



UWA Timetabling & Venues Unit:

Policies & Procedures

Created by	Senior Timetabler
Date Created	August 2007
Last Reviewed	June 2009
Next Review date	June 2010

Table of Contents

1 OVERVIEW	Page 3	
1.1 Mission Statement		
1.2 Timetabling Goals		
1.3 Roles & Responsibilities		
Timetabling & Venues Unit		
UWA Timetablers	Page4	
Venues Officer		
Faculty/School/Discipline Group		
Heads of School		
Nominated School Timetable Coordinators	Page5	
Academic Staff		
Disability Liaison Officer		
Students		
2 TIMETABLE POLICIES	Page 6	
2.1 Standard Teaching Times		
2.2 Timetabling Information Requirements	Page7	
2.3 Standard Timetabling Practices	Page8	
2.4 Scheduling Priority		
2.5 Timetable Publications		
2.6 Timetable Changes / Resolving Clashes	Page9	
2.7 Teaching Space/ Room Allocation	Page10	
Central Teaching Facilities		
Dedicated/ Specialised Teaching Rooms		
2.8 Ad Hoc bookings	Page11	
School/Departmental Ad hoc bookings		
Non-School Ad hoc bookings		
External Hirers	Page12	
2.9 Software Scheduling Constraints		
3 TIMETABLE PROCEDURES	Page 13	
3.1 Scheduling Activities		
3.2 Central Timetable Publication		
3.3 Timetable Changes	Page14	
Teaching Exemptions to Standard Teaching Hours		
Activity Changes		
Room Changes		
Specific Teaching Resources		
3.4 Ad Hoc bookings	Page15	
3.5 Room Access		
3.6 Equity	Page16	
3.7 Audio Visual Unit		
3.8 Space Planning and Accommodation		
3.9 Student Allocations		
4 RELATED DOCUMENTS	Page17	
5 GLOSSARY		
6 COMMENTS & ENQUIRIES		
7. APPENDICES		
Appendix A	- University Policy: Central Timetable	Page18
Appendix B	-Staff Teaching Exemption Form	Page21
Appendix C	-List of CTFs	Page23
Appendix D	-Rates of Hire	Page25
Appendix E	-Venues: Summary of Activities & Charges	Page26
Appendix F	-Procedure for App. For Fee Waiver	Page28
Appendix G	-Venue Hire Terms & Conditions	Page29
Appendix H	-Policy: Insurance for Non Academic Use	Page31
Appendix I	-Room Access Procedures	Page32

UWA Timetabling and Venues Unit

1. Overview

1.1 Mission Statement Purpose

Standard policies are adhered to with respect to Central Timetabling and it is the purpose of this document to provide the University community with approved procedures and set policy structures for Academic Timetabling business practices. In the interests of the Student clients of the University, the UWA Timetabling Unit will work closely with Faculties and Schools to achieve the outcomes contained in this document. It is essential that timetabling and room allocations are coordinated to achieve optimal utilisation of teaching resources.

This document defines Timetable & Venues Unit policy with regard to the rules and regulations which govern the use of Central Teaching Facilities (CTFs) for teaching activities and ad hoc room use. Academic Timetabling processes, scheduling priorities, clash resolution, timetable changes, publication, room allocations, ad hoc room bookings, and equity will be discussed.

These policies and procedures apply to all Schools unless covered by a specific timetabling agreement. The Timetabling Unit will ensure that its timetabling policies and procedures make reasonable accommodation for staff and students in accordance the UWA Life Balance policy.

1.2 Goals of the Central Timetable

- To produce the Academic Timetable which minimises student clashes
- To optimise the use of teaching venues of the University
- To work in partnership with teaching areas and Teaching Infrastructure Services (TIS), in providing practical solutions to better use resources and manage timetable constraints
- To develop practical and considerate Timetabling policies

1.3 Central Timetabling Roles and Responsibilities

Timetabling and Venues Unit

- Coordinate and allocate teaching space and resources in accordance with University policy and with the aim of achieving optimal utilisation of teaching space and resources.
- Provide the UWA Community with a draft timetable for the forthcoming year at a time suitable to prepare for the University's examination and enrolment processes.
- Work with Facilities Management and TIS to ensure teaching spaces are appropriately furnished and maintained. Attend to reports of any problem associated with central teaching venues and forward these to the appropriate section for resolution.
- Provide Academic Staff with scheduling options for identified unit clashes.
- Maintain the University's Timetable website and report any errors to Information Technology Services (ITS)

UWA Timetablers

- The Timetabling Unit is expected to understand and coordinate the timetable process from an institutional rather than a particular academic area perspective.
- The Senior Timetabler oversees data entry and building of delivery structures and is responsible for final scheduling of the timetable.
- Tutorial bookings are processed by the UWA Timetablers in January of each year.
- The UWA Timetablers will liaise with administrative and Academic Staff on any matters pertaining to timetables and facilities usage and should ensure that the needs of students are considered.
- UWA Timetablers will respond to all email and phone enquiries within 48 hours
- UWA Timetablers will send a complete scheduling file to ITS for Online Class Registration (OLCR) allocations at least 4 weeks before the first teaching day of each semester

UWA Venues Officers

Most institutions derive some income by hiring out their teaching spaces to conferences and one off events. Bookings of Central Teaching Facilities for these events and ad hoc bookings for the University Community is responsibility of the Venues Officer.

- The Venues Officer will liaise with the UWA Timetablers to ensure that teaching activities have first priority in CTFs
- Will notify the relevant responsible section of any reports of audio visual equipment faults, access problems, maintenance issues, cleaning requirements
- Venues Officer will respond to all email and phone enquiries within 48 hours
- Venues Officer will invoice (where applicable) no later than one month after the booking ends
- Venues Officer will work to maximise CTF and grounds income and extend the UWA Hirers client-base during non-teaching times
- Venues Officer will maintain the door access in all CTFs equipped with this feature (refer to Appendix C for list of Access Controlled Venues)

Faculty/School/Discipline Group

Each Faculty/School/Centre/Discipline Group is responsible for:

- Supplying accurate timetable information for the proceeding year to the Timetable Unit
- Checking draft timetables in collaboration with partner Schools.
- Provide support for administrative and academic staff with timetabling responsibilities
- Minimise wasteful booking practices. The Timetabling & Venues Unit must be notified of all CTF booking cancellations as soon as possible.
- *Callista (SIMS)* is required to provide subject cancellation details to Timetabling Unit in writing.
- Faculties/Schools may request the scheduling of weekly meeting/seminar time.

Heads of School

The Dean or Head of School should:

- Allocate teaching loads consistent with University policy, taking into account the academic's overall duties, and making reasonable adjustments for family responsibilities, religious beliefs or disabilities
- Approve Staff Availability Forms: teaching exemptions to the Standard Teaching Timetable (Monday-Friday 8-6pm) if applicable for any Academic in accordance with Life Balance Policy.

Nominated School Timetable Coordinator

- Will be responsible for collecting, preparing, verifying and entering relevant data into the Data Collection Web site during the collection phase.
- Liaise with Unit Coordinators and Academic Staff to collect the proceeding years' Timetable information
- Ensure accurate data is entered via the Timetable Data Entry Website during the Data Collection period specified by the Timetable Unit
- Request timely adjustments to the draft timetable arising from reasonable requests from staff or students
- Request timely adjustments to the published timetable if consistent with approved reasons for such changes
- Liaise with the Unit Coordinator when required for School timetable matters
- Liaise with the Venues Officer for ad hoc bookings

Academic Staff

Academic Staff should:

- Advise Head of Faculty/School of their requirements regarding overall workload and any reasonable adjustments they require arising from their: family responsibilities, religious beliefs, cultural beliefs or disabilities
- Complete a Staff Availability form if Teaching Exemptions are required during the Standard Teaching Times and submit to the relevant Head of School for approval. Staff Availability forms must be received by the Timetabling Unit during Data Collection period each year
- Read and check individual timetables when they are first published and advise their relevant School Timetable Coordinator of any timetable problems identified during the Draft period.
- Ensure Health and Safety standards are observed so there is no venue overcrowding and each student has a seat in the venue. Overcrowding is to be reported to the Timetabling Unit as per SDVC policy regarding overcrowding in Venues.
- Report to Audio Visual Unit (ext 2026) any missing or unserviceable audio visual equipment. Venue resources are available via the "Venue Resources" link on the timetable homepage
- Report any furniture or structural damage to the Venues Officer who will raise maintenance requests via Facilities Management
- Not remove furniture or equipment from any teaching venues
- Leave teaching venues in a tidy condition. Teaching furniture is to be left in a manner that facilitates the nature of teaching for that particular room. Ensure whiteboards/blackboards are cleaned at the end of each class
- Minimise disruption to adjacent classes.
- Advise students that the consumption of food or drink is not permitted in any teaching venue.
- Finish lectures promptly (at 15 minutes before the hour) and vacate the venue without delay.

Students

Students should:

- Be familiar with University rules;
- Periodically check the timetable website for changes to their timetable
- Read the published timetable and advise the Timetabling Unit of concerns via the Timetable Home Page link: Student Comments/Clash Reports relating to issues such as:
 1. Clashes between core units
 2. Unreasonable clumping of activities without breaks
 3. Adjustments required arising from family responsibilities, religious beliefs or disabilities

Disability Liaison Officer

- During or following interviews with each student at the beginning of each semester, the Disability Liaison Officer should ensure that the Timetabling Unit is made aware of any room or furniture adjustments that may be required.



2. Timetabling Policies

2.1. Standard Teaching Hours

2.1.1 **Standard Teaching Times** are Monday to Friday between the hours of 8am to 6pm. When a course is available in a full-time mode, classes may be scheduled any time during these hours.

The following conditions also apply:

- Every effort will be made to minimise the number of classes held during 8-9am and 5-6pm
- Teaching activities will not be scheduled during the Common Lunch Hours on Tuesdays and Fridays from 1-1:45pm (as defined by the UWA Student Guild) without written approval from the UWA Guild President.
- The order which classes fall within the week will only be prioritised for sequencing if the relevant Faculty/School makes the request during the Data Collection period.
- Classes will be scheduled to begin on the hour and must conclude 15 minutes before the hour to allow for a change-over period between classes.
- Classes should be spread evenly over a full week. Faculties that adopt patterns of timetabling that do not utilise all days of the week and late afternoons may be given lower priority in room allocation
- Classes may be held on Saturday or Sunday (course specific, per Faculty advice only)
- Evening classes will be scheduled where required (per Faculty advice only)

2.1.2 It will be assumed that **Academic Staff are available to teach during Standard Teaching Hours** from 8am- 6pm, Monday-Friday in accordance with Senior Deputy Vice Chancellor advice (Appendix A). The following teaching time exemptions may apply but will require relevant Head of School approval:

- Part-time Academic Staff will only be scheduled to teach during the time they are paid to teach and the Timetabling Unit must be notified of these hours during Data Collection.
- School Seminars or Staff Meeting
- Allocated Day for Research for Academic Staff in research-active positions
- Other approved School/Faculty commitments
- Family Commitments (in accordance with the University's Policy: Life Balance)
- Health Issues or Religious Beliefs (in accordance with the University's Policy: Life Balance)

2.1.3 A **Staff Availability Exemption Forms** will be provided by the Timetabling Unit for any Academic Staff who require exemptions. The forms must be approved by the Head of School and returned to the Timetabling Unit by the end of the Data Collection period as a record of approved exemptions to the Standard Teaching Times (see Appendix B for a 2008 example form)

2.1.4 Classes will not be scheduled during the **Common Lunch Hours** on Tuesday and Friday from 1-1:45pm without written approval from the UWA Student Guild President. Schools wishing to book classes during the Common Lunch Hours must apply to the Guild President in writing to president@uwa.edu.au

2.2 Timetable Information Requirements

2.2.1 Each School to have least one appointed School Timetable Coordinator. Timetabling constraints and requirements for the forthcoming years Academic Timetable will be submitted by the School Timetable Coordinators to the Timetabling Unit by no later than a pre-arranged deadline.

2.2.2 The method of Data Collection will be online via the Timetable Data Entry web site:
http://www.timetable.uwa.edu.au/Next/tt_login.asp

2.2.3 Venue suitabilities, class sizes, activity sequencing and other unit constraints are to be clearly stated by Unit Coordinators when providing their School Timetable Coordinators with timetable data for the forthcoming year.

2.2.4 Where Schools/Faculties provide no specific information; the activity will be treated as requiring a standard teaching venue within the week Monday to Friday between 8am & 6pm

2.2.5 The Timetabling Unit will not rate elective units that are not identified as Core or Common Electives by the Schools 'clash-avoidance' priority. It is strongly recommended that Unit Coordinators and Academic Staff work closely with their Timetable Coordinator to negotiate a **clash-free path for the core and commonly elected activities** of a course.

2.2.5 Faculties/Schools that do not meet the deadline for Timetable Data Collection will receive a 'rollover' (copied version) of the timetable from the previous year. Venue reallocations will be made if enrolment numbers justify an amendment. New units omitted from Data Collection that are required to run in that academic year or units entered into the incorrect semester will be scheduled at the discretion of the Timetabling Unit. The Timetabling Unit will take no responsibility for clash issues arising from omitted units or units entered into the wrong semester.

2.3 Standard Timetabling Practices

2.3.1 **Stages** of Timetable Development include:

- The Timetable DATA COLLECTION site will be opened for no less than 4 weeks.
- Once this period is concluded the Timetabling Unit will start developing the forthcoming year's timetable for a period of no less than 6 weeks.
- The DRAFT Lecture Timetable will be published online in November and there will immediately follow a period of timetable amendments and changes of no less than 3 weeks after publication
- Once amendment period is concluded, the Lecture Timetable will be considered FIRM
- Once the Lecture Timetable is 'Firm' the final stage of the Timetable is to schedule remaining activities including, but not limited to, tutorials, labs, practicals, fieldwork, mid-semester assessments.
- There will again be a period of not less than 2 weeks made available for amendments before the Academic Timetable is COMPLETED. Adjustments lodged less than 5 days before the commencement of semester will be only handled at the discretion of the Timetabling Unit.

2.3.2 The UWA Central Timetable is constructed for Students. When considering changes to the Timetable, students and core program interests will be of paramount importance over any Academic preferences for venues or teaching times. Students enrolled in a standard program should expect to attend all core units and, so far as practicable, be able to take combinations of core and recommended subjects (as specified by the UWA Handbook).

2.3.3 Classes will be scheduled so as to best utilise Resources equitably. Resources include teaching resources, Academic Staff and facilities. Activities will not be arbitrarily scheduled at the same times every year. Unit enrolment will be the key determinant when allocating venues and traditional class times will not be continuously carried forward each year for any unit.

2.3.4 The UWA Timetabling Unit reserves the right to relocate classes scheduled in Central Teaching Facilities, based on enrolment numbers and venue size, to achieve best possible space optimisation.

2.3.5 It may be necessary to provide a Repeat class to accommodate a larger than expected enrolment if a larger venue is not available for that time, or where Schools/Faculties initiate a request to repeat a lecture session to alleviate a clash problem. The decision to provide a repeat class will be by consultation with the Unit Coordinator, School Timetable Coordinator and the Timetabling Unit.

2.3.6 Subjects that have not received prior Academic Council approval will not be timetabled.

2.3.7 It is reasonable to allow each School to keep a period free of teaching each week which will be used for staff meetings or school seminars. These periods should be specified during the Timetable Data Collection period in order to be incorporated into the DRAFT TIMETABLE.

2.3.8 Timetable Constraints include, but are not limited to, Staff Unavailability times, combined units, non-clash units, Student travel constraints, Lab Timetables provided by School

2.4 Scheduling Priority

Below is a list of criteria used to determine a scheduling priority (NB: this list is not ranked)

2.4.1 Activities that require Lectopia facilities will have venue priority over those activities with standard room requirements.

2.4.2 Larger classes have precedence over smaller classes in lecture theatres and rooms of comparable capacity. Room capacity against unit enrolment will be a determining factor in the scheduling outcome.

2.4.3 Core subjects (within a set program of study/Year level) are given a higher priority than an elective subject unless the elective is identified as a common elective by Timetable Coordinators during the Timetable Data Collection period

2.4.4 Activities that have preset resource requirements are given priority over those which have a wildcard requirement.

2.4.5 Activities that occupy large blocks of time have precedence over those that occupy small blocks of time.

2.4.6 Specialist or dedicated teaching space will be preset against an activity requiring designated facilities.

2.4.7 Access for students with disabilities takes precedence over other considerations, unless this causes unjustifiable hardship.

2.4.8 Classes for any given unit will not be scheduled to run sequentially unless specifically requested.

2.4.9 Tutorials will not normally be scheduled until the lecture timetable is settled but scheduling preference will be afforded to tutorials where few alternative times are available (no repeats offered), as opposed to large subjects that have abundant tutorial choices. A focus period for tutorials will be within the December-January period.

2.5 Timetable Publication

2.5.1 The Draft Lecture Timetable will include the whole years' timetable (*ie. Semester 1 & Semester 2*)

2.5.2 The DRAFT TIMETABLE for the forthcoming year will be published in November with an amendment period of no less than 3 weeks after the published date. After the amendments period is concluded the Academic Timetable will be considered a FIRM TIMETABLE.

2.5.3 The timetable for the forthcoming academic period will be published at a time, and in a manner, which permits all students to be informed of the timetable when selecting the subjects in which to enrol.

2.5.4 A website facility will be made available to students to report clashes during the draft period and to make comments on the Timetable.

2.6 Timetable Changes and Resolving Clashes

2.6.1 Requests to change the Central Timetable should be submitted to the Timetabling Unit by the School Timetable Coordinators. Academic Staff may submit a request directly to the Timetabling

Unit. The relevant School Timetable Coordinator will be included in the subsequent correspondence.

2.6.2 Requests for changes to a 'Firm' timetable must be submitted in writing. Requests for changes after a specified date will require Head of School sign off.

2.6.3 Schools are responsible for notifying students of any timetable changes after the timetable has become a FIRM timetable.

2.6.4 Changes to the timetable after the FIRM publication must be kept to a minimum as students use the timetable to make enrolment decisions that best fit their academic interests as well as their family and work commitments.

2.6.5 It is incumbent on School Timetable Coordinators to ensure that information used to prepare the Central Timetable is accurate and subsequent changes to the FIRM Timetable are only made under valid conditions. **Timetable Changes** will ONLY be considered under the following conditions:

- Enrolment numbers increase beyond the capacity of the allocated venue
- Unexpected staff turnover
- Unexpected surge/decline in student enrolment numbers
- A location has unexpectedly become a health and safety hazard
- A unit is no longer deemed viable
- Reasonable adjustments to accommodate students with special needs
- Scheduled Day/Time amendments may only be made with the approval of the Faculty. (Any amendment has implications pertaining to student notification, student academic interests, student family and work commitments and the availability of physical resources.)
- A request has been made to the Faculty for amendment and subsequent approval has been provided at that level.
- An allocated venue does not provide the requested audio visual facility
- Adding or deleting a subject listed on the Timetable after publication cannot be actioned without prior approval of Faculty as there may be University Course handbook implications.

2.6.6 On occasions, the scheduling of any class may require amendment by Timetable staff in order to satisfy the overall problems of either **clash avoidance** or **venue problems** associated with an unexpected enrolment increase.

2.6.7 In resolving **timetable clashes** where a central timetable exists, all of the criteria in this document will be applied. The degree of impact on all courses involved will be taken into consideration. The following principles will be used in resolving timetable clashes:

- Large classes have precedence over smaller classes
- First year units have precedence over later year units
- Activities which occupy large blocks of time have precedence over those which occupy small blocks of time
- Specialist teaching space will be used for its designated purpose
- Access for students with disabilities takes precedence over other considerations, unless this causes unjustifiable hardship

2.6.8 If a clash cannot be resolved then the Unit Coordinator should consider;

- Utilising Lectopia to record the lecture and make it available to students online
- Offering a repeat activity. Schools may initiate a request to repeat a lecture session to alleviate a clash problem. The decision to provide a repeat class will be by consultation with the Unit Coordinator, School Timetable Coordinator, Head of School and the Timetabling Unit.

2.6.9 Unit Coordinators must provide written justification (and Head of School approval) for a timetable change if that change, once in effect, has been identified by the Timetabling Unit as resulting in an increase in the number of student clashes compared to the original scheduling. The Timetabling Unit reserves the right to refuse such an amendment if the justification is inadequate.

2.6.10 Timetable or Room conflicts will be resolved by negotiation between the parties concerned and the Timetabling Staff. In situations of unresolved disputes or ongoing timetable issues where the Timetabling Unit is unable to mediate a resolution, the Heads of School and/or Director of Venues Management and/or Manager of Student Services will be referred to for final approval. For unresolved matters, the Director of Venues Management may then consult with an independent Academic arbiter, appointed by the Senior Deputy Vice Chancellor.

2.7 Teaching Spaces/ Room Allocations

Teaching spaces can be defined as Central Teaching Facilities or Dedicated/Specialist Rooms

Central Teaching Facilities (CTFs)

2.7.1 All CTF bookings are under the control of the Timetabling & Venues Office, which is responsible for the efficient utilisation of such space through timetabling and room allocation. (Refer to Appendix C for complete list of CTFs as of August'08)

2.7.2 All CTFs must be incorporated into the timetabling system and are shared teaching spaces available for use by all UWA Schools.

2.7.3 Where possible, the location of the teaching space will be matched with the geographical location of the School making the request.

2.7.4 Room allocation is the responsibility of central timetabling staff. Room allocation will be made using the suitabilities entered by School Timetable Coordinators during the Timetable Data Collection period where particular room requirements for the unit can be selected. The list of rooms available for the software to choose from is gradually decreased, dependent upon the level of demand for venue resources, venue capacity etc.

Dedicated/ Specialist Teaching Rooms

2.7.5 Rooms owned and controlled by Schools or Faculties.

2.7.6 The Timetabling Office will book *Dedicated* Teaching Rooms that are owned by Schools or Faculties only for use by the owning School or Faculty.

2.7.7 Teaching Laboratory spaces identified by the University as *Specialist* space will be reserved for use by classes conducted by the specialist Faculty/School. Other Faculties/Schools wishing to use specialist space must make arrangements with the Faculty/School that controls it before they can be timetabled to use the space.

2.7.8 Bookings for Computer Lab space are to be made via the owning Faculty/School. These bookings are to be forwarded to the Timetable Unit and will be placed into Syllabus Plus for publication on the Venue Timetable.

2.8 Ad Hoc Bookings

Outside the Standard Teaching Times the University welcomes events that promote the University's missions and goals.

2.8.1 Rooms that are not already in use may be booked for ad hoc purposes.

2.8.2 Staff may not use a room unless it is properly timetabled for a class, or an authorised ad hoc booking has been confirmed by the Venues Officer.

2.8.3 Ad hoc bookings will always be given a lower priority than Academic bookings in CTFs

2.8.4 Bookings made for internal clients of UWA will be given higher priority than external client booking requests.

2.8.5 Ad hoc bookings may be subject to a **Hire Fee** (refer to Appendix D for rates of Hire). The Venues Officer will determine if a fee is applicable and notify the client prior to confirmation of any ad hoc bookings (refer to Appendix E for a comprehensive Venues Office Summary of Charges Policy).

2.8.6 At the discretion of the Venues Officer, **Discounted Hire Rates** will apply for:

- UWA School or Faculty Bookings,
- Guild Clubs and Faculty Society bookings.
- External Hirers requesting 'all-day' or 'weekly' bookings

2.8.7 Any event for which a Hire fee will be levied may apply for a Venue Hire **Fee Waiver**. (Refer to Appendix F for the Fee Waiver policy procedure)

UWA Faculty/School Ad hoc Bookings

2.8.8 For existing timetable bookings, staff may not use any venue for an ad hoc booking that appears "free" without confirmation from the Venues Officer. A class using any room that appears 'free' causes undue room clashes, particularly if that venue is in fact booked for a future week.

2.8.9 Ad hoc bookings will not be made for activities that are allocated a unit code

2.8.10 For School based Public Lectures or Conferences, evidence must be produced of when an event is to be held, the purpose of the event and the cost for attendees when making a lecture theatre booking outside general class teaching hours. Where evidence is not produced for the booking the appropriate fees will be charged in accordance with University Room Hire Rates (refer to Appendix D)

2.8.11 Discounted hire rates may apply and will be determined by the Venues Officer based upon set activity guidelines (refer Appendix E)

UWA Student Faculty Society or Guild Club Ad hoc Booking

2.8.12 *UWA Student Faculty Societies* may avail themselves of room booking facilities free of charge during semester periods; Monday – Friday from 8am-6pm. The Venues Officer will refer to the list of recognised Student Faculty Societies is maintained on the UWA Guild Website to confirm the status of the group requesting an ad hoc booking of a CTF.

2.8.13 *UWA Guild Students Groups* may avail themselves of room booking facilities free of charge during teaching semester common lunch hours on Tuesdays and Friday 1-1:45pm. Bookings outside these times will be made at the discretion of the Venues Officer. The Venues Officer will refer to the list of Guild affiliated Student Clubs maintained on the UWA Guild Website to confirm the status of the group requesting an ad hoc booking of a CTF.

2.8.14 Hire Fees will be determined based upon 'function-type' and at the discretion of the Venues Officer. Discounted room hire rates may apply for ad hoc bookings made outside the standard teaching hours and will be determined by the Venues Officer (refer Appendix E)

2.8.15 The University reserves the right to cancel any ad hoc booking, where the nature of the booking is not in keeping with University rules and regulations or in any case where a breach of the

Hire Terms and Conditions has been deemed by the Venues Office or UWA Security Office to have occurred (refer to Appendix G for Hire Terms and Conditions).

External Hirers of CTFS

2.8.16 External Hirers must agree to comply with all Hire Terms and Conditions before a booking will be confirmed (refer to Appendix G). The University reserves the right to cancel any external booking, where the nature of the booking is not in keeping with University rules and regulations.

2.8.17 The University's requirements for rooms and facilities take precedence over their use by external persons, groups or bodies. No adjustments to the academic timetable are to be made to accommodate external use except in those exceptional circumstances specifically approved by the Manager, University Theatres.

2.8.18 The proposed use of University facilities by individuals, groups or organisations external to the University must be compatible with the University's mission and goals, and must comply with any relevant University policy and related procedures.

2.8.19 No external booking shall be deemed confirmed until:

- the relevant *UWA Venue Hire Terms and Conditions* form has been returned to the Venues Office, signed by the client
- a scheduled deposit paid or payment made in full before the start date of the event
- Public Liability Insurance cover of not less than \$10 million has been proved (refer to the UWA Insurance for Non-academic Use policy (Appendix H)

2.8.20 The University reserves the right to request advance payment to ensure confirmation of the booking

2.9 Software Scheduling Constraints

The software engine within Syllabus Plus prioritises timetable scheduling based upon a number of criteria.

2.9.1 In terms of a class timetable, software constraints will be placed upon activities to ensure an optimum and equitable timetable. These constraints may be hard constraints (*ie. always adhere to eg. Common Lunch Hours*) or soft constraints (*will adhere to at varying degree of importance eg. Staff Lunch Breaks*) and are preset by the timetable staff.

2.9.2 Various "Constraint Profiles" will be attached to staff and students to allow for some scheduling restrictions;

- staff allowance for lunch period,
- staff & student campus to campus travel allowance,
- staff research day,
- common lunch hour.

However these profiles can be over-ridden if they interfere with reasonable scheduling.

2.9.3 The eventual outcome of a class timetable will be dependent upon several criteria;

- the recognition of core programs through student sets data (student subject combinations),
- student common elective choices,
- staff availability,
- room availability,
- audio visual equipment,
- staff and students requiring disabled access to venues.

Activities that are highly constrained will be given priority by the scheduling engine



3 Timetabling Procedures

3.1 Scheduling Activities

3.1.1 School Timetable Coordinators will enter timetable information for the forthcoming year via the online **Timetable Data Collection Website**. Access to the Data Collection website for School Timetable Coordinators will be no less than 4 weeks and information required includes: Unit codes/titles, Unit Coordinator, Lecturers, Unit Activities, Venue Requirements

3.1.2 Timetable staff set timetable constraints, activities and scheduling priorities in accordance with Timetabling policies and the School Timetable Coordinators supply the information.

3.1.3 Timetable staff may choose to schedule activities in groups. For example, Lectures may be scheduled first, followed by Lab/Prac classes, then tutorials. Tutorials will not normally be scheduled until the lecture timetable is settled.

3.1.4 Scheduling preference may be afforded to tutorials where few alternative times are available, as opposed to large subjects that have abundant tutorial choices.

3.1.5 The week pattern employed to schedule activities will be a Year Week pattern and will be numbered from 1 to 52, week 1 being that week in which the first Thursday of the year falls.

3.1.6 Semester week patterns for the academic year will be constructed using the Academic Year Dates published via the University Secretariat webpage

3.1.7 Timetabling will publish the Year Week Numbering on the Timetable Home Page displaying both the Year Week Numbering and Semester Week Numbering

3.2 Central Timetable Publication

3.2.1 The official Central Timetable will be published on the web (www.timetable.uwa.edu.au) by early November each year to facilitate the enrolment process. Web updates occur daily and more often during the busier periods. School Timetable Coordinators will be advised as soon as the draft timetable is published online. The appropriate Web address will also be provided.

3.2.2 Timetable implementation and deadlines for the coming year will be issued to School Timetable Coordinators in June each year.

3.2.3 A working document named the DRAFT Timetable will be prepared and published in November each year. An amendment/comment period of no less than 3 weeks will apply.

3.2.4 During this amendment time Faculties, Schools and Discipline Groups are requested to review the draft timetable and ensure that:

- Activity requirements have been adequately provided for all subject offerings, and are in line with initial School requests for the forthcoming year
- All details of teaching activities have been entered correctly
- Any missed clashes are reported to Timetable staff

3.2.5 The Timetable will be considered FIRM at the closure of the amendment/comment period. Notification for any changes made after the DRAFT and FIRM timetable releases, will be in the form of an email response from School Timetable Coordinators to the Academic Staff member/School officer requesting the change.

3.2.6 By December, the FIRST YEAR Timetable for the forthcoming year is sent out to the First Year Coordinators of each Faculty to facilitate the first year enrolment process.

3.3 Timetable Changes

Teaching Exemptions to Standard Teaching Hours

3.3.1 Academic Staff will be assumed to be available to teach Monday-Friday from 8am-6pm unless a 'Staff Availability Exemptions Form' has been completed and approved by the Head of School.

3.3.2 Approved forms need to be received by the Timetabling Unit by a pre-determined date so the information can be included in the development of the Draft Timetable for the forthcoming year.

Activity Change Procedure

3.3.3 Requests for changes to days and times, after timetable publication to students will be kept to an absolute minimum and require the Timetable Coordinator's approval.

3.3.4 Adding or deleting a subject listed on the Timetable after publication cannot be actioned without prior approval of Faculty. There may be University Course Handbook implications. (eg deleting a subject, adding a subject)

3.3.5 All requests should be submitted via email to: timetabler@admin.uwa.edu.au Requests for changes should be submitted via the Timetable Coordinator for Faculty/School. Timetabling Examples: (eg moving a tutorial to a different room, deleting a tutorial/seminar/practical that is no longer required, adding a tutorial.) All requests, with reasons, are to be made in writing to the appropriate Timetable Coordinator and need not be signed off by a Faculty.

3.3.6 Where changes initiated by Schools occur with little notice, Faculties/Schools must make all reasonable efforts to advise all affected students. (eg. Via Department and/or electronic noticeboards, lecture announcements, class email lists etc). If rooms are changed appropriate signs are to be placed on the old location to direct students to the new location and the signs removed after the activity.

3.3.7 Similarly, where Timetabling initiate room changes, the Timetable Coordinator must make arrangements to ensure the appropriate notification on the old location, door or noticeboard are placed.

Room Changes

3.3.8 From time to time, classes may be moved to a different venue before the commencement of semester. Timetabling will take every precaution to ensure minimal room change once a semester commences. Syllabus Plus software has scheduling integrity rules pre-defined by timetabling staff. These rules render it a physical impossibility for two classes to be allocated the same venue unless booked intentionally by timetable staff.

3.3.9 Where room changes are made intentionally, Timetabling staff advises the School administration staff and/or lecturer of the change. 'Change of Location' notices on the door of the previous venue are to be arranged by the Timetable Coordinator.

3.3.10 Access to "*Room Availability Information*" via the Web is available via the Timetable Home Page links: Venue Timetable or Venue Search Facility

Specific Venue Resources

3.3.11 **Computer Lab bookings-** Requests for computer lab bookings are typically made via the Timetable Data Collection site and are approved by the owning School. Academic Staff members are required to nominate a 'specific' lab that holds software suitable for the subject.

3.3.12 **Internet Points-** CTFs have Internet (network) points except some smaller venues. Where problems occur due to the connection point or the line provides problems, staff should report this to TIS who will investigate and seek resolution via ITS, UCS or AV. IP addresses and user instructions are only available from ITS or AV Services.

3.3.13 **Lectopia-** Arts Multimedia maintains, monitors and takes booking requests for Lectopia, (or Lecture web recording facility), within CTFs. (Appendix C lists CTF with Lectopia Facilities)

3.3.14 Wet/Dry Labs and Specialised venues- Bookings for Wet/Dry Labs or Specialised venues are to be sent to the Timetabling Unit by no later than October of each year and are to be entered into the Draft Timetable.

3.4 Ad Hoc bookings

3.4.1 Rooms that are not already in use may be booked for ad hoc purposes.

3.4.2 If staff or students would like to use a room that appears to be free, they must contact their school nominated Timetable Coordinator in the first instance and explain their requirements.

3.4.3 The Timetable Coordinator will verify room availability with the Timetabling Staff/Venues Officer and make the booking in writing via e-mail or fax.

3.4.4 Ad hoc bookings may be submitted using the following Web based booking form.
https://www.admin.uwa.edu.au/ebs/enquiry/Tard_request_booking.asp

3.4.5 Staff may not use a room unless it is properly timetabled for a class, or there is an authorised ad hoc booking which the Venues Officer has previously confirmed.

3.4.6 Ad hoc bookings will not be made for on-going teaching activities.

3.4.7 Out of semester bookings may be made via email venues@admin.uwa.edu.au, or telephone 6488 1779.

3.4.8 Ad hoc users requesting computer laboratory facilities are required to contact the Lab Manager or Senior Lab Technician of the specific lab

3.5 Room Access

3.5.4 The introduction of automated door scheduling (Cardax Access Control) will place the responsibility of ensuring the correct venue, day and time has been booked with the client making the request (refer to Appendix C for a list of CTF venues with Cardax Access).

3.5.1 CTFs that are equipped with the Cardax Access control system will be manually programmed by the Venues Officer no later than 2 days prior to the event

3.5.2 Late requests to open a venue must be received in writing to: venues@admin.uwa.edu.au with an explanation of why the venue needs to be opened and for how long.

3.5.3 Cardax Door scheduling will only be programmed for confirmed bookings.

3.5.5 All bookings in Central Teaching Facilities that fall between the hours of 8am and 6pm Monday-Friday, this includes teaching activities and ad hoc bookings, will be expected to vacate the room 15 minutes before the hour that has been set as the booking END TIME. The 15 minutes is known as 'change over' and it allows the facilitator of the proceeding booking (that begin on the hour) to set up the audio visual equipment and also allows students travel time between lectures.

3.5.6 CTFS without Cardax Access control will be opened according to the following procedure (also refer to Appendix I):

- Rooms booked for classes starting before 9am will be opened by the Cleaning Staff
- Rooms booked for classes starting after 9am and before 4:30pm will be opened by TIS
- Rooms booked for classes events starting after 4:30pm will be opened by UWA Security

3.6 Equity

3.6.1 Where possible, students and staff should provide information and requisites in advance of the timetable being developed so that **reasonable accommodations** can be made, and to minimise post-publication changes to the timetable. Requests:

- from students related to disabilities go through the Disability Support Officer
- from staff with disabilities go through their School Timetable Coordinator
- related to religious or cultural beliefs go through the Equity Coordinator's office
- from staff related to family responsibilities through Head of School or School Timetable Coordinator

Examples of reasonable accommodations include:

- Classes involving students/staff with mobility impairments are scheduled in rooms with wheelchair access,
- Staff with young children have early morning/late evening classes minimised.

3.7 Audio Visual Unit (TIS)

3.7.1 Most CTFs hold fixed specific equipment to satisfy facility requirements for the majority of teaching methods. However, the University has limited resources, such as data projectors and slide projectors contained as a fixed resource. Where the timetable process cannot provide a fixed resource, it will be necessary for Academic Staff to book audio visual equipment as a semester long requirement through Audio Visual Unit (6488 2026)

3.8 Space Accommodation and Planning

3.8.1 Space Planning will conduct random room survey to determine that rooms are:

- used when they have been booked (ie. No *ghost* bookings)
- not over crowded nor under-utilised
- well maintained and furnished according to its type and capacity

3.9 Student Allocation

3.9.1 Student Allocations are carried out online via the Online Class Registration (OLCR) system controlled by UWA ITS Department. Timetabling will provide a full scheduling file to ITS for OLCR once the Academic Timetable is FIRM

3.9.2 OLCR allocations are run 2 weeks prior to the beginning of each semester

4. Related documents

- UWA Student Handbook

5. Glossary

Academic Staff	Academic staff with responsibilities for teaching
Ad hoc Bookings	Bookings made without unit codes
Central Timetable	Central Timetable is provided to support the coordination of the teaching activities of all participating UWA Schools and Discipline Groups in Central Teaching Facilities and Dedicated teaching space in order to reduce the number of student clashes and maximise resource utilisation
CTF	Central Teaching Facilities are teaching spaces offered by the University for shared university community use
Common Lunch Hour	Tuesdays and Fridays from 1-1:45pm
Core Unit	A mandatory unit taken to fulfil the requirements for a programme of study
Dedicated Teaching Space	Teaching locations owned by a School and are not booked centrally for other Schools unless approval is granted from owning School
Draft Timetable	A working document provided to enable academic and administrative staff to identify and resolve timetable problems before the final timetable is published
Elective Unit	An optional unit taken to fulfil the requirements of a programme of study
Firm Timetable	A published and official University Timetable of subject activities
ITS	Information Technology Services
Lectopia	Refers to the audio, visual and screen capture recording of lectures and presentations and the processing of these recordings into a variety of streaming media formats, which will allow Students to access the lecture material over the internet at their own convenience
Life Balance	Consideration to family, religious, cultural responsibilities and beliefs
OLCR	Online Class Registration system allow student allocate to classes via a preference ranking process
Programme of Study	A set of units and Study Areas to form a programme of study that at completion will lead to the granting of a degree or diploma
Resources	Teaching rooms, teaching equipment, staff, available teaching hours
SDVC	Senior Deputy Vice Chancellor
Specialist Teaching Space	Teaching locations designed for specific purposes, e.g. scientific labs, music studios, drawing rooms. Normally controlled by a School but some activities using the space are timetabled centrally
Standard Teaching Times	Monday to Friday between 8am-6pm (excluding the Common Lunch Hours Tues & Fri @ 1pm)
Student Allocation	assigning students to specific activities
Teaching Space	Any location used to conduct classes
TIS	Teaching Infrastructure Support
TVU	Timetabling and Venues Unit
Unit/ codes	A coherent set of learning activities such as lectures, tutorials and workshops assigned a subject code by the University
Unit Coordinator	Controls unit structure and content

6. COMMENTS AND ENQUIRIES

Comments may be directed in writing to:

Senior Timetabler
 UWA Timetabling and Venues Office, M713
 University of Western Australia
 35 Stirling Hwy, Crawley, WA 6009
 E-mail: timetabler@admin.uwa.edu.au



9. Appendices

Appendix A

University Policy Regarding Central Timetabling

Purpose of the policy and summary of issues it addresses:

The Central Timetable is an important framework which allows timetabling constraints and room allocations to be coordinated to achieve optimal and equitable utilisation of teaching resources. The goal of a Centralised Timetable is to minimise student clashes in a multi-disciplined scholastic environment, optimise the use of Central Teaching Facilities (CTFs), and provide practical solutions to better use resources and manage timetable constraints.

This document outlines the key elements of Central Timetabling and discusses: Standard Teaching Times, Teaching Staff Availability, Central Teaching Facilities, and Making Changes to a Published Central Timetable.

Definitions:

Central Teaching Facilities (CTFs) are shared teaching venues available for use by all UWA Schools. The responsibility for CTFs lies with Central Administration who administrates the usage and manages the associated costs. The Timetabling & Venues Unit is responsible for the efficient utilisation of CTF space through timetabling and room allocations.

Policy statement:

Standard Teaching Times

Standard Teaching Times are Monday to Friday between the hours of 8am and 6pm. When a course is available in a full-time mode, classes may be scheduled any time during these hours. The following conditions apply:

- Classes should be spread evenly over a 5-day week. Faculties that adopt patterns of timetabling that do not utilise all days of the week may be given lower priority in room allocation. Evening classes will be scheduled where required (per Faculty advice only)
- Core Teaching Hours will be 9am-5pm and every effort will be made to minimise the number of classes held between 8-9am and 5-6pm. However 8am and 5pm classes will be scheduled when necessary to resolve student clashes and venue unavailability
- Teaching activities will not be scheduled during the Common Lunch Hours on Tuesdays and Fridays from 1-1:45pm without written approval from the UWA Guild President.
- Classes will be scheduled to begin on the hour and must conclude 15 minutes before the hour to allow for a change-over period between classes.

Academic Availability

It will be automatically assumed that Academics will be available to teach anytime during the Standard Teaching Times. The following Staff Availability Exemptions may apply but will require Head of School approval:

1. Part-time teaching staff will only be scheduled to teach during the time they are paid to teach
2. Approved School/Faculty commitments *e.g. School Seminars or Staff Meeting*
3. Allocated Day for Research free of teaching commitments for Teaching Staff in research-active positions
4. Life Balance, religious or cultural commitments

Where appropriate, student clash resolution will be given priority over Staff Availability Exemptions

Procedure

To request exemptions to the Standard Teaching Hours for the forthcoming year, Academics may complete a Staff Availability Form which will be made available on the Timetable web page from July-August each year. The forms require Head of School approval before the information can be incorporated into Central Timetable.

Central Teaching Facilities

CTFs are managed centrally by the University and are under the booking control of the Timetabling & Venues Unit. Classes will be scheduled so as to best utilise CTF Resources equitably. Resources include teaching resources, teaching staff and facilities.

The following conditions apply to CTFs:

- All CTFs will be incorporated into the central timetabling system and are shared teaching spaces available for use by all UWA Schools.
- During the room allocation process, venue access for students with disabilities takes precedence over other considerations, unless this causes unjustifiable hardship.
- Activities will not be arbitrarily scheduled at the same times every year.
- Unit enrolment will be the key determinant when allocating venues and traditional class times may not be continuously carried forward each year for any unit.
- The UWA Timetable Unit reserves the right to relocate classes scheduled in Central Teaching Facilities, based on enrolment numbers and venue size, to achieve best possible space optimisation.
- A CTF cannot be used without booking confirmation from the Timetabling Unit or the Venues Officer.

Making Changes to the Central Timetable

The Central Timetable is constructed primarily for Students. When considering changes to the Central Timetable, students and core program interests will be of paramount importance over any Academic preferences for venues or teaching times.

Procedure

Unit Coordinators must provide written justification and Head of School approval if a timetable change results in an increase in the number of student clashes when compared to the original scheduling. The Timetable Office reserves the right to refuse such an amendment if the justification is inadequate.

Changes to the Central Timetable after the FIRM (final) publication must be kept to a minimum as students use the timetable to make enrolment decisions that best fit their academic interests as well as their family and work commitments. It is incumbent on School Timetable Coordinators to ensure that information used to prepare the Central Timetable is accurate and subsequent changes to the FIRM Timetable are only made under valid conditions. Central Timetable Changes will ONLY be considered under the following conditions:

- To reduce the number of student clashes
- Enrolment numbers increase beyond the capacity of the allocated venue
- Unexpected staff turnover
- Unexpected surge/decline in student enrolment numbers
- A unit is no longer deemed viable
- Reasonable adjustments to accommodate students with special needs. Access for students with disabilities takes precedence over other considerations, unless this causes unjustifiable hardship

- Scheduled Day/Time amendments may only be made with the approval of the Faculty. Any amendment has implications pertaining to student notification, student academic interests, student family, religious, cultural and work commitments and the availability of physical resources.
- An allocated venue does not provide the requested audio visual facility
- A location has unexpectedly become a health and safety hazard
- To support UWA Policy of Life Balance for UWA Staff

Related forms: (Link)

[T:\Help\Staff_Availability_Form_2008.pdf](#)

[T:\Help\CTF Venues List.pdf](#)

Policy No:	Approving body or position: Vice Chancellery Teaching and Learning Committee Executive Director (Finance & Resources)
Date original policy approved:	Date this version of policy approved:
Date policy to be reviewed:	Date this version of procedures approved:

TRIM File No: F20402	Contact position: Senior Timetabler
-----------------------------	---

Related Policies or legislation: HR Policy: Life Balance
--



Appendix B

TEACHING AVAILABILITY FORM

This form should be filled out only if you require a **teaching exemption** for any period of time during the **standard UWA teaching hours in 2010** and will require approval from your Head of School.

It will be assumed that Staff who do not return a form will be available to teach Monday to Friday between the hours of 8am – 6pm (excl the Common Lunch Hour, Tues & Fri at 1pm).

Staff Name:.....

Faculty/School/Discipline:.....

1. Please indicate (x) on the grids below those times you will be UNABLE to teach:

(Please note that School/Discipline Staff Meetings will be lodged by your School Timetable Coordinator and taken into account when processing this data).

Semester 1, 2010

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
Monday										
Tuesday						CLH				
Wednesday										
Thursday										
Friday						CLH				

Please tick this box if you will not be available for ALL of Semester 1, 2010

Comments:

Semester 2, 2010

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
Monday										
Tuesday						CLH				
Wednesday										
Thursday										
Friday						CLH				

Please tick this box if you will not be available for ALL of Semester 2, 2010

Comments:

2. Research Day?

Please tick this box if your position is Research-Active and you will require a (non-specified) Research Day free of teaching commitments during the week.

If a specific day of the week is required as your Research Day please indicate your preference on the chart below:

MON	TUE	WED	THU	FRI

Completed forms should be returned to your School’s Timetable Coordinator or forwarded directly to your Head of School for approval.

Forms should be returned to the Timetabling Unit (M713) no later than Friday, 21st August 2009

Forms received after this date will not be processed.

Please send any questions or comments you may have to: timetabler@admin.uwa.edu.au

EXEMPTIONS APPROVED BY: (DEAN or HEAD of SCHOOL)

NAME:.....

SIGNATURE:.....

DATE:.....



Appendix C - List of Central Teaching Facilities (Aug 2009)

Building Description	Venue Description	TARDIS Venue ID	Cardax Auto door	Capacity
Agriculture	Agriculture LT [G.103]	AGLT	X	52
Arts	Alexander LT [G.57]	ALEX	X	240
Arts	Murdoch LT [G.58]	MURD	X	240
Arts	Fox LT [G.59]	FOX	X	140
Arts	ARTS: [G.60] Lecture Room 4	ALR4	X	67
Arts	ARTS: [G.61] Lecture Room 5	ALR5	X	64
Arts	ARTS: [G.62] Lecture Room 6	ALR6	X	45
Arts	ARTS: [1.60] Lecture Room 8	ALR8	X	72
Arts	ARTS: [1.61] Lecture Room 9	ALR9	X	65
Arts	ARTS: [1.62] Lecture Room 10	ALR10	X	48
Arts	Austin LT [1.59]	AUSTIN	X	120
Business School	Hawaiian Tut Rm [1.60]	BSTR160		30
Business School	The Cullity Tut Rm [1.61]	BSTR161		30
Business School	John Poynton Tut Rm [1.62]	BSTR162		30
Business School	Mitsui Tut Rm [1.63]	BSTR163		30
Business School	Professor Phillip Brown [1.64]	BSTR164		30
Business School	Sir Bruce Mackinlay Tut Rm [2.60]	BSTR260		30
Business School	Trevor Eastwood Tut Rm [2.61]	BSTR261		30
Business School	Rick Crabb Tut Rm [2.62]	BSTR262		30
Business School	Andrew Frazer Tut Rm [2.63]	BSTR263		30
Business School	Tutorial Rm [2.64]	BSTR264		30
Business School	Michael Chaney Case Study Rm [G.42]	BSCSG42		50
Business School	Voelte & Keegan Case Study Rm [1.01]	BSCS101		50
Business School	Sir Rod Eddington CS Room [1.42]	BSCS142		50
Business School	Case Study Rm [2.01]	BSCS201		50
Business School	Case Study Rm [2.42]	BSCS242		50
Business School	Wesfarmers LT [G.91]	WESFAR		350
Business School	Ernst & Young LT [G.89]	ERNST	X	150
Chemistry	Wilsmore LT [G.108]	WILS	X	255
Chemistry	Tattersall LT [G.106]	TATTS	X	205
Economics & Comm.	ECON: Conference Room [3.73]	ECCONF		90

Building Description	Venue Description	TARDIS Venue ID	Cardax Auto door	Capacity
Engineering	Engineering LT 1 [G.06]	ENGLT1	X	158
Engineering	Engineering LT 2 [G.08]	ENGLT2	X	115
Engineering	ENCM: [G.11] Lecture Room G11	ENGG11		62
Engineering	ENCM: [G.13] Lecture Room G13	ENGG13		40
Engineering	ENCM: [1.05] Lecture Room 105	ENG105		29
Engineering	ENCM: [1.09] Lecture Room 109	ENG109		24
Engineering	ENCM: [1.13] Lecture Room 113	ENG113		24
Engineering	ENCM: [1.51] Lecture Room 151	ENG151		43
Engineering	ENCM: [2.45] Lecture Room 245	ENG245		40
Engineering	ENCM: [2.61] Lecture Room 261	ENG261		40
GPB 2	General Purpose Bldg 2 LT [G.16]	GP2LT		87
GPB 3	Simmonds LT [G.01]	SIMNDS		130
GPB 3	GPB3 Lecture Rm [2.02]	GP3202		22
GPB 3	GPB3 Seminar Rm [2.01]	GP3201		15
Geography & Geology	Woolnough LT (1.07)	WOOL	X	174
Geography & Geology	Webb LT (G.21)	GGLT1	X	95
Geography & Geology	Gentilli LT (1.31)	GGLT2	X	98
Guild	Guild Sem Room 1 (1.04)	GSR1		37
Guild	Guild Sem Room 2 (1.21)	GSR2		20
Irwin Street Bld.	Old Senate Room (Meeting Rm)	OLDSEN		21
Law	Moot Court (G.06)	MOOT	X	69
Law	Law LR 1 (G.31)	LAWLR1	X	63
Law	Law LR 3 (G.05)	LAWG05	X	35
Law	Law LR 2 (G.07)	LAWLR2	X	39
Law	Law LT (1.06)	LAWLT	X	99
Law	Law Seminar Rm1 (1.01)	LAWSR1		14
Law	Law Seminar Rm2 (1.04)	LAWSR2		14
Law	Law Seminar Rm3 (1.05)	LAWSR3		20
Law	Law Seminar Rm4 (2.07)	LAWSR4		20
Mathematics	Weatherburn LT (G.40)	WEATH	X	211
Mathematics	Blakers LT (G.18)	BLAKE	X	88
Mathematics	Maths LR 2 (G.19 - tiered)	MLR2	X	30
Mathematics	Maths LR 3 (G.02 - flat)	MLR3	X	30
Mathematics	Maths LR 1 (G.17 - flat)	MSLAB	X	90

Building Description	Venue Description	TARDIS Venue ID	Cardax Auto door	Capacity
MCS	MCS Lecture Room [G.33]	MCSLT	X	90
MCS	MCS Seminar Room [G.35]	MCSSEM		40
Myers Street Bldg	Myers St Case Study Rm 2 (2.05)	MYER205	X	40
Myers Street Bldg	Myers Street Bldg LT (2.06)	MYERLT		68
Nedlands	Nedlands Publications Conf Seminar Rm (G.01)	CONSEM	X	20
Nedlands	ALVA Studio Seminar Rm 1 (G.16)	MDSEM		15
Nedlands	Hew Roberts Seminar Rm (G.01)	HEWSEM	X	30
Nedlands	Hew Roberts LT (1.02)	HEWROB	X	125
OHCWA	Oral Health LT (G.15)	OHCLT	X	100
Park Avenue	Park Avenue LT (G.20)	PKAVLT	X	112
Physics	Clews LT (2.43)	CLEWS		252
Physics	Ross LT (G.41)	ROSS		252
Sanders	Sanders 101 (Computer Lab)	SAN101		17
Sanders	Sanders 101A (Computer Lab)	SAN101A		14
Social Science	Social Sci Sem Rm G210 (Tiered)	SSG210	X	30
Social Science	Social Sci Sem Rm G209 (Flat)	SSG209	X	30
Social Science	Social Sci Sem Rm G208 (Flat)	SSG208	X	30
Social Science	Social Sci Sem Rm G207 (Flat)	SSG207	X	30
Social Science	Social Sci Sem Rm G202 (Flat)	SSG202	X	50
Social Science	Social Sci Sem Rm G201 (Flat)	SSG201	X	30
Social Science	Social Sci LR1 (G.28 - Tiered)	SSLR1		70
Social Science	Social Sci LR2 (1.29 - Flat)	SSLR2		68
Social Science	Social Science LT (G.130)	SSLT	X	339
Social Science	Social Science SR1 (G.36)	SSSR1		20
Social Science	Social Science SR2 (G.35)	SSSR2		20
Social Science	Social Science SR3 (G.34)	SSSR3		20
Social Science	Social Science SR4 (G.35)	SSSR4		20
Social Science	Social Science SR5 (G.27)	SSSR5		20
Social Science	Social Science SR6 (1.50)	SSSR6		18
Social Science	Social Science Tut Rm 1.48	SS148		15
Social Science	Social Science SR 1.61	SS161		16
Social Science	Social Science SR 2.14	SS214		14
Social Science	Social Science SR 2.16	SS216		20
Social Science	SS Conf Seminar Rm 1.25	SS125		20
Social Science	SS Conf Seminar Rm 2.17	SS217		16
Zoology	Jennifer Arnold LT [G.10]	ZOOLT		76

Appendix D

Rates of Hire for External Customers as of June 2009

Building Description	Venue Description	Capacity	Hourly rate (exclusive of GST)	Minimum hire time	All day rate (8hrs)
Arts Building	Austin LT	120	\$ 75.00	2 hrs	\$ 540.00
Arts Building	Alexander LT	240	\$ 85.00	2 hrs	\$ 612.00
Arts Building	Arts Lecture Room 10	48	\$ 65.00	2 hrs	\$ 468.00
Arts Building	Arts Lecture Room 4	67	\$ 65.00	2 hrs	\$ 468.00
Arts Building	Arts Lecture Room 5	64	\$ 65.00	2 hrs	\$ 468.00
Arts Building	Arts Lecture Room 6	45	\$ 65.00	2 hrs	\$ 468.00
Arts Building	Arts Lecture Room 8	72	\$ 65.00	2 hrs	\$ 468.00
Arts Building	Arts Lecture Room 9	65	\$ 65.00	2 hrs	\$ 468.00
Arts Building	Murdoch LT	240	\$ 85.00	2 hrs	\$ 612.00
Arts Building	Fox LT	140	\$ 75.00	2 hrs	\$ 540.00
Chemistry Building	Wilsmore LT	250	\$ 85.00	2 hrs	\$ 612.00
Chemistry Building	Tattersall LT	205	\$ 85.00	2 hrs	\$ 612.00
Engineering Building	Engineering LT 1	158	\$ 75.00	2 hrs	\$ 540.00
Engineering Building	Engineering LT 2	115	\$ 75.00	2 hrs	\$ 540.00
General Purpose 2	General Purposes LT	87	\$ 75.00	2 hrs	\$ 540.00
General Purpose 3	Simmonds LT GP3	130	\$ 75.00	2 hrs	\$ 540.00
Geography & Geology	Woolnough LT	186	\$ 75.00	2 hrs	\$ 540.00
Geography & Geology	Geog LT1 Ground Floor	95	\$ 75.00	2 hrs	\$ 540.00
Geography & Geology	Geog LT2 1st Floor	98	\$ 75.00	2 hrs	\$ 540.00
Law Building	Moot Court	69	\$ 65.00	2 hrs	\$ 468.00
Law Building	Law LR 1	63	\$ 75.00	2 hrs	\$ 540.00
Law Building	Law LR 2	39	\$ 65.00	2 hrs	\$ 468.00
Law Building	Law LR3	34	\$ 65.00	2 hrs	\$ 468.00
Law Building	Law LT	99	\$ 75.00	2 hrs	\$ 540.00
Mathematics Building	Weatherburn LT	208	\$ 85.00	2 hrs	\$ 612.00
Mathematics Building	Blakers LT	88	\$ 65.00	2 hrs	\$ 468.00
Mathematics Building	Maths LR 2	30	\$ 65.00	2 hrs	\$ 468.00
Mathematics Building	Maths LR 3	30	\$ 65.00	2 hrs	\$ 468.00
Mathematics Building	Maths LR 1	90	\$ 65.00	2 hrs	\$ 468.00
Nedlands LT	Hew Roberts SR 1	30	\$ 65.00	2 hrs	\$ 468.00
Nedlands LT	Hew Roberts LT	125	\$ 75.00	2 hrs	\$ 540.00
Physics Building	Clews LT	252	\$ 85.00	2 hrs	\$ 612.00
Physics Building	Ross LT	252	\$ 85.00	2 hrs	\$ 612.00
Social Science Build	Social Sci Sem Rm G210	30	\$ 65.00	2 hrs	\$ 468.00
Social Science Build	Social Sci Sem Rm G209	30	\$ 65.00	2 hrs	\$ 468.00
Social Science Build	Social Sci Sem Rm G208	30	\$ 65.00	2 hrs	\$ 468.00
Social Science Build	Social Sci Sem Rm G207	30	\$ 65.00	2 hrs	\$ 468.00
Social Science Build	Social Sci Sem Rm G202	50	\$ 65.00	2 hrs	\$ 468.00
Social Science Build	Social Sci Sem Rm G201	30	\$ 65.00	2 hrs	\$ 468.00
Social Science Build	Social Sci LR1	70	\$ 75.00	2 hrs	\$ 540.00
Social Science Build	Social Sci LR2	68	\$ 65.00	2 hrs	\$ 468.00
Social Science Build	Social Science LT	330	\$ 100.00	2 hrs	\$ 720.00



Appendix E

Venues Office: Summary of Activities & Charges

Policy

This policy document relates to Central Teaching Facilities, which are booked through the Venues Office.

- Queries about non-academic bookings in Winthrop Hall, the Undercroft, Octagon, Dolphin should be directed to University Theatres.
- Queries about bookings on James Oval and Riley Oval should be directed to the staff in the Recreation Centre.

Central Teaching venues will be provided free of charge for the following activities:

- Academic use : includes undergraduate and post-graduate courses for which fees are charged and Summer Session courses run by Faculties
 1. Lectures, seminars and workshops that form part of a course or support a course of undergraduate or post-graduate study. (If there is any doubt, the head of department should be asked to confirm the status of the activity.)
 2. Seminars, workshops and lectures by external speakers that are arranged by a department or faculty for the benefit of staff and post-graduate students.
 3. Examinations arranged by the Exams office. (If these occur outside the normal University examination period it may be necessary to charge the Exams Office for any set up.)
- Official use, which includes:
 1. Meetings that Human Resources may arrange for the benefit of staff. For example to explain salary packaging or superannuation changes.
 2. Meetings arranged by Human Resources or Union representatives to discuss conditions of employment
 3. Meetings of University committees including various faculty committees
 4. Departmental meetings, for example a departmental manager's meeting
 5. Meetings arranged by a department or faculty for all of the staff in the department or faculty
 6. Any meetings arranged by the Vice Chancellery, Community Relations or others for the purposes of meeting with staff or official visitors
 7. Meetings arranged for prospective students including Prospective Students evenings, Careers evenings and Open Days. This also includes using some venues for display purposes.
 8. Staff training. This could be provided by the Centre for Staff Development, a department for its own staff, Safety and Health Office etc.
 9. Use by TISC for examination or information purposes. (However, they need insurance cover)
 10. Social events arranged by a department for its staff and visitors eg Christmas party. (Note the department will be charged if the venue is damaged or left particularly dirty.)
- Audio Visual Equipment will be supplied free of charge to any of the above activities.

The following activities will attract a reduced fee:

1. Use by a Guild-affiliated organisation (actual fee depends on whether or not an admission charge is being levied)
 2. Bookings made by "Approved Users", as long as the activity meets the requirements of Approved User status. Full fees will be charged for all other activities
 3. Activities for which a "fee waive" has been approved
 4. Courses arranged by University Extension
- A charge will be made for the use of audio visual equipment

The following activities will attract the full fee:

1. Any activities arranged by members of the public, including conferences, seminars and meetings. This includes bookings made by schools, departments, faculties and other official / semi-official organisations for whom a fee waiver has not been approved
 2. Activities being organised by University clubs or students that are not affiliated with the Guild. (Insurance must also be provided)
 3. Seminars, workshops and conferences arranged by a department or research centre for the education or information of the public and for which a fee is charged
- A charge will be made for the use of audio visual equipment

Use of grounds – Free of charge:

1. Departments using the grounds for academic purposes (eg surveying classes)
2. Informal events such as family picnics, and events arranged by a department eg. BBQ
3. Festival of Perth events (however, additional costs such as special gardening or cleaning, will be charged)

Use of grounds – Fee charged:

1. Weddings, filming and photographic sessions
2. Erection of a marquee or tent, either in association with another booking or for an independent event
3. Events that are officially arranged by external groups eg. Christmas parties and picnics

Fee-paying classes that may be run by members of the public or others eg. Tai Chi classes



Appendix F

Procedure for application for Hire Fee Waiver

Process for Vice Chancellors Discretionary Fund waivers of venue charges

1. a) If the application goes straight to Vice Chancellery, correspondence received to go to Vice Chancellor to give recommendation. Then the Vice Chancellery Business Manager will send Waiver Application to Theatres/Venues (with Vice Chancellor's recommendation)

b) If the Waiver Application goes straight to Theatres/Venues, then go to step 2.
2. Bookings Officer to liaise with client/applicant regarding availability of dates, venues and services required.
3. Bookings Officer prepares indication of venue charges at external rates.
4. Client/applicant provides the Bookings Officer with a written proposal explaining why they believe their event should receive University support.
5. The Bookings Officer will forward to the Vice Chancellery Business Manager:
 - indication of costs
 - applicant proposal
 - Waiver Application form (draft attached)
 - any relevant information not contained in the applicant's letter
6. The application is forwarded to the Director for Public Affairs for sign off, who will identify on the Waiver Application form, the category or value of the discount.
7. The Waiver Application form is sent back to Vice Chancellery Business Manager and forwarded onto Theatres/Venues Booking Officer with a reference number.
8. Booking Officer to advise client/applicant of result of waiver application.
9. Upon applicant/client confirmation of booking, Theatres/Venues will arrange ET-form payment from Vice Chancellery, quoting Waiver Applicant reference number.



Appendix G

Venue Hire Terms and Conditions: Must be agreed to before ad hoc bookings for external customers will be confirmed (attachment to the UWA Venue Booking Form)

Booking and Payment of account

- New customers must pay Venue charges in full before the booking can be confirmed
- Booking charges less than \$200 total must be paid prior to the start date of event.
- Hire charges must be still be paid in full if a booking is cancelled within 24hrs of an event;
- A deposit may be required and will be determined by the Venues Officer. 10% of the payment is considered a deposit and will be refunded to the hirer if the Venues Unit received a cancellation of the booking in writing more than two months before the date for which the venue is booked.
- The balance of the hire charges specified overleaf, even if the Hirer cancels this booking less than 24 hours before the Start Date;
- The Hirer will pay the extra costs of any labour, equipment or services used in addition to those booked and described overleaf;
- The Hirer will pay the labour, materials and consultancy costs of cleaning, repair and restoration of the Venue, its fittings, equipment, furniture carpets or other property, necessary because of the Hirer's breach of these Terms;
- The hirer will pay the costs of the insurance arrangements mentioned below;
- The hirer will pay the Interest on payments which are unpaid 7 days after invoice at the rate of 8% pa compounded.

Insurance and Liability

- Hirers who book UWA venues must have a current Public Liability Insurance policy to the value of not less than \$10 million. A copy of a certificate of currency for the policy will need to be presented to the Venue Officer prior to the event.
- If the hirer does not have adequate Public Liability Insurance, UWA insurance cover for the duration of the event can be obtained at a daily rate of \$30+GST from the UWA Venues Office. For further clarification of insurance issues, contact the UWA Insurance Officer 6488 3214.

Signage

- The University logo, name or photographs of the campus must not be used in any advertisement or promotional material for any event for which a venue is hired, other than to give the location of a function.
- If you wish to advertise a function which is to be held in a University venue, the hirer may erect a banner of prescribed dimensions and material, to the west of the front entrance of the University in the prescribed location. Please refer; <http://www.fm.uwa.edu.au/about/policies/permits> and contact 6488 3556 for approval.
- If you wish to erect directional signs for a function of conference, stand alone signs may be erected on the University campus and must be removed after the event.

Parking

- For further information on parking areas and permit you can contact UWA Parking on 6488 3020 or visit http://www.fm.uwa.edu.au/about/parking/Unipark_Handbook3/special_parking#conf
- To find where the car parks at UWA are located please refer to the UWA campus map <http://maps.uwa.edu.au/crawley/display/bodycopy.php?f=26246>

Furniture, equipment and cleaning of venue

- Furniture and equipment must not be moved without the permission of the Venues Office.
- If permission to move furniture or equipment is given, the hirer will bear any charges incurred and the furniture and equipment must be returned to the same position as before the event.
- Tables in the venue will not be used for serving food.
- The venue and any equipment and furniture in the venue will be left clean and tidy at the close of the event.
- Additional cleaning charges will be incurred where a venue is not left cleaned and tidy at the cost of \$40.00 per hour plus GST (plus 15% for weekends).

...Appendix G continued

Audio visual equipment

- Audio visual requirements may be requested directly through the Audio Visual Unit website or contact Audio Visual directly on 6488 2026.
- The hourly rate for UWA venues includes the use of permanently-installed audio visual equipment. A comprehensive list of these UWA venues and their equipment is available at http://www.timetable.uwa.edu.au/Curr/tt_selectvenue_details.asp
- Where functions are held in UWA venues other than central teaching facilities for either academic or non-academic purposes, charges will apply for audio visual equipment required.
- 24 hours notice is required for booking audio visual equipment.

Security and damage to property

- Where a large number of people are to attend an event and alcohol is to be consumed, additional security must be arranged by the hirer.
- Hirers must maintain good order in the vicinity of a hired venue and ensure property in and around the venue is not damaged.
- Where these Conditions have been breached, the hirer will pay the cost of layout, materials, cleaning, repairs and restoration of the venue and its fittings, equipment, furniture, carpets and any other property which has been removed or damaged.

Consumption of Liquor, food, beverages and refreshments

- If liquor is being consumed an application for a liquor permit must be completed and submitted to the manager, security and parking for approval at least 21 days prior to the event. Applications may be downloaded at: http://www.fm.uwa.edu.au/_data/page/13615/liquorpermit.pdf
- Food, beverages and other refreshments **may not be brought inside a venue** or consumed in the vicinity of a venue.
- Catering for functions could be arranged with Guild Catering 6488 2315 http://www.gu.uwa.edu.au/home/catering/catering_cafes
- Written authority from the University to consume liquor in venues may be requested by security staff from the hirer on the day of the event, so authority must be carried with the hirer on the day of the function together with the booking confirmation.

The University may without liability for loss or damage to the hirer:

- Cancel a booking at any time
- Prohibit an event being held
- Close down a venue during an event - if in the opinion of University staff the event is objectionable, dangerous unlawful, infringes the intellectual property rights of third parties or is potentially detrimental to the reputation of the University.
- The University is not liable for any interference or cancellation of an event in a venue which is caused by civil disruption, industrial action, terrorism, act of god, or any circumstances beyond the direct control of the University and will not be obliged to settle any dispute or control any disruption which has been caused.

The hirer indemnifies the University against:

- Claims, losses, actions, damages, costs and expenses, personal injury, death or damage to property arising from the use of the venue and any equipment used during the hiring.
- Caused directly or indirectly by any act or omission of the hirer, or their officers, agents or employees or any other person directly or indirectly associated with the hirer's use of venue or by the hirer's failure to comply with these terms.

Hirer must comply with:

- University Lands By-Laws and University regulations
- Directions of UWA officers regarding use of equipment, facilities. Parking. Access and security

Protocol

- Hirers must give advance notice of Regal or Vice-Regal visitors, Heads of State or persons representing them so that security arrangements and protocol may be observed.

Please Note: A venue booking is NOT confirmed until you receive written confirmation.



Appendix H

Policy of Insurance requirements for Non Academic Use

Policy

Hirers of University Venues are required to indemnify the University against possible insurance claims that could arise as a result of activities undertaken within the venue. There are two ways to provide this indemnity:

1. The hirer must have a current Public Liability policy to the value of \$20 million. A copy of the policy will need to be sighted by the University's Insurance Officer prior to the event; or in some instances
2. The hirer may be covered by a policy that has been negotiated by the University to cover Hirers of University Facilities. This policy is not available to groups that would normally be expected to have their own Public Liability insurance. The University's Insurance Officer has the final say about which events may be covered by this policy.

The premium must be paid in advance of the event. In January 2007 it was \$44.00 per day (GST_inch).

This policy provides cover for the hirer against claims for personal injury or loss that may be made by people attending the event or others affected by the event. It also provides cover against any claim for damages that the University may bring against the hirer.

A copy of the policy is available from the Venues Unit.

While it is not absolutely necessary for regular hirers to pay the premium in advance of the event, this is recommended for "one off bookings".

Date created:	April 2001	Approved by:	Manager, Safety and Health
Previous edits:		Responsible:	Insurance Officer: Safety and Health
Date for review:	2007	File ref:	F1981
Previous titles:			



Appendix I

Access procedures for CTFs without automated Access control:

AV - Unlocking of Teaching Venues

Policy

During semester the teaching facilities that are cleaned in the morning are left unlocked by the Cleaning staff, unless instructed otherwise by the appropriate department. In buildings that do not have morning cleaning, the Audio Visual Assistant will unlock the common teaching venues and access ways to them. Currently, these venues are confined to parts of the Guild, Law and Social Science buildings.

During semester breaks the Cleaning staff will leave all venues locked unless instructed otherwise. At these times the Venues Unit will provide a list of bookings to the Audio Visual Unit prior to noon the previous day, who will then unlock the venues. The Security Office handles after-hours bookings (5.00pm or later).

If an area assigned to be unlocked by an AV Assistant is found to be locked then the responsible AV Assistant will be recalled to rectify the situation.

If an area assigned to be unlocked by a Cleaner is found to be locked then the nearest AV Assistant with the appropriate keys will be despatched, and the Cleaning Supervisor informed to ensure that the responsible Cleaner is made aware of the oversight. This function takes second priority to Audio Visual bookings and emergencies.

All other unlocking is the responsibility of the relevant departments except for after-hours access, which is dealt with by the Security.