

28th February 2020

Ko Awatea Centre Room Charges

Background

The Ko Awatea Education Centre was opened in 2011, and a Joint Venture Partnership provided MIT, University of Auckland and AUT with an allocation of training rooms in the centre for a monthly fee payment.

With the AUT Southern Campus based in Manukau, and MIT's purpose-built education facility in Manukau and Otara, both organisations have advised they now have adequate space to house their student training on site, and **no longer fund** any of their student training/meetings at Ko Awatea. This came into effect as at 01 January 2020.

We continue to have a leasing arrangement in place with the University of Auckland who continue to pay for the rooms they book and use each month.

Room Charges

Counties Manukau DHB staff: There is no charge for use of training/meeting rooms in the Ko Awatea Centre for regular internal clinical teaching, research sessions and meetings within business hours Monday to Friday (7.00am – 6.00pm) excluding public holidays. After hours or weekend charges apply.

South Auckland Clinical School, University of Auckland: South Auckland Clinical Campus (SACC) at Auckland University has a contractual agreement with CM Health for an annual allocation of room bookings, and any additional SACC room bookings are to be authorised by the SACCS Group Services Manager.

External Users

The Ko Awatea Centre has a set fee structure for room hire. Room rates include audio-visual equipment. A half-day session is defined as up to four hours. Beyond four hours is a full day.

External bookings are defined as:

1. Bookings made by non CM Health staff
2. Meetings or training where more than 25% of attendees are non CM Health staff
3. When there is a registration fee for participants or there is a subsidy or sponsorship provided by a commercial organisation;

CM Health staff please note:

Bookings made by CM Health staff on behalf of others for non-CM Health staff/ events (i.e. for MIT and AUT staff) to bypass charges, will be followed up with the CNM or Service Manager.

Events, Conference and Symposiums

- Room bookings for externally sponsored events are chargeable, including if only CM Health staff are attending i.e. if a CM Health department is receiving funds to host the event an external room rate charge applies
- All external (non-CM Health staff) conferences and seminars are charged room charges, including events where admission is free
- All events (internal CM Health and external) where there is a cost to attend incurs a room charge

Additional costs apply

- Staffing/cleaning and security for bookings outside normal operating hours (07.00-18.00 Mon-Fri.)
- Hireage outside of normal operating hours (07.00-18.00 Mon-Fri)
- Beverage and catering services
- Photocopying, flipchart paper and other stationery
- All costs quoted are excluding GST.

These guidelines are consistent with those applied at ADHB CETC



Naa mihi | Kind regards

Monique Davies

Business Support Manager | Ko Awatea