

AFTERNOON & WEEKEND BUILDING SUPERVISION PROCEDURES

Following the success of the trial of afternoon and weekend building supervision, a decision was recently made to implement this service, on a permanent basis, effective November 27, 2006.

The procedures detailed below, which were developed for the trial, have now been revised and will be implemented from the date shown above.

The part time staff who have been employed, to provide this service, will supply building supervision support, at no cost to Faculties/Departments, in conjunction with the full time afternoon shift staff, to all timetabled classes appearing on the official timetable and depending on the nature of the activity and time permitting, their services may also be made available to bookings other than timetabled classes, made by University Faculties and Departments.

1. Bookings, that are not timetabled classes, made by University Faculties/Departments, are to be offered the services of the afternoon/weekend staff (Roving Building Supervision), at no charge, or a permanent Building Supervisor/s (Dedicated Building Supervision), on overtime, at the current rates (ie) weekdays from 3.30pm until the nominated finish time and on weekends and public holidays, for the period of the booking.

The following criteria is to be advised at the time of booking.

- Should the Faculty/Department select the “Dedicated Building Supervision” option, they are to be advised that the staff member would attend to the function, from start to finish and provide all required building supervision support for that function.
 - Should the Faculty/Department select the “Roving Building Supervision” option, they are to be made aware that dependant on the staff members workload, they may only receive an “unlock/lock” service of the areas to be used.
 - Selection of the “Roving Building Supervision” option would also require the Faculty/Department to ensure that a Faculty/Department staff member, trained as a B.E.C or Floor Warden and with First Aid training, is in attendance at the function at all times.
2. All bookings by external clients are to be charged for building supervision at the current rates (ie) weekdays from 3.30pm until the nominated finish time and weekends and public holidays, for the period of the booking.
 - Based on the intended activity and number of attendees, Property & Campus Services staff would decide whether the function would be attended to by the afternoon/weekend staff, or by permanent staff on overtime.
 - All Confirmation Forms issued for external bookings should have the notation “To Be Allocated” entered in the Building Supervision field.

3. Confirmation Forms for Free Public Lectures are to issued as per the current arrangements and building supervision will be allocated in line with the current guidelines, (ie) Free Public Lectures held in venues with a capacity of 150 or more, will receive building supervision support funded by Property & Campus Services.

Where a venue with a capacity of less than 150 is used for Free Public Lectures, the procedures shown at point 1, above will apply.

4. Building supervision support for Conferings and Examinations, held at Wilson Hall will continue, as per current arrangements.
5. All payments made to Venue & Conference Management for building supervision are to be directed to the nominated Property and Buildings account, from which relevant overtime payments and other associated costs would be made.
6. The required distribution of Confirmation Forms is as follows;

Roving Building Supervision

To drgreig@unimelb.edu.au and arcamp@unimelb.edu.au only.

Dedicated Building Supervision

To arcamp@unimelb.edu.au and alans@unimelb.edu.au only.

To Be Allocated

To arcamp@unimelb.edu.au and alans@unimelb.edu.au only.

Free Public Lectures in Venues with a capacity of over 150

To drgreig@unimelb.edu.au and alans@unimelb.edu.au.

Free Public Lectures in Venues with a capacity of under 150

As per either "Roving Building Supervision" or "Dedicated Building Supervision", depending on the clients preference. Refer point 3 above.