MINUTES
MEETING BRUNEL

ATTENDEES Wayne Ford, Joe Bouchahine, Ben Crossling, Harry Stephenson, Michael Wright, Duncan Taylor, Tim Bateman, Solomon Elijah

APOLOGIES Lisa Brown, John Sullivan, Tim Bateman

CHAIR Matthew Smith

VENUE The Platinum Room, Innovations Building, Level 3

DATE / TIME 25 June 2012, 10.00 am

CONTACT Marianne

1 Business from Previous meeting

1.1 CCTV Upgrade Project – BIF Funded
- Tim Borough is the Project Coordinator and Alex Chryss is the Subject Matter Expert to progress the project.
- Emails have been received and in the AMP.
- Duncan Taylor advised that the new BMS Manager is starting 16 July 2012 and may be appropriate to assist with the Project.

Action: Meeting between AC and TB to set up working group.

1.2 Fellows Lane Cottage
- Meetings held and a reminder sent to EDAP – Approval to Demolish and Approval to proceed pending.

1.3 The Green Shed – Mt Stromlo
- An Out-of-session meeting was held on 22 Jun 12 between RSAA and Matt and Wayne to discuss the future of the ‘Green Shed’ at Mt Stromlo.
- Wayne Ford met with RSAA seeking their requirement for space and he advised that the Green shed was not available.
- Lisa Brown is going to expand her brief into looking into the RSAA requirements, which may conclude a need to retain the Green Shed
- If a decision to extend the life of the Green Shed goes ahead, a submission will need to go up to the NCA. Outcome of the Study to be discussed at future Brunel meetings under the Reporting Section.
- Wayne Ford advised that all temporary accommodation on Campus will eventually be removed. In the future, transportable type buildings will not be erected on Campus unless the life of the building is between 5 – 7 years.
- In regard the transportable currently occupied by DoI, A DOI position paper is currently with EDAP and one option is that DOI move into the Hancock Building.
- Minor repairs are forecast to extend the life of the transportable until a decision is made on the accommodation outcomes for DoI.
- It was clarified that F&S lease the transportable and are responsible for costs.

1.4 Hancock West Chiller
- Out-of-session meeting for Matt, Lisa and Duncan to discuss Hancock West Chiller future works
- Number of discussions around the issue.
- Quote from Ian Duff for the East and the West – East definitely need to be done.
- Duncan Taylor suggested we reclaim the gas to avoid an environmental issue. There is urgency surrounding this issue at present as preparations
need to be made now in time for the summer.

- Discussion were undertaken to put the whole building on Central Plant as no more patches can occur due to major mechanical faults.
- Proposal to EDAP for a complete revamp – cost is significant (lifts, chiller, fitout)
- Wayne Ford suggested converting the whole building over to Central Plant however, this will be an Interim measure only.
- Clear action to determine what the remaining building of A & B to be connected to the Central Plant and the way forward.
- Question to cost for Central Plant to convert and what needs to be done to the building.

**Action:** Meeting to be arranged by SE on the current situation and the major infrastructure on costs and timeframes. Attendees: SE DT LB (costing information) ID TB

### 1.5 Q94/Asset Management Plan (AMP)

- Q94 Discussion Paper to be released to relevant F&S staff once finalised.
- Wayne Ford presented the paper to Mick Serena on the Asset Management Plan to carve out Q94 which lies into the AMP.
- The paper was issued to all the Directors of College and Directors of Service Divisions. The paper is in draft at the moment waiting for feedback (2-3 weeks).
  - A presentation was given to COS last week on both the AMP and Q94, discussions were undertaken with the School Managers including the Director, College of Medicine, Biology and Environment. Finalising both sets of papers and submitting this week.
  - Questions raised included what the Q94 covered (What’s in and What’s out) and how will staff salaries be managed in the new Q94 regime.
- Wayne advised that there will be a Transitional period for 2012 – Statutory and preventative maintenance amounts for corrective and the remaining component which have to be reflected in the AMP.
- Tim Bateman is working on how to set up the new structure for 2013.
- A body of work still to be undertaken finalising definitions and will be reported to the next Brunel Meeting.
- Wayne Ford is coming out of the AMP program of work to be spent against the Q94, items identified in each of the buildings. –suggest delete this
- A meeting will be held don 9 Jul 12 to discuss the volume of work arising from the AMP process and discuss how this will be delivered.

### 1.6 Draft Terms of Reference (ToRs)– Comments/Endorsement

- Members agreed and accepted the Brunel ToRs

### 2 Project Delivery – (projects for review / discussion, by exception):

#### 2.1 Refer to Brunel Project Report- Matt advised the following:

- Format is an Excel spreadsheet.
- Monthly Brunel meetings require all (Leads and SMM) to update the Project Report Spreadsheet to allow time for circulation.
- Information in the Report will form the basis for a report to EDAP, web reporting and data for a project management tool.
- Information to be added to the Report includes the BIF works and guidance coming for Facilities Planning
- Wayne Ford stated that between now and setting the next budget, we need to assess infrastructure works – start planning in Sept/Oct for the following year.

**Actions:**

1) Members are asked to update information and red/orange lights and the information will be discussed at MS/MS weekly meetings.
2) Project Coordinators are allocated 2 weeks to update the report to a good level.
3) Reminders to be sent out in 1 week.
4) Matt Smith has requested that the report reflects BIF projects.
5) Matt Smith will define the purpose of the BIF.
### Facilities Planning (topics for discussion, by exception):

#### 3.1 Asset Management Plans
- Wayne Ford spoke briefly on infrastructure and the buildings.
- DOI and COOMBS and FIS are behind the eight ball.
- A meeting will be scheduled for 9 July 2012 to discuss funding/prioritising and packaging of projects arising from the AMP process.

#### 3.2 Space data / planning
- Space system – A Project Initiation Document (PID) has been circulated to the Senior Executive in regards establishing the Campus Asset Management Systems (CAMS) Project.
- Kin Lin is the Project Manager for the CAMS project. Planning is for a space management system to be implemented by end 2012.
- SMS significant works done to the measurements of the drawings – body of work to bring information up to an appropriate standard.
- Finalising architectural drawing and furniture going in the Campus Building Requirements Manual.

#### 3.3 Engineering & Technical Services
- Ben Crossling is on board.
- Ben Crossling’s prime focus is finalising the AMPs, the program of works and the Campus Building Requirements Manual.
- Solomon Elijah has requested a standard for engaging contractors.

#### 3.4 Sustainability
- Amy has been requested to deliver an urgent heritage study to the Vice Chancellor.
- Wayne advised the Meeting that Project Coordinators are asked not to present Amy with any Heritage Impact Assessments as GML are now the preferred heritage provider (Cost are associated with the compilation of these reports).

#### 4.3 Energy
- Co-Gen Central Plant currently exploring shortlisted two sites Menzies Library Precinct and JCSMR/HPC. Third site also being considered COS Central Plant.

### Campus Services (topics for discussion, by exception):

#### 4.1 Service Arrangements
- Nil to report

#### 4.2 Cleaning
- Nil to report

#### 4.4 Maintenance
- Nil to report

#### 4.5 Security
- Nil to report

#### 4.6 Gardens and Grounds
- George Abraham presented the material for upgrading Parksway to Mick Serena.
- A document is being written by George Abraham to be submitted to Matt Smith regarding upgrading paths and roads on the campus as part of the BIF.

### Finance Report

#### 5.1 For discussion
- Matt advised that he wants a high level summary project cost report for future meetings.

**Actions:** Matt to talk to Tim Bateman about Finance Report design.

### Special Projects (Systems Corporate Services (topics for discussion, by exception):
- Steve Fahey to present at the next meeting on the Online Contractor Induction tool.
The meeting agreed that Relevant F&S staff should undertake training to receive a 'White Card' training.

**Actions:** Matt to talk to Karen Hill about training requirements.

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<th>6</th>
<th><strong>OH&amp;S Presentation (11.15am)</strong></th>
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<tr>
<td>6.1</td>
<td>OH&amp;S Presentation</td>
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<td>Mr Charles Fletcher presented to Brunel members on Injury Management and highlighted to the group that the OH&amp;S Unit is interested in preventative strategies to minimise worker compensation liability to ANU.</td>
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<td>Wayne Ford has advised that the Guidelines for Workplace Equipment and Design Based on Ergonomic Principles will be incorporated in the Campus and Building Requirements Manual (CBRM).</td>
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<td>Duncan Taylor enquired about the modification of desks and if this should go through the OH&amp;S Group. Charles suggested that this should be the case, to ensure workplace injury is minimised. The OH&amp;S Unit look at the impact of furniture on the client over the long term.</td>
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<td>Wayne Ford enquired 'Stand up Sit down' workstations to be woven in as part of future workspace planning.</td>
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<td>Wayne Ford discusses counters for the 1st floor fit-out of innovations.</td>
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<td>Charles and Belinda involved architects are very good at value managing out ergonomic factors, and strongly recommended that the OH&amp;S Unit be involved on an as required basis, noting that there will be a section on this in the CBRM.</td>
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<td>Duncan Taylor advised that there are certain paints that emit a VOC – CF.</td>
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<td>Wayne Ford advised that there is a segment in the CBRM dealing with low VOC and no VOCs..</td>
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<tr>
<th>7</th>
<th><strong>Other Business</strong></th>
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<td>7.1</td>
<td>Nil to report</td>
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<td>7.2</td>
<td>The meeting closed at 11.45am</td>
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**Next Meeting:** 30 July 2012 (note clash with CPDC)