Increasing office efficiency, energy performance and recycling

Offices account for a large chunk of energy and resource use at UWS, yet the manner in which these resources are used is often quite inefficient: lights are left on overnight and when not needed, recyclable materials are thrown out with general waste, pages are printed single-sided as opposed to double-sided.

In this time of global climate change and economic downturn, responsible resource consumption practices are becoming increasingly important. In this context, CW&F’s Environment and Risk Management business unit is pleased to announce an exciting new program to promote good environmental practices in UWS offices—the Greening UWS Offices Program.

The program aims to:

» Promote positive behavioural change with regards to energy consumption;
» Increase the amount of recyclables and reduce waste to landfill and
» Advocate double sided printing in an effort to tackle increasing paper consumption.

Program rollout

Following the launch of the pilot program at R1, Hawkesbury campus on Tuesday 19 May 2009, the program will run initially at two offices—buildings R1 (CW&F headquarters) and M16 (Finance), Hawkesbury campus.

It is anticipated that the Greening UWS Offices Program will be rolled out over all UWS sites throughout the remainder of 2009 and into 2010.

In the lead-up to the implementation of the Program, the Environment and Risk Management business unit is working with our cleaners and the external collection agencies to ensure the appropriate processes are in place for receiving recyclable products and separation protocols are in place throughout the “product lifecycle”.

UWS’s performance in terms of saving energy and recycling will be regularly tracked, measured and published throughout the Program.

For more information about this project, please contact Jen Dollin on 02 4570 1447 or email j.dollin@uws.edu.au.

The CW&F Environment and Risk Management team dressed in theme with Prof Shelley Burgin, Provost Hawkesbury Campus, at the R1 and M16 Green office launch.
From the Director’s desk

CW&F is entering an exciting new phase.

Firstly, in the recent Federal Budget, UWS was allocated $40 million to establish a new world-class Facility for Climate Change and Energy Research (FCCER) at its Hawkesbury campus and $17.6 million to develop the new Blacktown Clinical School and Education Centre at Blacktown Hospital. We are currently in the process of establishing a program office team to provide project management and other related services for the FCCER.

Secondly, the CW&F re-architecture is almost complete and we are now initiating a number of business improvement programs. Each CW&F business unit is fully functional and staff are working within their teams and across business units to deliver outstanding results. Special thanks to Brian Broad for his unqualified commitment, support and drive in assisting us with the design and implementation of this critical program.

We continue to deliver on major initiatives, such as the redevelopment of Hawkesbury M8 and the commissioning of a Secondary Ion Mass Spectrometer for the School of Natural Sciences. We have also completed the Police Precinct, Parramatta, Allen and Ward Libraries refurbishments, and established UWS College at Nirimba Campus.

The new roof on Buildings 1 and 5 on Bankstown Campus is almost complete and has been positively received - they are no longer getting wet when it rains!

The Strategy, Planning and Standards business unit (namely Jo Ballard) has been actively involved in developing the Capital Works Program outline for 2010 – 2013. An overview of the Program was recently presented to the Campus Development Committee/Strategy and Resources Committee, prior to consideration by the Board of Trustees on 27 May 2009. The document/presentation is providing an excellent base for the FY10 Business Planning and Budget cycle as we progressively prioritise and refine the program during June – October.

With the appointment of Alex Grochowski as Senior Manager Minor Capital Works, the Campus Management Teams are actively engaged in progressing backlog maintenance, infrastructure renewal and a range of “maintenance packages” on all campuses.

Through a series of pre-consultation briefing and feedback sessions Campus Safety and Security staff are currently assisting Adam Byrne in finalising the proposal to reposition the functions and operations of this business unit. This is a major program linking major initiatives involving CCTV/Safety Systems, as well as the organisation construct, management and operations teams designed to improve relationships and operational performance with campus staff, students, external emergency services, contractors and Capital Works project teams.

There is a really good feel within the organisation. We are receiving extremely positive feedback from our clients across most areas as we improve our relationship management and planning and delivery; particularly in the areas of event management, relocations and set ups (Graham Edwards and his team) and cleaning (John Poulos and his team).

Jen Dollin’s Green Office pilot program launch with buildings R1 and M16, Hawkesbury campus on Tuesday 19 May was a great “kick-off” to the program - the positive attitude is expected to rub off in delivery.

Keep up the good work!

John Bonanno
Director, Capital Works and Facilities
Protecting UWS research

UWS is currently undertaking a major initiative to develop a UWS/CW&F Asset Management Plan – Risk Management and Business Continuity Strategy and Program. The program is sponsored by Professor John Ingleson, Deputy Vice-Chancellor, Academic and Enterprise.

As part of this program, a Research Protection Steering Committee (Prof Andrew Cheetham, Pro Vice Chancellor (Research), John Bartlett, Head of School, Natural Sciences, Tim Wills, Senior Executive Officer (Deanery, Campbelltown Campus) and John Bonanno, Director, CW&F) has been established to co-ordinate and implement a standardised approach to identifying and labelling “critical” research and associated equipment that is sensitive to power failure.

Phase I of the Research Protection Against Power Failure Project involves:

- Identifying all research at risk of power failure
- Uploading the data collected to Archibus
- Ranking the research based on criticality (with regard to how long the research can survive without power)
- Labelling the research equipment and associated power point and circuit breaker on the switchboard.

Data verification

To date, CW&F staff (Wakkas Ismail, Karthik Gunasekaran, Anthony Williams, Jordan Kooy, Les Cubitt and Shamoon Halai) have visited the Hawkesbury, Campbelltown, Kingswood, Parramatta North and Werrington South campuses. They worked with Tanya Hobson, Executive Officer to the Pro Vice Chancellor (Research), and liaised with the relevant POCs to access the research equipment and complete the data verification process. Through a questionnaire, they verified data that was previously collected to identify electrical research equipment, the zero outage areas of each campus (buildings with research that can’t be without power) and Points of Contact (POCs).

A process is now being developed to upload the verified data to Archibus so it can be easily retrieved when required. A procedure will be developed to ensure the data is kept current.

Escalation procedures

Phase I of this project will also see an escalation procedure developed to specify the conditions under which the relevant POC are contacted.

Label designs

Sample label designs are currently being evaluated by the Research Protection Steering Committee—labels will be attached to the circuit breaker, main switch, switchboard, power point and research equipment associated with research at risk of power failure.

Phase I of this project is scheduled for completion in early June 2009.

For more information about this project, please contact Stefan Mozar, A/Senior Manager, Maintenance Planning on 02 4570 1316 or email s.mozar@uws.edu.au

Proposed label design for critical research equipment.

Glenn awarded VC’s scholarship

When the call for nominations for the 2009 VC’s Professional Development Scholarships came out in January, Glenn Cooper already knew what he would spend the $2000 on if he were awarded the scholarship.

The scholarships have been developed through the Our People 2015 project. There are ten $2000 scholarships—five available for academic staff and five for general staff.

A Campus Safety and Security Facilities Services Officer, Glenn applied for a scholarship so he could attend a conference and workshop on Campus Risk Assessment and Security. The conference, which was held on 29 and 30 April 2009, was the first of its kind in Australia. Adam Byrne, Senior Manager, Campus Safety and Security, was a guest speaker at the conference.

In his application, Glenn explained how the scholarship would benefit his career and the University by funding his attendance at conference and workshop. The conference and workshop provided Glenn with a better understanding of:

- opportunities to improve the delivery of a safe and secure teaching, learning and research environment
- the application of advanced security systems technologies and their use within a tertiary environment (e.g. CCTV, access control, alarms).

Congratulations on being awarded the scholarship, Glenn!
Capital works projects update

Multi Purpose Building

Our state-of-the-art Multi purpose building at Parramatta campus has taken shape over the past few months. The interior of the building is expected to be practically complete prior to 11 June 2009. Practical completion of the building’s exterior is expected before the end of July 2009. All efforts are being made to have the Sydney Graduate School of Management fully operational within the building by 29 June 2009. The building will be fully operational prior to the commencement of Semester 2 this year.

An overview of the facilities and services that will be available on each floor. Note: The state-of-the-art nursing hub on Level 1 was functionally designed in consultation with the School of Nursing and various hospitals in Australia and Overseas.
School of Medicine I and II
The School of Medicine Stage I has now completed its Defect Liability Period. Practical completion was granted for School of Medicine Stage 2 in late February and it is now in full operational use. Stage II will remain in defects liability until late February 2010.

Campbelltown nursing hub
A contract has been awarded for the construction of a state-of-the-art Nursing Hub for building 15 on Campbelltown campus. The Nursing Hub will provide five Clinical Practice Units (the campus currently has two CPUs), a simulation room, a control room and ancillary areas (all similar to those in the MPB). All efforts are being made to have this facility fully operational for Semester 2 2009.

Secondary Ion Mass Spectrometer
Part of building M8 at Hawkesbury campus was recently refurbished to make way for a Secondary Ion Mass Spectrometer (SIMS) purchased from ANSTO for the School of Natural Sciences. The installation and commissioning of the SIMS is currently underway. It will be the only Mass Spectrometer of its kind in the Southern Hemisphere and will be used commercially as well as internally to support UWS research.

New student residences
Construction work has commenced on the new student residences on Kingswood and Campbelltown campuses. The Kingswood residence will provide 109 beds in 31 units, along with a common room for both existing and new residents while the Campbelltown residence will provide 195 beds in 55 units. The existing common room facilities will also be upgraded. Both residences are being constructed adjacent to the existing student residences.

Welcome Centre at Campbelltown
A new style of student service delivery is being implemented on the Campbelltown campus. CW&F has constructed a welcome centre in part of building 5. This new facility accommodates Student Services and UWS International, and includes both self help and customer service areas. If successful, this innovative approach to service delivery will be considered for other UWS sites.

Second entrance/exit for Bankstown campus
The first component of this project provided an additional 70 car park bays on Bankstown campus. The remainder of the project involves the relocation of Telstra, Sydney Water and Energy Australia infrastructure, which is currently progressing. As soon as those services have been relocated, civil works will recommence to provide the second entrance/exit for Bankstown campus.

Campbelltown car park
Construction of the new 450 car space on-grade car park on Campbelltown campus is progressing as scheduled. The car park is being constructed behind the P6 car park and adjacent to the student residences. It will be complete and fully operational prior to Semester 2 2009.

Blacktown Education Centre and Clinical School
A new Clinical School is being built at Blacktown Hospital to provide medical education facilities for UWS medical students. The Clinical School will create a dynamic learning culture by providing facilities to enable the development of a whole-of-hospital culture that recognizes and enhances teaching.

The initial construction work involves building a new staff car park so the existing car park can be demolished to make way for the new Clinical School and Education Centre. Construction of the new car park is currently underway and is expected to be complete in late May/early June.

Note: Since this article was written, additional Federal funding has been provided to this project. The project will now include a Research Facility.

Campbelltown, Penrith, Hawkesbury gyms
Works to enhance the fitness centres at Campbelltown and Hawkesbury are now complete and have been handed over to UWS Connect.

Building 1 and 5 re-roofing project
The building 1 and 5 re-roofing project on Bankstown campus is progressing as scheduled and is on track for completion prior to the end of May 2009. The project involved replacing the facia and soffits of the two buildings, placing a new roof over the existing roof and replacing the existing skylights. In conjunction with this project, some of the existing air-conditioning units were replaced with new units.

For more information about our major projects, please contact Leo Johnson on 02 4570 1266 or email l.johnson@uws.edu.au
Improving our project capability

A Working Group lead by Yuen Yuen Yip and Geraldine Richardson is currently developing and implementing ‘lead practice’ electronic filing/TRIM processes for all CW&F business units. This involves all filing procedures relating to projects to ensure all information, data, plans, emails and other documents associated with a project can be retrieved for operational compliance and audit purposes.

The full Working Group also comprises:

» Bert Gonzalez
» Laiman Leong
» Carole Ford
» Peter Blunden
» Irene Szymanski
» Denise Mclellan

To date, standards and guidelines have been established for CAD, landscape, signage and furniture documents. We are now working to establish a standardised and consistent electronic filing system/structure for electronic documents saved on the ‘M’ drive. Current/working documents will be filed on the ‘M’ drive, while archived documents will be filed in TRIM. Hardcopy versions of those files will be filed in yellow TRIM folders.

TRIM is a specifically developed records management and electronic document management system. On 26 March 2009, CW&F staff who had previously attended a TRIM training session attended a supplementary TRIM training session as a refresher.

Between 27 April and 15 May 2009, CW&F, in conjunction with Records and Archives will run a series of TRIM training sessions for all CW&F staff who haven’t previously attended a TRIM training session. Upon completion of the TRIM training, CW&F staff were asked to provide the Working Group with suggestions on how ‘M’ drive could be structured to complement the TRIM filing structure.

The new filing system/processes will enable CW&F to manage project files more efficiently by:

» Enabling easy, transparent access to documents, reducing time spent searching for files
» Co-locating working documents in the one central location (on ‘M’ drive)
» Co-locating archive documents in the one central location (in TRIM).

For more information about our ‘lead practice’ electronic filing/TRIM processes, please contact Yuen Yuen Yip on 02 4570 1301 or email yy.yip@uws.edu.au

Yuen Yuen Yip welcoming CW&F staff to their TRIM training session at Frogmore House.

Contractor fire safety protocols

New protocols have been designed for allowing contractors onto UWS sites. These protocols detail the various responsibilities of Project Managers, contractors and UWS Campus Safety and Security staff.

Project Managers

Once a work request is approved, the Project Manager is responsible for briefing contractors, Campus Safety and Security staff and stakeholders prior to the commencement of the work. This involves:

» ensuring the contractors have all the information relevant to their work
» ensuring the contractors have completed the UWS Contractor Induction Training
» providing the relevant Campus Safety and Security office with information about the work, including the contractor’s contact details. They also need to advise if there is a requirement for fire panels to be isolated.

In short, the Project Managers are responsible for overseeing and managing the contractors and the work being undertaken.

Campus Safety and Security

The relevant Campus Safety and Security office is responsible for executing the ‘Contractor on site’ process when Contractors arrive on their campus. Under the new protocols, they will also be responsible for isolating fire panels – an education program will be rolled out through May and June to ensure all security officers are trained and fully proficient in isolating fire panels.

From early May 2009, the Campus Safety and Security offices on Hawkesbury and Campbelltown campuses will be piloting the new procedures, which will involve:

» training all Security Officers on the new procedures
» issuing contractors with ID passes
» sign-in / sign-out procedures
» a safety board to inform the next shift about any fire panels that have been isolated.

For more information about this project, please contact Stefan Mozar, A/Senior Manager, Maintenance Planning on 02 4570 1316 or email s.mozar@uws.edu.au
A joint Campus Development Unit (CDU) and CW&F OH&S committee was established in March 2009. The new Committee is comprised of:

» Jake Poole, CDU
» Caroline Skene, Major Projects
» Steve Norris-Smith, Minor Capital Works
» Irene Szymanski, Campus Safety and Security
» Jen Dollin, Environment and Risk Management
» Luke Donlevy, Strategy, Planning and Standards
» Rachael Lees, Finance and Business Support Services.

The first committee meeting was held on 20 April 2009. Over the coming months, the committee will be actively involved in:

» managing OH&S matters on behalf of CW&F and CDU staff and contractors
» developing training and induction/education programs (including OH&S inductions for contractors)
» developing workplace and work site safety protocols and assessments
» establishing processes for incident investigations, reporting and follow-up activities.
» Incident investigation and reporting.

The Acting Quality and Safety Manager, Greg Hunt, is currently developing new draft OH&S incident investigation and reporting procedures in consultation with the CDU and CW&F OH&S Committee. As part of the development process, these procedures are being piloted before a formal proposal is presented to the Director, Capital Works and Facilities for approval. The draft procedures were recently used to investigate two incidents—a gas leak on Bankstown campus and an electric shock from a toaster on Kingswood campus.

Work has also commenced on an OH&S training module, which will include a contractor induction component. Jake Poole was nominated by the CDU and CW&F OH&S Committee to represent the Committee on the OH&S Training Module Reference Group and assist with the development of the module. The Reference Group recently attended a contractor’s induction to assess and assist in determining the approach and design of the new training module. They are now gathering and reviewing existing material for the new module. The OH&S training module will be ready for use in late July 2009.

For more information, please contact
Greg Hunt on 02 4570 1261 or email g.hunt@uws.edu.au

Earlier this year, we engaged consultants to survey the underground services on each UWS campus (except Parramatta). Underground services are buried services such as telecommunications, electricity, gas, water and sewerage.

A number of the surveys have now been issued to CW&F in a preliminary state and we are undertaking a proofing process. This will involve the primary contractors reviewing the survey data and providing feedback to the surveyors for their final plan issue. This methodology will ensure that the resulting dataset is as comprehensive as practically possible.

To make this valuable data accessible, the final plans issued by the surveyors will be checked and then transferred to the GIS system where they will be available for viewing by CW&F staff through a web browser.

This dataset will be valuable in meeting UWS’s responsibility to provide a safe work environment by minimising risk when undertaking excavation.

To further assist with locating underground services and, hence, minimise the risk of accidental damage to underground services or personal injury during excavation work, CW&F has purchased Leica DigiCAT 200 buried service locators.

With DigiCATs, we’ll be able to pinpoint the route of underground services, such as live cables and metallic pipes, prior to undertaking excavation work.

For more information on locating underground services on UWS campuses, contact Stefan Mozar, A/Senior Manager, Maintenance Planning on 02 4570 1316 or email s.mozar@uws.edu.au

Locating underground services

For more information, please contact
Greg Hunt on 02 4570 1261 or email g.hunt@uws.edu.au

OH&S update

Module Reference Group and assist with the development of the module. The Reference Group recently attended a contractor’s induction to assess and assist in determining the approach and design of the new training module. They are now gathering and reviewing existing material for the new module. The OH&S training module will be ready for use in late July 2009.

For more information, please contact
Greg Hunt on 02 4570 1261 or email g.hunt@uws.edu.au

To further assist with locating underground services and, hence, minimise the risk of accidental damage to underground services or personal injury during excavation work, CW&F has purchased Leica DigiCAT 200 buried service locators.
Below is a list of all the staff who have joined CW&F this year. Welcome aboard the bus!

» Tonu Aisatullin, Associate Director, Strategy, Planning and Standards
» Mary Grayson, Senior Manager, Finance and Business Support Services
» Yuen Yuen Yip, Manager Project Planning Support
» Kaye Fletcher, Senior Project Manager-Contractor
» Ana Popescu, Hydraulic Engineer-Contractor
» Robert Godfrey, Senior Architect-Contractor
» Ihab Ghali, Documentation Architect-Contractor
» Zaky Wanis, Documentation Architect-Contractor
» Ted Ramos, Documentation Architect-Contractor
» Catherine Ng, Documentation Architect-Contractor
» Husayn Nasrabadi, Landscape Architect-Contractor
» Jen Dollin, Environmental Supervisor
» Lyn Anderson, Field Technical Officer-Contractor

» Dusan Nemec, Electrical Engineer-Contractor
» Laiman Leong, Strategic Maintenance Planning Officer
» Kim Crawford, Maintenance Planning Co-ordinator-Contractor
» Len Salani, Campus Maintenance Specialist
» Bob Fowler, Project Manager (Penrith/Hawkesbury)
» Jeng Taing, Signage Officer
» Angela Perosh, Project Planning Coordination Officer-Contractor
» Greg Hunt, Quality and Safety Manager-Contractor
» Les Cubitt, Campus Maintenance Specialist
» Janni De Zwart, Leasing Officer
» Suzie Singleton, Program Support Administrator-Contractor
» Richelle Ramsay, Administration-Contractor
» Samantha Randell, Administration Support Officer-Contractor
» Anthony Williams, Bar-coding Officer-Contractor
» Jordon Kooy, Bar-coding Officer-Contractor

» Walter Brown, Project Manager Maintenance (Campbelltown/Bankstown)
» Calvert Antoine, Project Manager (Parramatta/Blacktown)
» Trina Day, Senior Architect-Contractor
» George Jetis, Senior Architect-Contractor
» Michael Rowe, Quality Assurance Co-ordinator

**Behind the scenes...**

As you can see, the CW&F recruitment team have been extremely busy. Di Holmes has worked with many CW&F staff to advertise jobs, form selection panels, hold interviews and co-ordinate the recruitment process. A huge collaborative team effort has lead to this point where we get to welcome these great people on board our bus.

...and there’s still more to come—Di will be leading further recruitment drives over the coming months.

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**Farewell from CW&F**

Below are the names of those who left CW&F this year to take up new challenges or retire.

» Joy Stevens, Senior Manager, Finance and Business Support Services
» Rob Muir, Associate Director, Strategy, Planning and Standards
» Gwen Baker, Facilities Administrative Officer

» Gamini Karunaweera, Project Officer
» Fiona Morrison, Landscape Architect-Contractor
» Yvonne Sacco, Project Planning Co-ordination Officer
» Amanda Carroll, Environmental Supervisor
» Jan Lewandowski, Administration Officer

» Bruce Gow, Manager, Asset Maintenance Services
» Rami Venkatesh, Finance Officer
» Kathy Zacharel, Leasing Officer
» Lewis Ho, Documentation Architect-Contractor
» George Bertoncello, Project Manager-Contractor
On Friday 17 April 2009, we recognised CW&F staff who have reached significant milestones of employment with UWS. Their commitment and dedication helps make UWS a success. Congratulations go to the following CW&F staff.

**For 25 years of service**
Craig Wise

**For 20 years of service**
Alex Grochowski
Glenn Capper

**For 10 years of service**
Frederick Harrison
Bruce Staples
Harry Smith
Ronald Blakely
John Collis
Nigel Lawrence
Richard Purser
Robyn Coyte (pictured)

**For 5 years of service**
Daniel McNulty
Michael King
Frank Anderson
Kurt Stewart
Anita Kumar
Rod Simmons
Lyn Matthias
Andrew Wheeler
Adam Sargood

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For 5 years of service
Daniel McNulty
Michael King
Frank Anderson
Kurt Stewart
Anita Kumar
Rod Simmons
Lyn Matthias
Andrew Wheeler
Adam Sargood

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**Familiar face as new Senior Manager, Minor Capital Works**

He’s been a Technical Officer, Architectural, Work Supervisor, Manager, Construction, Operations Manager and, now, over 20 years after starting work at UWS (he started when he was VERY young!), Alex Grochowski is our new Senior Manager, Minor Capital Works.

Alex started in the new role in early April, after returning from a three week skiing holiday in Utah. So far, Alex says his new role is exciting because it’s challenging, every day is different and it’s given him the opportunity to provide and improve facilities for UWS staff and students. He also enjoys having the opportunity to work with some great people!

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Familiar face as new Senior Manager, Minor Capital Works

Prof Kevin Sproats, Pro Vice-Chancellor, Campus Development, presenting Robyn Coyte with her 10 years of service recognition certificate.

He’s currently busy forming a cohesive Minor Capital Works team that communicates and responds efficiently, and delivers maintenance and minor capital works projects. The major initiatives Alex is working on include establishing a more planned approach to service delivery, ensuring we deliver value for money and establishing a new reporting framework.

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Best wishes with settling in to your new role, Alex!

This isn’t Alex’s first mention in a UWS newsletter – this is a snapshot from the “WHO’S WHO…and what they do” section of the UWSH Staff Newsletter—issue 11 – May 14, 1999).
In mid April, the Minor Capital Works business unit held a Campus Management Workshop for CW&F’s Campus Managers, Project Managers, Maintenance Specialists and Technical Specialists.

The Workshop, developed by the new Senior Manager for Minor Capital Works, Alex Grochowski, and Brian Broad, brought all the Campus Management Teams together for the first time.

The construct of the day was to firstly identify and confirm the status of all projects – Minor Capital Works, Infrastructure Renewal, Backlog Maintenance and Planned Maintenance, and transition projects which had been progressed in the Major Projects business unit, while awaiting the appointment of the Senior Manager for Minor Capital Works.

The workshop attendees, with the Project Planning Office also discussed and confirmed the standards and expectations with regard to milestones, dates, education and development briefs – template and content requirements, design and tender documents will be developed in accordance with formal procedures to meet deadlines.

The Program Planning Office and Project Planning Support staff were also in attendance at a session which discussed and agreed the approach to be taken with regard to project support and the requirements for involving all specialist support/technical areas (technical specialists, legal, procurement and tendering, signage, grounds/landscaping, relocations and set ups, and security) in stakeholder meetings and in the development of project briefs, documentation, project completion/closure and review.

Technical Systems also gave a demonstration on the type of data they can provide to the Campus Management Teams (e.g. drawings, GIS data/surveys).

The workshop involved a number of activities and accountabilities for Campus/Project Managers including a “live” incident investigation which highlighted requirements of Project Managers pre construction and site briefing requirements and liaison with Campus Safety and Security.

Communication

The workshop also included a presentation on the CW&F Communication Strategy, which identifies the communication vehicles that have been recently developed to improve the flow of communication within CW&F and to our key clients. The workshop stressed the important role the Campus Management teams have in liaising and working with our clients, staff and students.

Alex Grochowski is implementing a monthly programme that involves scheduled meetings with respective Campus Provosts and their management teams provide them with an update of CW&F activities/projects and initiatives, and the events occurring on the respective campus (e.g. electrical outages). It is hoped that a CW&F presence at such meetings will improve our relationships with Campus Provosts, and their management teams.

As well an external communications, discussion and processes focussed on team briefing and reporting requirements for both maintenance planning and delivery and project status and performance to milestones. New templates, reporting requirements and meeting cycles have been established and implemented.

Participant feedback

The workshop was positively received, with participants pleased to have the new processes explained to them and to be provided with the opportunity to seek clarification and provide input for improvements. Specific to a number of specialty areas, additional training and support programmes will continue to be developed and run (e.g. presentation skills, running successful meetings, procurement and tendering, OH&S, Fire Panel Protocols).

Alex Grochowski expresses his thanks to all staff who attended and contributed to the success of the workshop—the session provided a very solid platform from which he and his team can move forward.

For more information, contact Alex Grochowski on 02 4570 1336 or email a.grochowski@uws.edu.au
Archibus on road to bug freedom

Since the Archibus/Oracle interface “Go Live” on 23 March 2009, CW&F Archibus users have been raising and managing work requests through Archibus Web Central and the Archibus Client applications. The system, which was designed to act as an interface between Archibus, used by CW&F to manage the procurement of assets and services, and Oracle Financials, managed by the Finance Division, provides CW&F with more comprehensive and timely financial information.

As with all new systems, functionality issues were expected to arise post “Go Live”. Those issues have tested our business continuity and our ability to recover. Our ability to react to the situation, form a team, devise a solution and communicate with our clients along the way is a testament to dedication, teamwork and client service excellence.

UAT continues

User Acceptance Testing of bug patches is currently underway. Thanks to the Archibus users who meticulously documented all the bugs they encountered post “Go Live”, a number of bug patches have been developed and will be deployed once they have passed UAT. These patches are part of a series of rolling enhancements that will be released over the coming months. These enhancements will ensure the Archibus/Oracle interface is reliable, secure and transparent.

Archibus to move house

To move forward with Archibus, reduce the risk of errors and downtime and provide a more stable platform for PIMS and uploading the preventative scheduling data, Archibus will be migrated from a 32-bit server to a 64-bit server. The migration is scheduled for completion in late June 2009.

For more information about Archibus, please contact Peter Blunden, Manager, Technical Systems, on 02 4570 1240 or email p.blunden@uws.edu.au

PIMS progress

The PIMS project is now half-way through implementation and the “go-live” is scheduled for Monday 31 August 2009.

PIMS is a Total Project Management tool that will provide CW&F management and staff complete and transparent management and monitoring of all projects.

PIMS functionality workshops were held in March to gather feedback from future PIMS users on how the system should be developed to achieve maximum benefits.

Over three weeks from mid-May, the basic PIMS system will be piloted to help us ensure we have identified all the areas of the system that need to be enhanced.

Following the pilot of the basic system, PIMS will be enhanced, then put through a full User Acceptance Testing Program, with a tentative go-live date of 31 August 2009.

For more information about PIMS, contact Jo Ballard (email j.ballard@uws.edu.au or phone 02 4570 1471) or John Marinos (email j.marino@uws.edu.au or phone 0425 276 107)
CW&F is currently preparing a paper on possible business models and options for the delivery of planned/preventative maintenance and reactive maintenance for UWS. The paper will provide recommendations for the most effective and efficient solution for packaging and acquiring planned/preventative maintenance work and identifying the “best fit” for CW&F regarding:

- “contracts bundling”
- Distributing the contracts/campuses between contractors to maintain system standards/consistency of approach
- Ensuring a competitive/contestable approach to rates/schedules for work and ability to meet response times for “critical” and “urgent” work.

Approximately 13 contracts are under review. There is a requirement to rationalise the number of contractors on site and improve contractor performance regarding:

- Reducing reactive maintenance costs
- Improving availability of assets
- Quality
- Timely response for break downs
- Lower cost of ownership.

An implementation timetable has been prepared regarding:

- Developing/agreeing contract scopes and activities
- Briefing Contractors
- Seeking EOIs for tenders
- Finalising Tender evaluation criteria
- Implementing and managing new contract arrangements and associated management of contractor/supplier deliverables regarding:
  - completion of work
  - the approval/signing of invoices and updating of Archibus (re work completed), updating the Archibus database (Mobile Contractor Information System processes), etc
  - Contractor ID
  - OH&S requirements
  - Inductions.

It is planned for all contracts to be tendered at the same time – around mid July 2009.

For more information about UWS’s planned/preventative maintenance contracts, contact Stefan Mozar, A/Senior Manager, Maintenance Planning on 02 4570 1316 or email s.mozar@uws.edu.au

In March 2009, CW&F staff, like many Australians, wanted to find a way, no matter how small, to help rebuild the lives of those affected by the devastating 2009 Victorian bushfires. Through a special morning tea, silent auctions and raffles, CW&F staff banded together to raise $751.10 for the Victorian Bushfire Appeal. Such an achievement is a testament to the generosity of CW&F staff even during difficult financial times.

The funds raised for the Victorian Bushfire Appeal will be used to provide assistance to individuals and communities in towns and suburbs affected by the 2009 Victorian bushfires. Donations to the Appeal have helped families farewell their loved ones with dignity and helped survivors find shelter and comfort, and to begin the process of rebuilding their lives, homes and communities.

Right: Zoran Petkovic’s wife, Jasmina, made this stunning cake for our Victorian Bushfire Appeal raffle.