV01 'Request to vacate space' must be completed and signed off by the relevant Pro Vice-Chancellor of the portfolio
- One month notice must be provided from the intended vacation date
- Space Management Branch will review and forward the request to the Executive Director Property Services/Vice-President, Resources with the recommendation for approval

Charges in respect of vacated space will apply as follows:

- 1) vacant space transferred to another portfolio will become the responsibility of that portfolio which will meet the full occupancy charge, with the expenditure allocated as set out below for acquiring new space. The portfolio vacating space shall have the occupancy expenditure adjusted for that year
- 2) vacant space not taken up by another portfolio, will be transferred to the 'University Restricted Space' category and the original portfolio will have the occupancy expenditure adjusted accordingly

Refer Schedule 5 for sample form.

1.11 Acquiring Space

A portfolio wishing to acquire space must apply through the Space Management Branch, Property Services and the following procedure applies:

- Form RA01 'Request to acquire space' must be completed and signed off by the relevant Pro Vice-Chancellor of the portfolio
- Rationale for additional space to be provided, in terms of Strategic Linkages e.g. relevance to T & L, R & I, etc
- Space Management Branch will review, conduct a space audit and forward the request to the Executive Director Property Services/Vice-President, Resources with the recommendation for approval

The following process applies for funding of new space/acquiring of space and falls into three categories:

- fully funded where the University instigates the provision of new space in accordance with its strategic objectives
- partially funded (portfolio to pay Direct Costs only) where the University instigates the provision of new space in accordance with its strategic objectives, however the portfolio already occupies space additional to the prescribed requirements
- portfolio funded where the University does not instigate the provision of new space and the request does not meet with the University's strategic objectives

Once the process has determined the space acquisition funding, the effective date will be established and approved by the Pro Vice-Chancellor Finance & Business Services.

Refer Schedule 6 for sample form.

1.12 Space Occupancy Disputes

Should a dispute arise due to varying claims of occupancy in an area within a portfolio, this will be resolved by the relevant PVC, or if a dispute is due to varying claims of occupancy in an area between portfolios, this should be resolved by the relevant PVC's and if necessary the Space Management Branch may provide advice to assist with the

resolution. However, if no satisfactory outcome is reached, the matter will be referred to the Vice-President, Resources for resolution.

All disputes relating to space occupancy should be referred to the Space Management Branch by the portfolio for recording on the Data Base and appropriate follow up on the progress of resolution

1.13 Storage Space

Under normal circumstances the University will not provide storage space for equipment, furniture or other items unless this forms part of RMIT's core business and can be substantiated. Property Services does however, provides storage for exam furniture.

1.14 Space changes as a result of Strategic/Organizational changes

Space changes resulting from Strategic direction, Organizational or other University changes will be treated as follows:

- vacated space will revert back to University (managed by Property Services) automatically
- if that same space is required for other purposes of the School/Group, a submission outlining the details and rationale will be required (see clause 1.11 above)
- space audit will be conducted by Property Services, in conjunction with the Portfolio, prior to considering/assessing a request for the acquisition of additional space. A report will be forwarded to the Executive Director Property Services and relevant Pro Vice-Chancellor with a recommendation for action
- space audit will be conducted by Property Services after the allocation to ensure appropriate and efficient use of space

Property Services provides advice to the Portfolios on space management/requirements and recommendations are made when required on the best use of space.

2.0 CENTRALLY MANAGED TEACHING SPACE

2.1 Room Charges

Centrally Managed Teaching Space will be charged to users at hourly rates which are based on the occupancy charge and the audio visual services charge. The charges on an hourly basis will vary between rooms depending on the capacity and the level of equipment provided. The classification will range from AV1 to AV5. Refer to Schedule 5 for the definition of room classification, and Schedule 6 for the Centrally Managed Teaching Space list, which includes AV room classifications, numbers, capacity, and hourly charges.

Portfolios will be charged normal rates for the Centrally Managed Teaching Space if that space is booked and not cancelled (if not required) within 48 hours of the booked date.

2.2 Variation in the use of Centrally Managed Teaching Space

Should there be a variation in the use of the Centrally Managed Teaching Space during the year, the expenditure may be reviewed.

2.3 Maintenance

Audio Visual Services will provide service and maintenance to the Non - Centrally Managed Teaching Space (portfolio occupied space) for an appropriate service charge, on a 'user pays' basis.

It is requested that all users report any damaged/broken facilities and any equipment malfunctions in Centrally Managed Teaching Space to the Property Services 'Service Desk', or to Audio Visual Services in the Facilities Services Branch.

Equipment failure during lectures or presentations must be reported to Audio Visual Services immediately for rectification.

2.4 User Responsibilities

The accuracy of bookings, course (subject) numbers, and other relevant information will be the responsibility of the booker/user within the portfolio, and bookings shall comply with all current Room Booking Procedures.

Refer Schedule 9 for Timetabling and Room Booking Policy & Procedures.

The user will be responsible for leaving the room in a reasonable condition and for taking the necessary security precautions by locking the room when not in use. Should it be evident that this has not been followed, a financial penalty may be imposed on the user portfolio based on the cost of corrective measures.

No food or drink is allowed in teaching spaces.

3.0 SPACE PLANNING ADVICE

3.1 Planning Advice

Space Management offers facilities planning advice and through the use of space planning tools, can advise clients on upgrading, improved utilization and modification of space to better suit the required activities.

3.2 Planning Tools

Space planning tools are also available to estimate the space requirements for faculties/groups and should be used as indicators only. These tools will provide information on efficiency of space utilization, type of space required for the particular activities/programs and the best use of available space. The focus is on how to best use the facilities to support

the teaching and learning/research and development activities and also the amount of space needed.

The space planning tools include:

- Room Audit Utilization Reports;
- Syllabus Plus Booking Systems;
- Reference to the Integrated Infrastructure Plan;
- Reference to the Teaching & Learning Strategy.

It should be noted that the combination of these tools will produce the best results in terms of meeting the space requirements of each portfolio.

4.0 SERVICE STATEMENTS

4.1 Purpose and Process for Signing

The Service Statement is issued annually by Property Services and sets out the range and standard of services provided to clients occupying space managed by Property Services. The Service Statement also includes the response times.

The Service Statement is based on the space occupancy agreed at the beginning of the year.

Property Services focus is on providing a quality service throughout the University within the given resource constraints approved by the University Council through the budget process.

4.2 Variation of Services

Any services required over and above those in the Service Agreement may be requested from Property Services and where possible these will be provided, but at a cost to the portfolio. It should be noted, however, that it may not be possible to deliver different standards of service to customers occupying the same building.

4.3 Service Provision

It should be noted that portfolios must not seek to obtain any services externally that are available through Property Services. An external service provider may not be chosen. Provision of services remains the responsibility of Property Services in order to ensure consistency of approach on a University wide basis.

There is a requirement for Property Services to follow RMIT policies and procedures for finance/audit, procurement, insurance, personnel/employment, industrial relations, and Occupational Health and Safety, which governs the level of services provided.

Property Services will monitor, benchmark and report on performance in relation to the stated services provided annually to the client portfolios.

Client Relations Managers are available to assist with any problems relating to services and will follow up the progress of works for clients.

4.4 Works Requests

All work requests should be forwarded through the relevant Service Desk.

Requests for works outside the services offered in the Service Statement which involve will be referred to the client for acceptance.

Claims by portfolios for works not completed to their satisfaction will be investigated by Property Services and rectified if necessary.

Information on services provided by Property Services should be directed to the Service Desk. This includes request for works, problems with services, emergency works, and general queries. City & Other Sites 9925 2357, Bundoora and Brunswick 9925 7567.

Schedules

Schedule 1 – Sample Budget Expenditure Allocation

(figures supplied indicative only)

Expenditure Allocation 2006
90100 - PORTFOLIO OF COMMUNICATION

The 2006 Expenditure Allocation is based on the operating costs (Direct and, Indirect) per square metre.

Total space 'expenditure' allocation for the portfolio amounts to \$1,643,992 for 2006.

Total Centrally Managed Teaching Space 'expenditure' allocation for the faculty amounts to \$70,969 and is based on the 2005 usage.

Communication Portfolio Schools and the expenditure applied:

Portfolio/School Name	Area M ²		Occupancy Charge (Direct & Indirect Costs)	CMTS	Total Charge
School 1	5,764		\$269,499	\$23,600	\$293,099
School 2	578		\$22,139	\$16,502	\$38,641
School 3	2,466		\$254,408	\$5,236	\$259,644
School 4	2,716		\$280,547	\$17,258	\$297,805
Portfolio Office	1,103		\$109,637	\$1,004	\$110,641
School 6	6,203		\$636,793	\$7,369	\$644,162
Grand Total	18,830		\$1,573,023	\$70,969	\$1,643,992

Schedule 2 – Sample Quarterly Statement
**PROPERTY SERVICES GROUP STATEMENT
FOR PERIOD ENDING MARCH 2006**

 Telephone: 9925-5245
 Facsimile: 9925-3184

Thursday, 1 April 2006

Statement No: 1000-03-2006
To: Nicole Remington

 10100
 Portfolio of Communication
 City Campus

		City	Bundoora	Other Sites	Grand Total
<u>Space Occupied:</u> (M ²)	General Teaching	200.42	0	0	200.42
	Lab & Specialized	236.66	0	0	236.66
	Office, Admin & etc	310.55	0	0	310.55
	Support/Storage etc	742.79	0	0	742.79
TOTAL		1,490.42	0	0	1490.42

Occupancy Charges/m²

Space Type	City	Bundoora	Other Sites
General Teaching Space	\$109.38	\$67.85	\$37.56
Laboratory & Other Specialized Space	\$144.58	\$99.19	\$61.11
Office, Admin & Meeting Space	\$153.38	\$107.02	\$67.00
Support/Storage & Resource Space	\$133.20	\$89.06	\$53.50

Occupancy Charge - Amount Charged for January-March 2006	\$202,710.03
CMTS Charge - Amount Charged for January-March 2006	\$8,000.00
Sundry Charge (BEIMS) - Amount Charged for January-March 2006	\$0.00
Total Amount Charged	\$210,710.03

All enquires regarding statement charges can be directed to Corporate & Client Services on extension 55245 (City)

Schedule 3 - Charge Rates
Occupancy Charges by Campus/General Space Type (rate/m²/annum) 2006

General Space Types	CITY				BUNDOORA				OTHER SITES			
	Gen. Teach Space	Office, Admin & Meeting Space	Laboratory & Other Specialized Space	Support/Storage & Resource Space	Gen. Teach Space	Office, Admin & Meeting Space	Laboratory & Other Specialized Space	Support/Storage & Resource Space	Gen. Teach Space	Office, Admin & Meeting Space	Laboratory & Other Specialized Space	Support/Storage & Resource Space
Direct	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cleaning	11.47	39.47	30.27	24.19	8.22	25.08	21.71	17.35	7.30	22.25	19.26	15.39
Utilities	10.00	30.49	26.39	21.09	10.88	33.19	28.73	22.96	7.06	21.55	18.65	14.91
TOTAL DIRECT COST	21.46	65.46	56.66	45.29	19.11	58.28	50.44	40.32	14.36	43.80	37.91	30.30
Indirect	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Security	17.43	17.43	17.43	17.43	14.96	14.96	14.96	14.96	5.32	5.32	5.32	5.32
Campus grounds maintenance	0.40	0.40	0.40	0.40	7.91	7.91	7.91	7.91	2.51	2.51	2.51	2.51
General Preventative Maintenance	27.19	27.19	27.19	27.19	25.87	25.87	25.87	25.87	15.36	15.36	15.36	15.36
Mail delivery service	2.57	2.57	2.57	2.57								
Property Management	40.34	40.34	40.34	40.34								
TOTAL INDIRECT COST	87.91	87.91	87.91	87.91	48.74	48.74	48.74	48.74	23.20	23.20	23.20	23.20
TOTAL OCCUPANCY	109.38	153.38	144.58	133.20	67.85	107.02	99.19	89.06	37.56	67.00	61.11	53.50

Activity cost element details for service charges:

Cleaning (d) General Cleaning Waste Removal Environmental Control Window Cleaning Toilet Requisites Pest Control	Utilities (d) Electricity Gas Water Oil	Security(i) Card Access System Guarding Patrols
Maintenance (i) Lift maintenance Prevent/Correct Maint-Plant Carpentry Eng & Mech Signage Electricians Asbestos removal Prevent/Correct Maint-General Support Services-Eng & Workshops Alarm Maintenance Sprinkler Systems Fire Prevention Locksmith costs Building-Life cycle alterations Lamping service	Mail Delivery Service (i) Internal & external mail services Property Management (i) <i>(previously PSG O/H)</i> Administration Planning & policy support Group corporate services Operating costs Support staff	Campus grounds maint (i) Gardening contracts Ground staff Consumables

**Schedule 4 - General Space Type Categories
Space types & room indicators 2005**

Room Type	Room Description	General Space Type
A A1 A2	<u>General Teaching Space</u> Classroom Lecture Theatre	General Teaching Space
B B1 B2 B3 B4 B5 B6 B7 B8	<u>Specialized Teaching Space</u> Wet Laboratory (Chemical/ Anatomy etc) Dry Laboratory (Physics/Electrical, etc) Computer Laboratory/Classroom Clinic/Social Science Workshop Heavy Mach/Equip, Machine Tools, Robotics Workshop Light Equipment/Art Gymnasium Design Studio	Laboratory and other Specialized Space (Specialized Teaching Space)
F F1 H1 H2 H3 H9	<u>Support Space</u> General Storage Ancillary Storage Library space (excluding offices) Accommodation & Lease Space Student Common Rooms Meeting Room/Conference Facilities (Union)	Support/Storage and Resource Space (Support Space)
G G1 G2 G3 G4 G7 G8 G9	<u>Non Teaching Space</u> Executive Office Standard Office Open Plan Office Staff/Conference/ Rooms Retail Outlets (Union) Recreational Space (Union) Health/Welfare Services (Union)	Office, Administration and Meeting Space (Non-Teaching Space)
Z ZA Z1 Z2 ZB Z0 Z10 Z5 Z6 Z (cont) Z7 Z8 Z9 ZC Z3 Z4	<u>Non-Habitable Area</u> Building Services Toilets, Showers, Change Rooms and Stores Communications Circulation Non-Habitable Area Lift Voids, 2 nd Floor & Above Verandahs Corridors <u>Non-Habitable Area</u> (continued) Stairs Lifts, escalators Vehicular Mechanical Plant Rooms Risers, Ducts	University Common Space (Non-Usable Space) University Common Space (Non-Usable Space)

UZ	<u>Union Services-Non-Habitable Area</u>	University Common Space (Non-Usable Space)
UZA	Union Services-Building Services	
UZ1	Union Services -Toilets, Showers, Change Rooms and Stores	
UZ2	Union Services -Communications	
UZB	Union Services -Circulation	
UZ0	Union Services -Non-Habitable Area	
UZ10	Union Services -Lift Voids, 2 nd Floor & Above	
UZ5	Union Services -Verandahs	
UZ6	Union Services -Corridors	
UZ7	Union Services -Stairs	
UZ8	Union Services -Lifts, escalators	
UZ9	Union Services -Vehicular	
UZC	Union Services -Mechanical	
UZ3	Union Services -Plant Rooms	
UZ4	Union Services -Risers, Ducts	
ZD	Structural	University Non-Usable Space (Non-Usable Space)
X-CORE	General Core Area	
X-EXWALL	Exterior Walls	
X-INWALL	Interior Walls	

Schedule 5 – Request to vacate space

Occupancy Charges 2006 - Request to vacate space (RV01)

To: *Space Management, Property Services*

From:

Date:

- Portfolio:.....
- Portfolio/School Internal Order number:.....
- Location of space proposed to be vacated (Campus, Building, Level, Room number):
.....
.....
- Size of proposed space to be vacated (m²):.....
- Space description (e.g. office, lab etc):.....
- Reason for vacating space (refer Occupancy Charges Policy 2006):
.....
.....
.....
- Date of proposed vacancy:.....
(Please note advance notice of one calendar month is required)
- **Have ‘current activities’ in the proposed space been relocated and notices issued to all concerned? (e.g. timetabled classes, meetings, seminars, and other activities etc).....YES/NO**
- Other relevant details:.....

Please note that should you wish to provide more information in addressing the “vacating” criterion, attach further documentation.

.....
PVC(Portfolio)

Date.....

Occupancy Charges 2006 - Request to acquire space (RA01)

To: *Space Management, Property Services*

From:

Date: _____

- Portfolio:.....
- Portfolio/School Internal Order number:.....
- Preferred location of space (Campus, Building, Level, Room number):
.....
- Size of space required (m²):.....
- Space description (e.g. office, lab etc):.....
- Reason for acquiring space (refer Occupancy Charges Policy 2004):
.....
.....
.....
.....
- Other relevant details:.....

Please note that should you wish to provide more information in addressing the “acquisition” criterion, attach further documentation.

.....
PVC(Portfolio)

Date.....

CENTRALLY MANAGED TEACHING SPACE CLASSIFICATIONS

AV1 - Overhead projector and screen provided.

AV2 - Overhead projector, screen and TV (video equipment may not be available. Some rooms may have a slide projector).

AV3 - Large screen projector able to replay video or display computer through screen. Overhead projector (some rooms may have slide projectors).

AV4 - Large screen projector able to replay video or display computer through screen. Overhead projector (some rooms may have slide projectors) Facility for control of facilities from lecterns, with 2 slide projectors. Rooms may also have visualiser and radio microphone.

AV5 - Specialist Facilities - Video conferencing facilities (one facility available at Bundoora, one at the City Campus) Television Studio.

Schedule 8 – CMTS Room List & Charges
Centrally Managed Teaching Space room list and hire charges 2006

Subject to amendments			
Campus/Room No	Capacity	AV Type	\$ Charge/Hour
CITY			
MCCC.001	700	AV4	17.20
004.02.002	20	AV1	8.00
004.02.003	20	AV1	8.00
005.03.001	140	AV4	17.20
006.05.001	25	AV2	10.00
006.05.002	25	AV3	14.50
006.05.016/017	25	AV3	14.50
007.02.042	21	AV2	10.00
007.02.043	36	AV2	10.00
007.02.044	36	AV2	10.00
007.03.047	24	AV2	10.00
008.09.042	75	AV2	10.00
008.10.022	80	AV2	10.00
008.11.061	90	AV2	10.00
007.03.048	38	AV2	10.00
008.11.068	176	AV4	17.20
010.04.027	294	AV4	17.20
010.08.003	80	AV4	17.20
010.08.004	80	AV4	17.20
010.10.003	80	AV4	17.20
010.10.004	80	AV4	17.20
010.11.004	80	AV4	17.20
010.11.003	80	AV4	17.20
010.13.003	147	AV4	17.20
012.05.002	147	AV4	17.20
012.07.002	147	AV4	17.20
012.08.002	80	AV4	17.20
012.08.003	80	AV4	17.20
012.10.002	80	AV4	17.20
012.10.003	80	AV4	17.20
012.12.002	147	AV4	17.20
012.13.002	80	AV4	17.20
012.13.003	78	AV4	17.20
013.0C.013 (E-O Hall)	80	AV2s	28.00
016.01.001	232	AV4	17.20
022.04.011	90	AV2	10.00
037.02.017	40	AV1	8.00
037.03.004	75	AV3	14.50
037.03.012	36	AV1	8.00
037.03.014	25	AV1	8.00
037.03.016	40	AV1	8.00
037.03.018	40	AV1	8.00
037.04.011	25	AV2	10.00
037.04.012	25	AV2	10.00
037.04.013	25	AV2	10.00
037.04.014	25	AV2	10.00

037.04.036	30	AV1	8.00
037.04.038	30	AV1	8.00
037.04.041	40	AV1	8.00
038.02.024 (Access from Build 37)	50	AV3	14.50
038.02.025 (Access from Build 37)	20	AV1	8.00
056.03.082	142	AV4	17.20
056.03.089	20	AV1	8.00
056.03.091	35	AV1	8.00
056.04.081	40	AV1	8.00
056.04.090	60	AV1	8.00
056.06.081	40	AV1	8.00
056.06.087	30	AV1	8.00
056.06.088	30	AV1	8.00
056.06.089	35	AV1	8.00
056.06.090	35	AV1	8.00
056.07.093	20	AV1	8.00
056.08.006	12	AV1	8.00
057.03.004/005	60	AV1	8.00
057.03.006	29	AV1	8.00
057.03.007	32	AV1	8.00
057.03.008	30	AV1	8.00
057.03.009	20	AV1	8.00
057.03.010	32	AV1	8.00
057.03.012	40	AV1	8.00
057.03.013	48	AV1	8.00
057.03.014	48	AV1	8.00
057.06.010	20	AV1	8.00
094.01.006	115	AV4	17.20
113.01.001	550	AV4	17.20
BUNDOORA			
201.02.007	150	AV4	17.20
201.03.019	67	AV4	17.20
201.03.020	60	AV4	17.20
201.06.014	35	AV2	10.00
201.06.015	35	AV2	10.00
201.06.016	45	AV2	10.00
201.06.017	35	AV2	10.00
201.06.018	45	AV2	10.00
201.06.019	24	AV2	10.00
201.06.020	24	AV2	10.00
201.06.022	152	AV4	17.20
202.04.026	40	AV1	8.00
202.04.027	40	AV1	8.00
202.04.030	40	AV1	8.00
202.04.041	40	AV1	8.00
202.04.042	31	AV1	8.00
202.04.043	27	AV1	8.00
212.02.001	42	AV2	10.00
212.02.002	42	AV2	10.00
212.02.003	42	AV2	10.00
212.02.004	24	AV2	10.00
212.02.005	24	AV2	10.00
212.02.006	24	AV2	10.00

212.02.007	24	AV2	10.00
212.02.008	24	AV2	10.00
212.02.009	35	AV2	10.00
212.02.010	30	AV2	10.00
212.02.012	42	AV2	10.00
212.02.013	42	AV2	10.00
212.02.014	126	AV4	17.20
212.02.015	125	AV4	17.20
212.02.016	71	AV4	17.20
212.02.017	99	AV4	17.20
212.03.001	40	AV2	10.00
212.03.002	24	AV2	10.00
212.03.003	30	AV2	10.00
212.03.004	24	AV2	10.00
212.03.005	24	AV2	10.00
212.03.006	24	AV2	10.00
212.03.007	35	AV2	10.00
212.03.008	40	AV2	10.00
212.03.010	40	AV2	10.00
212.03.015	24	AV2	10.00
212.03.016	24	AV2	10.00
212.03.017	42	AV2	10.00
212.03.018	125	AV4	17.20
212.03.019	126	AV4	17.20
212.03.020	303	AV4	17.20
215.02.014	20	AV2	10.00
251.02.044	30	AV1	8.00
251.02.046	30	AV1	8.00
251.03.034	100	AV2	10.00
251.03.038	15	AV1	8.00
253.01.017	30	AV1	8.00
253.02.002	160	AV4	17.20
253.02.003	80	AV2	10.00
253.02.005	60	AV4	17.20
253.02.006	40	AV2	10.00
253.02.007	40	AV2	10.00
253.01.022	50	AV1	8.00
253.01.023	25	AV1	8.00
253.01.024	70	AV1	8.00

RMIT University Timetabling

The primary objective in timetabling the University's teaching and learning activities shall be to provide a timetable which supports students in their educational program of study by being convenient, equitable and facilitating their learning.

1.0 General Principles

- 1.1 The Syllabus Plus timetabling package is used to timetable all teaching and learning activities within the University, which require use of the University's physical resources.
- 1.2 Syllabus Plus is used as the University room booking package with all space owned or leased by the University, and booked for any purpose, being booked through Syllabus Plus.

2.0 Teaching Space

- 2.1 All teaching space, including specialist teaching space, owned or leased by the University is to be incorporated into the timetabling system in order that students can be provided with complete timetables.
- 2.2 The Space Management Branch, Property Services, is responsible for the efficient utilization of the University's teaching space through timetabling and room allocation.
 - 2.2.1 The Space Management Branch will provide detailed reports on utilization of teaching space to the University each alternative semester.
- 2.3 From 1 January 2004 all general teaching space within the University of "80 plus" capacities are to be allocated as Centrally Managed Teaching Space (CMTS).
 - 2.3.1 CMTS are managed by the central timetabling staff within the Space Management Branch, Property Services.
- 2.4 From 1 January 2002 all specialist teaching space within the University was allocated to the responsible Schools/Departments currently combined in three portfolios according to the program disciplines.
 - 2.4.1 The portfolio may choose to 'internally' further allocate the specialist space to a School level but shall retain overall responsibility for the space.
 - 2.4.2 Any portfolio wanting to make use of specialist space controlled by another portfolio must first make arrangements with that portfolio before they can be timetabled to use the space.

3.0 'Ad hoc' Use of Rooms

- 3.1 Teaching space not already in use may be booked for 'ad hoc' purposes.
 - 3.1.1 An 'ad hoc' booking shall be defined as providing space for an activity that is not part of a standard academic plan or course.
 - 3.1.2 All 'ad hoc' bookings of Centrally Managed Teaching Space (CMTS) shall be made through the central timetabling office.
 - 3.1.3 All 'ad hoc' bookings of specialist space shall be made through the relevant portfolio.
- 3.2 'Ad hoc' bookings shall be liable for a charge based upon the University's space Occupancy Chargeback policy and procedures
- 3.3 Staff may not use a room unless it is properly timetabled for a class, or there is an authorized 'ad hoc' booking. If staff or students are found to be in a room without authorization they may be removed.

4.0 External Hirers

- 4.1 Use of the University's physical facilities by individuals, groups or organisations external to the University must be compatible with the University's mission and goals.
- 4.2 Use of the University's physical facilities by individuals, groups or organizations external to the University must comply with statutory legislative requirements, particularly in relation to occupational health and safety, and any relevant University policy or procedure.
- 4.3 The University's requirements for space will take precedence over their use by external hirers.
- 4.4 All hiring of Centrally Managed Teaching Space (CMTS) by external individuals, groups or organizations must be made through the central timetabling office.

5.0 Responsibilities

Space Management Branch, Property Services

- 5.1 The Manager Space Management, Property Services, is responsible for ensuring that the University's timetabling process is supported, its operation is coordinated and that it operates in an efficient and effective manner.
- 5.2 Within the Space Management Branch a University Timetable Coordinator manages all matters related to timetabling, room bookings and Syllabus Plus system
- 5.3 The Space Management Branch will be responsible for;
 - system maintenance and development
 - preparation and distribution of timetable development timelines
 - preparation and distribution of timetables for data preparation
 - training and support for system users
 - liaison with Faculty staff regarding timetabling
 - recommending and implementing relevant policies and procedures
 - room allocation
 - dealing with approved timetable changes
 - 'ad hoc' room bookings
 - external room bookings
 - preparation of reports relating to the operation of the timetabling process.

Portfolios

- 5.4 The relevant PVC will be responsible for ensuring that the University's timetabling process is supported within their portfolio.
- 5.5 Within each portfolio an administrative staff member shall be designated by the portfolio PVC to be responsible for coordinating the timetabling process and ensuring that it operates in an efficient and effective manner within the portfolio.
- 5.6 Each portfolio shall be responsible for:
 - collecting, preparing, verifying and entering its data into the timetabling system within agreed timelines
 - coordinating timetabling activities across the portfolio
 - checking draft timetables
 - ensuring that teaching loads and spread of hours for academic staff are reasonable and equitable
 - deletion of timetabled teaching and learning activities where a decision is taken that these activities will not take place

6.0 Help and Assistance

6.1 Space Management organizes training on use of Syllabus Plus, the University Time Tabling/Room Booking System. These sessions are arranged throughout the year. For further information please contact Joanne Farrugia on extension 53549.

For further information please refer to Syllabus Plus Principles & Procedures Version 5.0 (24/09/2001) endorsed by ETEC-IT 18/09/2001 and approved by the Vice Chancellor 24/09/2001.

Schedule 10 – Client Assistance Contact List**□ Space Occupancy Related Issues – Property Services Space Management Branch*****Space Planning & Management***

(i) Space Planning Tools - Manager, Space Management 9925 2046
garry.bradley@rmit.edu.au

(ii) Space Management Planner 9925 2858
peter.r.thomas@rmit.edu.au , con.mozjerin@rmit.edu.au

(iii) Space Occupancy Records - Data Base Officer 9925 1070
camille.heisler@rmit.edu.au

(iv) Specific Occupancy Issues – Space Planning Manager 9925 1715
con.mozjerin@rmit.edu.au

Centrally Managed Teaching Space, Information/Disputes

(i) Syllabus Plus Issues – University Timetabling Manager 9925 3549
nicole.eaton@rmit.edu.au

(ii) Room Bookings – Space Management Officer 9925 3549
joanne.farrugia@rmit.edu.au / terry.lawler@rmit.edu.au / lyndal.lewis@rmit.edu.au

□ Specific Client Issues/Information - Property Services Corporate & Client Services

(i) Manager, Corporate & Client Services 9925 2463
janet.burton@rmit.edu.au

□ Request for Maintenance/Services Provision – Property Services Facilities Service Branch

(i) Service Desk - City 9925 2357
- Bundoora 9925 7567
- Brunswick 9925 7567