Welcome to CDU Darwin Waterfront
As Vice-Chancellor of Charles Darwin University I have great pleasure in welcoming you to the new premises of CDU Darwin Waterfront.

For some years it has been apparent to the University that establishment of a presence in or near the Darwin CBD would be an important next step in meeting the vision articulated in the Territory 2030 Strategic Plan, and shared by the University, of Darwin being recognised as a University city.

The new facility will bring more than 600 students and over 40 staff to the Waterfront on essentially a weekday basis. Numbers are expected to grow over time as the new CDU Business School develops linkages and networks into the surrounding business and government (local, NTG and Federal) community.

For the University the new location should strengthen connections with public and private stakeholders in the CBD and bring the opportunity to reconsider and reposition our business education offerings.

I look forward to engaging with Staff and Students over the next few months as we settle into this new facility.

Good luck with the transition, and I hope you find the facilities and environment both stimulating and conducive to good scholarship, great ideas, and new partnerships.
Design Strategy & Vision

• To create a collegiate atmosphere – a buzz of staff and students who inhabit the building, because it is conducive to education and the pursuit of knowledge

• Integration of a wide range of users together under one ‘brand’ – School of Business whilst maintaining the strengths of individual identities – be it VET or post graduate

• The vision has been to create a space that represents the progressions of age & knowledge

• Starting at street level there is a sense of youthful enthusiasm. Then moving through the building the palette develops & deepens and reflects the layered knowledge and experience of the school

• The ultimate destination space is the top floor lecture theatre which is envisioned as the pinnacle of the journey, a destination with patina and rich solidity, reflecting the knowledge gained
Facility Name
    CDU Darwin Waterfront

Address
    21 Kitchener Drive
    Darwin  NT  0800

Phone Number
    08 8946 6666 (General Switchboard at Casuarina) will still be used for enquiries

Web page
    http://www.cdu.edu.au/campuses-centres
Moving Dates

University Operations
27 November 2014 – Staff x 4

School of Business - Higher Education
1 December 2014

School of Business - VET
5 January 2015
Tasks - Prior to Arrival at CDU Darwin Waterfront

Access Cards

- All staff will require Proximity Cards for accessing the Waterfront.
- VET staff who might need a new card should go to HRS prior to the University End of Year closedown
- Access to the building is made via Security
- A key will be made available for Building Wardens on each floor
First Day – General Information

Building Familiarization

• Building layout – for familiarization purposes will be available from University Operations staff located at the front counter

University Operations (Located on street level – Level 1)

Opening Hours  8:00 am – 5:00 pm

• University Operations will be providing customer service.

• The Staff will be:
  • Team Leader – Customer Service (Student Central) - Bek Burnett
  • Customer Service Officer (Student Central) – Rebecca McBride
  • Facilities and Security Officer (Facilities Management) – Henry Kerehoma
  • IT Technical Support Officer (ITMS) – Neil Johnson
Student Central staff are available to assist with:

- Comprehensive information about CDU to staff, students and members of the public
- Student assistance with administrative issues, such as timetabling, enrolment and graduations
- Student and staff cards
- Fees and payments (EFTPOS only)
- Campus tours
- There are separate access ways to the Medical Centre and Residences
Fire/Emergency Evacuation Plans

• The diagram shows the two Assembly Areas (preliminary) which are to be used by all occupants of CDU Darwin Waterfront
WHS Information

• Once staff have moved in – they should take the time to locate the emergency exits and first aid kits

• As part of the introduction to the emergency procedures of the building, WHS will provide staff (at the earliest opportunity) a brief ‘walk-through’ to point out emergency exits, fire extinguishers and location of the two main assembly areas and introduction to wardens and first-aid officers (as applicable to their respective floor)

• All Staff should expect an evacuation exercise (fire alarm scenario) within 30 days of moving in
The WHS unit will be in contact with staff requesting volunteers for Wardens and First Aid Officer positions.

Contacts for 2014/2015 Cyclone Season are:
- Joanna Wood and Bek Burnett
Security and Access Arrangements

Security

- Security phone number: ext: 8888
- Facilities/Security officer will commence work at 7:30 am Mon – Fri
- Security guards from Wilson Security will take on a mobile service from 1 December commencing at 10:00 pm. The mobile service will be checking external doors and windows until 7:00 am Monday to Sunday. Timings are subject to change after an initial three month trial period
- Urgent matters should be reported directly to police

After hours access

- Level 1 (street level) will be locked after hours – card access only to authorised areas
Building Services After Hours

Lift Access
• No restrictions on lift access as there is no card swipe on the lift
• Users will be restricted from accessing certain areas after hours based on their role requirements

Air Conditioning – After Hours
• After hours air conditioning is available on all floors
• To activate press the button and it will remain active for 2 hours
Building Amenities & General Operations

Kitchen Facilities
• Dedicated staff kitchens are located on levels 3, 4 and 5
• Unless specified “Staff Only” all other amenities are shared

Mail Services
• Mail service comes from Casuarina. The bag is delivered to Level 1 and School staff will collect and distribute mail to other floors.

Toilets
• Dedicated staff toilets are located on levels 3, 4 and 5
• Unisex disabled toilets are located on all levels
• Unless specified “Staff Only” all other amenities are shared
Maintenance Requests

- Same format as Casuarina Campus

- Click “Facilities Help Desk” button on Staff intranet page and follow the prompts to log a job request
Vehicles and Parking

Parking Capacity
- 78 parking spaces available for staff
- Residential car parks are identified by the bay number and start with a “4000” number

Staff Parking
- Permit parking available to staff based at CDU Darwin Waterfront
- Parking permits available from CDU Cashier on Casuarina Campus
- Charges are the same as Casuarina Campus
- Swipe staff card to enter car park
- Permits must be current and displayed at all times
- University may tow away unauthorised vehicles
Vehicles & Parking (cont)

Dedicated Parking
• Two disabled parking spaces will be located on the ground floor
• Four parking spaces dedicated for bicycles and motorcycles
• One dedicated parking space for Vice-Chancellor
• Bicycles **must** remain in the car park
• A Fleet Vehicle will be permanently based on site and bookings are via Book-a-Vehicle to Auto-Central. Keys will be available from University Operations

Visitor Parking
• Free 2 hour public parking is available nearby for visitors
• Darwin Waterfront Corporation has ticket parking on Kitchener Drive
Vehicles & Parking (cont)

• More detailed information on parking and access issues for all staff can be found on page 28
• The operation of the car park will be reassessed in early 2015 once teaching commences.
Cleaning

- Commencing 1 December 2014 until early 2015 an in house cleaner will be utilised

- Cleaning Days will be: Monday, Wednesday, Friday

- Hours will be 5:00 am – 10:00 am

- For any cleaning outside these times please contact the Facilities Officer/Security who will be able to provide an emergency cleaning kit

- Cleaning room and bathroom consumables will be fully stocked and the Facilities Officer/Security will be able to access spare stock if required
Computing Facilities

Computing facilities at CDU Darwin Waterfront will be very similar to Casuarina. Below are some of the things you need to be aware of

Phones

• Each staff member will be allocated a new Cisco phone
• Your extension will change and your old number will be diverted to the new number
• You will need to update your directory details in eCentre
• You will also need to update your voicemail

Computers & Laptops

• ITMS staff will be on hand to ensure that your computers are connected and operating properly
Computing Facilities (cont)

Wi-Fi
• This will be the same as all CDU campuses. If you have any devices already connected they will connect seamlessly at CDU Darwin Waterfront

Video Conference Equipment
• The video conferencing systems are the same as Casuarina Campus. Assistance with operation can be sought from Video Conference Support on ext: 6291 or from ITMS on ext: 6600

Audio Visual Equipment
• The audio visual equipment is the same as Casuarina Campus and will have instructions for operation
Computing Facilities (cont)

Printing

- **Staff Printing**: When you login to your computer at CDU Darwin Waterfront, the new printers will be added. Please ensure you set your default printer to the newly added printer.
- Student Printing will be the same as all CDU campuses.
- Students will have to recharge their printing credit using the online system. (eg print.cdu.edu.au)

Facsimile

- The Waterfront will not have facsimile capabilities.
- RightFax is available if required.
IT Services

Remote (ITMS Service Desk)

The following will be provided by the ITMS Service Desk

- LogIT progress updates and resolution.
- Immediate assistance via ext: 6600
- Software install assistance where required
- User account maintenance

Onsite (IT Support Officer)

The following will be provided by the onsite IT Support Officer after a job has been logged with the ITMS Service Desk

- Audio Visual assistance
- Video Conference assistance
- Wifi setup assistance
- Account activation assistance
For IT Assistance

- Consult the ITMS section of the CDU Website
  http://www.cdu.edu.au/itms

- Phone Support
  Call ITMS Service Desk (ext: 6600)

- Log a Job in LogIT (24 Hours) eCentre
  http://logit.cdu.edu.au
  Include as much information as possible
  For computer account requests and changes etc phone directory updates
  Equipment Instructions will be located in the proximity to the equipment
For IT Assistance (cont)

1. All requests for assistance should be directed to the Service Desk in the first instance

2. The Analyst on the phone will try and resolve the problem directly

3. Should this not be possible it will be prioritised and escalated to the IT Support Officer on site
Other issues/services pending…

- **Café** – EOI to go out in December, 2014
- **Art Work** – still being installed Nov/Dec 2014
- **Northern Editions** – discussions underway
- **Room Bookings** - core business for start up period then to be reviewed.
- **Venue Hire** – as above – core business for School of Business while you settle in.
Where to from here…

When you require assistance throughout 2015, the Operations Group will meet on a weekly / fortnightly basis to work through issues to do with operating CDU Darwin Waterfront. Meetings will be held Thursdays at 3.30 pm.
CDU DARWIN WATERFRONT: MESSAGE TO STAFF

PARKING AND ACCESS
CDU Waterfront campus offers parking for all vehicles with a height lower than 2.4 metres. There are 78 parking spaces available to staff including two disabled carparks. Additional motorcycle and bicycle parking is also available.

Your CDU identity card will allow you access to the carpark. Cards will need to be programmed and requests should be directed to Joanna Wood, Business Manager.

At this stage there will be no dedicated spaces available other than one for the Vice-Chancellor and one for a CDU fleet vehicle. These spaces will be clearly marked.

VEHICLE PERMITS
Parking will be accessible only to CDU Darwin Waterfront staff. These Staff must purchase a parking permit. Parking permits for CDU Darwin Waterfront can be purchased from the Cashiers located at Orange 1 from 10 January 2015. Permit costs will be the same as Casuarina campus:

- Full year permit: $110.00
- Single semester: $55.00

Parking spaces available to CDU Darwin Waterfront will be numbered 1 to 77. These spaces will have signs at driver height advising that they are CDU parking only.

BODY CORPORATE RESPONSIBILITIES
The Facilities Officer located at the front counter, Level One will conduct vehicle checks to ensure that permits are displayed on cars. CDU Security will issue infringement notices to vehicles not displaying a parking permit. This applies only to users of the CDU Darwin Waterfront parking spaces.

The carpark is shared with tenants of the residential part of the building. Carparks belonging to tenants are at the rear of the carpark and are numbered with a four digit number beginning with a 4, for example 4099. Unauthorised vehicles parked in tenants’ carparks may be towed at the owner’s expense.

MOTORCYCLE & BICYCLE PARKING (Students will be able to use bicycle racks in the carpark area. No provision is made for student motorcycles.)
There will be approximately four motorcycle and seven bicycle spaces available in the covered area on the lower level of the building. Motorcycle users will be required to get access passes.

It is recommended that individuals secure their vehicles or bicycles with strong and durable locking devices such as a U-lock.

There is parking for bicycles that will not require access passes. At present, there is space for cyclists to walk their bikes through the boom gates, however we are planning to create a special door for cyclists.

ADDITIONAL PARKING
Darwin City Council provides metered parking adjacent to the building. There is a multi-storey public pay carpark nearby on Kitchener Street. This carpark allows for two hours free parking.
BOOM GATE AND ROLLER DOOR
There is a roller door and a boom gate to the carpark. CDU controls the boom gate while the roller door is provided to secure the carpark and rear of the accommodation units and its operation is the responsibility of the Body Corporate. The roller door opening and closing times are a matter for the Body Corporate and we expect that they will open at 6:30am and close at 7:00pm. Staff who have access to the carpark and want to use it between 7:00pm and 6:30am can open both the roller door and boom gate using their swipe cards.

LOADING ZONES
Loading zones have been defined at the rear of the building off Kitchener Drive and Anchorage Drive. These zones will only be for unloading and loading for approx. 15 minutes depending on cargo.

SAFE USE OF THE CARPARK
The carpark is provided for CDU Darwin Waterfront staff and tenants of the accommodation units. Safe use of the carpark is required at all times. In addition, staff using the carpark in the early morning or after hours are reminded to minimise unnecessary noise.

SWIPE CARD ACCESS
At the opening of the building, all staff will have access to all building areas. Staff needs for access to different building areas will be reassessed once staff are established.

FRONT ENTRY DOORS
The automatic doors of the building are programmed to unlock at 7:30am and lock at 4:30pm Monday to Friday.

For any further information in relation to the above detail please contact Bill McGuiness, Director of Facilities Management.