

Purpose:	To provide directions regarding: (a) the loan or hire of Murdoch University media equipment from the loans desk, whether or not for a fee; and (b) the use of space in the Media Arts Centre, whether or not for a fee
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Printed copies are for reference only. Please refer to the electronic copy on the Media Arts Centre website.

Objectives: This Policy has been put in place by the College of ABLSS ("**College**") to provide directions regarding:

- (a) the loan or hire of Murdoch University media equipment ("**Equipment**") from the loans desk, whether or not for a fee ("**Loan**"); and
- (b) the use of space in the Media Arts Centre ("**Facilities**"), whether or not for a fee ("**Hire**").

Policy:

1. General principles and definitions

1.1. In this Policy:

- 1.1.1. "**ABLSS\CMAD Staff Member**" means a Murdoch University, College of ABLSS member of staff working within the Discipline of Creative Media Arts and Design (CMAD).
- 1.1.2. "**ABLSS\CMAD Student**" means a Student currently enrolled in a College of ABLSS Creative Media Arts and Design production unit which uses the Equipment or Facilities.
- 1.1.3. "**Murdoch University Purpose**" the advancement of learning and knowledge and the provision of university education.
- 1.1.4. "**Non-ABLSS\CMAD Student**" means a Murdoch University student currently enrolled at Murdoch University who is not an ABLSS\CMAD Student.
- 1.1.5. "**Staff Member**" means a Murdoch University employee who is not an ABLSS\CMAD Staff Member.
- 1.1.6. "**Third Party**" means any person or organization that is not a Non-ABLSS\CMAD Student, ABLSS\CMAD Student, Staff Member or ABLSS\CMAD Staff Member.

- 1.2. All Loans of Equipment, and all Hire of Facilities, must be approved by the College Manager or delegate unless the Loan is to, or the Hire is for, an ABLSS\CMAD Student or ABLSS\CMAD Staff Member who can demonstrate that they are using the Equipment or Facilities for the purposes described in paragraph 2.1 or 2.3.
- 1.3. All Equipment and Facilities are subject to availability with preference given to teaching requirements.
- 1.4. The College will determine its standard, commercial rates for Loan of Equipment and Hire of Facilities, which to the best of its knowledge will be no less than rates available in the industry ("**Commercial Rates**").
- 1.5. Subject to paragraph 3.3 and paragraph 4.2, the College will not Loan Equipment to anyone other than ABLSS\CMAD Students or ABLSS\CMAD

Staff Members, or allow anyone other than ABLSS\CMAD Students or ABLSS\CMAD Staff Members to Hire Facilities, at a rate less than the applicable Commercial Rate. The Commercial Rate paid by a person may be made up of cash and/or in kind equivalent, provided that the in kind equivalent is not the provision of work placements to ABLSS\CMAD Students.

- 1.6. For any Loan or Hire which involves payment (whether cash, or in-kind, or a combination thereof) GST will be remitted on the total payment.
- 1.7. The College will not allow a person to use software licensed to Murdoch University where such use would be beyond the scope of the licence.

2. Use of Equipment or Facilities by ABLSS\CMAD Students and ABLSS\CMAD Staff Members

- 2.1. ABLSS\CMAD Students may use the Equipment or Facilities free of charge where such use is for a College production unit which requires the use of the Equipment or Facilities.
- 2.2. ABLSS\CMAD Students may borrow Equipment and Facilities for purposes other than those described in paragraph 2.1 but will be treated as Non-ABLSS\CMAD Students on these occasions.
- 2.3. ABLSS\CMAD Staff Members may use the Equipment or Facilities free of charge where such use:
 - 2.3.1. is for teaching; or
 - 2.3.2. is non-commercial as a recognized part of the ABLSS\CMAD Staff Member's service workload e.g. to assist a not-for-profit organisation; or
 - 2.3.3. is for research, but will require an application to be submitted in advance in order for the proposed research project and planned outputs to be assessed by the College's Research Committee.
- 2.4. ABLSS\CMAD Staff Members may borrow Equipment or Facilities for purposes other than those described in paragraph 2.3 but will be treated as Staff Members on these occasions.

3. Use of Equipment or Facilities by Non-ABLSS\CMAD Students and Staff Members

- 3.1. Subject to paragraph 3.2 and 3.3 below, the College will only Loan Equipment to Non-ABLSS\CMAD Students or Staff Members and allow Non-ABLSS\CMAD Students or Staff Members to Hire Facilities:
 - 3.1.1. if the Non-ABLSS\CMAD Student or Staff Member pays Commercial Rates;
 - 3.1.2. by way of a written agreement between Murdoch University and the Non-ABLSS\CMAD Student or Staff Member;
 - 3.1.3. if the Non-ABLSS\CMAD Student or Staff Member has, and is required to maintain, the appropriate level of insurance cover in respect of the Loan of Equipment or Hire of Facilities (unless otherwise agreed by Murdoch University's Insurance Administrator); and
 - 3.1.4. if to the best of the Colleges knowledge the majority of the relevant Equipment and Facilities, are unavailable from a commercial hire company.
- 3.2. The Non-ABLSS\CMAD Student or Staff Member will not need to comply with the requirements of paragraph 3.1 if the use of the Equipment, or the Hire of the Facilities, is for a Murdoch University Purpose (although the College may

require the Non-ABLSS\CMAD Student or Staff Member to complete a hire form (“Internal Hire Agreement”).

- 3.3. The College may offer a discount of up to 50% of the Commercial Rate on the Loan of Equipment and booking of Facilities to Non-ABLSS\CMAD Students or Staff Members where the use is for a Murdoch University Purpose.
- 3.4. Any Non-ABLSS\CMAD Student or Staff member using the Equipment or Facilities other than for a Murdoch University Purpose must not hold himself or herself out as representing Murdoch University.

4. Use of Equipment or Facilities by Third Parties

- 4.1. Subject to paragraph 4.2 below, the College will only Loan Equipment to Third Parties and allow Third Parties to Hire Facilities:
 - 4.1.1. if the Third Party pays Commercial Rates;
 - 4.1.2. by way of a written agreement between Murdoch University and the Third Party (“External Hire Agreement”);
 - 4.1.3. if the Third Party has, and is required to maintain, the appropriate level of insurance cover in respect of the Loan of Equipment or booking of Facilities (unless otherwise agreed by Murdoch University’s Insurance Administrator); and
 - 4.1.4. if, to the best of the Colleges knowledge, the majority of the relevant Equipment and Facilities are unavailable from a commercial hire company.
- 4.2. The College may offer a discount to the Commercial Rate on the Loan of Equipment and Hire of Facilities to a Third Party where the College Manager or delegate determines that gratuitous benefits or services provided by that Third Party independently of, and not conditional on, any arrangement to Loan Equipment or book Facilities warrants such a discount.

5. Summary of Loan of Equipment and Hire of Facilities

Category	Equipment or Facilities Use	Payment Conditions	Fringe Benefit Tax (“FBT”) impact	Relevant paragraph
ABLSS\CMAD Student	College production unit	Free of charge	No FBT	Paragraph 2.1
Non-ABLSS\CMAD Student	Murdoch University Purpose	Up to 50% discount on Commercial Rates	No FBT	Paragraph 3.3
Non-ABLSS\CMAD Student	None Murdoch University Purpose e.g. private purpose	Commercial Rates	No FBT	Paragraph 3.1
ABLSS\CMAD Staff Member	Teaching, non-commercial as a recognized part of service workload or approved research	Free of charge	No FBT	Paragraph 2.3

Staff Member	Murdoch University Purpose	Up to 50% discount on Commercial Rates	No FBT	Paragraph 3.3
Staff Member	None Murdoch University Purpose e.g. private purpose	Commercial Rates	No FBT	Paragraph 3.1
Third party (does not include ABLSS\CMAD Student, Non-ABLSS\CMAD Student, ABLSS\CMAD Staff Member or Murdoch Staff)	Any use	Commercial Rates (but Dean discretion to apply any discount)	No FBT	Paragraph 4.2