

## TLC costing as at 30 May 2007

<b>Roles</b>	<b>UNE T&amp;L</b>	<b>UNE T&amp;L (grant funded)</b>	<b>UNE non T&amp;L</b>	<b>UNE staff / student research</b>	<b>UNE community (including GST)</b>	<b>Commercial (including GST)</b>
Project management/Academic development	\$70/hr in-kind	\$70/hr	\$75/hr	\$75/hr	\$88/hr	\$132/hr
Instructional design/educational development	\$60/hr in-kind	\$60/hr	\$65/hr	\$65/hr	\$77/hr	\$121/hr
Programming (including Web programming and multimedia CD production)	\$55/hr in-kind	\$55/hr	\$60/hr	\$60/hr	\$66/hr	\$99/hr
Graphic design (including Web design)	\$55/hr in-kind	\$55/hr	\$60/hr	\$60/hr	\$66/hr	\$99/hr
Editing	\$55/hr in-kind	\$55/hr	\$60/hr	\$60/hr	\$66/hr	\$99/hr
Desktop publishing (including scanning, OCR, template construction)	\$50/hr in-kind	\$50/hr	\$55/hr	\$55/hr	\$60/hr	\$88/hr
<b>Video/Audio conferencing</b> * These costs do not include the cost of using facilities at the far end sites. These are charged at cost. * Charges are based on IP connections. If an ISDN connection is required these costs are higher and are charged at cost.	\$60/hr in-kind	\$60/hr plus admin charge \$25 domestic \$50 international	\$65/hr plus admin charge \$25 domestic \$50 international	\$65/hr plus admin charge \$25 domestic \$50 international	\$77/hr plus admin charge \$25 domestic \$50 international	\$242/hr plus admin charge \$50 domestic \$100 international
<b>Audio</b> (including recording, digitising, editing, enhancing, reformatting and production of masters) * the time required to travel to locations (for locations external to UNE) will be included in the fee * the cost of consumables (blank tapes, CDs, DVDs etc) and travel will be added unless they are provided in advance by the client	\$50/hr in-kind	\$50/hr	\$55/hr	\$55/hr	\$60/hr	\$88/hr
<b>Video</b> (including recording, digitising, editing, enhancing, reformatting and production of masters) * the time required to travel to locations (for locations external to UNE) will be included in the fee * the cost of consumables (blank tapes, CDs, DVDs etc) and travel will be added unless they are provided in advance by the client	\$55/hr in-kind	\$55/hr	\$60/hr	\$60/hr	\$66/hr	\$99/hr

Category of work	Explanation
UNE T&L	Work performed for a UNE academic (or someone in a teaching role at UNE) that is <b>directly related</b> to teaching and/or learning at UNE
UNE T&L (grant funded)	Work performed for a UNE academic (or someone in a teaching role at UNE) that is <b>directly related</b> to teaching and/or learning at UNE that is being funded or partially funded by a grant
UNE non-T&L	Work performed for a UNE staff member, department or function that is <b>not directly related</b> to teaching and/or learning at UNE but is related to UNE activities (for example work done for M&PA, Sport UNE, VCs Office etc)
UNE staff Research	Work performed for a UNE staff member related to <b>their own</b> research but not necessarily related to teaching and/or learning at UNE (for example conversion of recorded interviews into another format)
UNE community	Work performed for in support of UNE's role in the wider community (for example a UNE student, local community organisation, local educational institution etc.)
Commercial	Work performed for a client which does not fall into any of the above categories; or work undertaken for a commercial organisation external to UNE; or work that is undertaken which the client will on-sell (either in entirety or in part) to a third party

## Guidelines

1. Initial contact must be made with the Leader, Learning Resources Unit, or Leader, Academic Unit
2. Decisions regarding the acceptance of work, scheduling and timelines are the responsibility of the Leaders of the Learning Resources Unit and Academic Unit. Scheduling of work occurs on a first come-first served basis and is subject to scheduling and timeline pressures of the existing or previously scheduled workload
3. All 'Commercial work' and 'UNE community work', over the value of \$200, is subject to the rules and regulations surrounding a "[Small Consultancy Agreement](#)"
4. Evidence-related work (except live video-conferences) for all law enforcement agencies is currently 'on-hold'. Enquiries should be directed to the Leader, Academic Unit.
5. Method and timing of payment needs to be determined prior to the commencement of the project.
6. Equipment and facilities will **not** be made available **for use** by non-UNE personnel
7. Equipment and facilities will **only** be made available **for use** by UNE personnel who have suitable technical expertise. This service is at the discretion of the Leader, Learning Resources Unit, and is subject to scheduling and timeline pressures of the existing or previously scheduled workload