

Facilities & Services Group

Mini, Minor, Major, Capital Projects Works Policy

Definition:

Mini Works:-	Works to a maximum total project value of \$1,000 funded by the client
Minor Works:-	Works valued between \$1,000 and \$50,000 funded either by the client or the University
Major/Capital Works:-	Works valued from \$50,000 funded either by the client or the University

Swinburne University currently has an asset base of 98 buildings across six campuses. They range from early 1900's at Hawthorn through to 2004 at the Pratt Campus. In addition to owned property there are also a number of leased buildings and/or space particularly at Hawthorn and Prahran.

As you are aware the University has continued to grow and change its academic business base at a fairly rapid rate. To accommodate growing business there has also been a rapid growth in the asset base to house new and expanding activities.

As a consequence, the core business of FSG i.e. to manage the University's asset base, has also increased in line with demand. In order to ensure an appropriate response to increasing University demand, the attached procedures for works projects will now be strictly applied. This will ensure all clients and project works are given the necessary attention to achieve the best result within a given timeline and within budget.

To assist with planning works to be undertaken during semester breaks, Schools/Departments will be asked to submit a request for design brief by a nominated date. Any requests for works notified after the cut off date cannot be guaranteed and will fall into the ongoing schedule of works program.

After a period of 3 months following the advice of a preliminary quote or a design brief and quote, if there is no response from the client the project will be removed from the FSG schedule of works program. This will also apply if the Authority to Proceed with Construction Work form is not returned within three months. If the client wishes to reapply, the job will be treated as new work and will be scheduled accordingly.

Due to the proposed restructure of HED, until further notice, requests for minor works should also be authorised by the Head of Division or nominee to ensure no waste of resources.

Procedures:

MINI, MINOR, MAJOR, CAPITAL WORKS

1. Client to submit a Request for Design Form.
Client to provide the name of one person as the point of contact for the proposed project.
When the form is received, it will be logged in a queue for action.
2. Projects Manager will contact the Client to discuss the job.
Projects Manager will determine the category according to the level of work involved (Mini, Minor, Major)
3. Mini Works Projects
If the client wishes to proceed to the next step:
The Projects Manager will prepare preliminary cost estimate.
Client to confirm in writing (email) (within three months) job to proceed.
If there is no response the job will be removed from the schedule works program.
Budget will be transferred from the Client's Finance One acct provided on the Request for Design Form.

Minor and Major Works Projects

The FSG Projects Admin Officer will create a RecFind File for the job.
Projects Manager will prepare a 'preliminary' quote for the client.
NOTE: This is a guide only for the purpose of assisting the client in a decision to proceed to the next step.
If there is no response within three months the job will be removed from the schedule works program.

4. Minor Works Projects
If the Client wishes to proceed to the next step:
The Projects Manager will arrange for preparation of a Design Brief and quote for the project. **NOTE:** Any costs associated with the Design Brief will be charged to the client's cost code whether or not the job proceeds.
If there is no response within three months the job will be removed from the schedule works program.

Major and Capital Projects

If the Client wishes to proceed to the next step:
The Projects Manager will arrange for the appointment of Consultants who will prepare a Design Brief, timeline and cost estimate for the project.
If there is no response within three months the job will be removed from the schedule works program.

3. Minor Works Projects
If the Client wishes to proceed to the next step:
The Client will complete the Authority to Proceed with Construction Work form and return it to the Administrative Officer Projects Department.

The FSG Projects Admin Officer:
will do an income transfer from the Client's account to the Finance One
project acct;
place the project on the agenda for the next Project Group Meeting.
If there is no response within three months the job will be removed from the
schedule works program.

Major and Capital Projects

Project Manager, Client(s) Representative, Consultants will commence Design
Document process.

4. Minor Works Projects

The Project will be placed in a queue and the Project Group will confirm the
anticipated date of commencement of the Project Works.

Major and Capital Projects

Tender selection and appointment

5. Minor Works Projects

The FSG Administrative Officer will advise the Client of the anticipated date
of commencement as confirmed at the Project Group meeting.

Major and Capital Projects

Building Contractor selection and appointment.

6. Minor, Major and Capital Projects

Job commences. **PROJECT TIMELINE BEGINS**

7. Minor, Major and Capital Projects

The FSG Administrative Officer will:

monitor the Finance One acct during the course of the project and
undertake any transfers required (e.g. code corrections).

Advise the Projects Manager if the account is near or looks as though it
may go into deficit.

prepare purchase orders, pay invoices

8. Minor, Major and Capital Projects

Job complete.

9. Minor, Major and Capital Projects

Project Manager follows up with client and prepare a satisfaction comment for
the project file.

10. Minor, Major and Capital Projects

The FSG Projects Administrative Officer will move the job from active to
completed on advice from the Projects Manager.