In this issue

- AMU new address
- Furniture Request Form
- Project snapshot

The AMU has moved

The Hunter / Central Coast AMU has moved offices to the old Gateshead West PS site.

Our new address is

40-44 Coral Crescent, Gateshead, 2290
PO Box 2325, Gateshead, 2290

AMU Officer contact details on next page

Asset Services Officers

<table>
<thead>
<tr>
<th>Asset Services Officers</th>
<th>Callaghan / Port Stephens</th>
<th>Gloucester</th>
<th>Gosford</th>
<th>Wollombi</th>
<th>Lake Macquarie East</th>
<th>Hunter / Maitland</th>
<th>Newcastle</th>
<th>Wyong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warren Ellery</td>
<td>0428 104 511</td>
<td>0438 982 006</td>
<td>0475 838 718</td>
<td>0419 763 963</td>
<td>0438 983 500</td>
<td>0428 104 517</td>
<td>0428 104 516</td>
<td>0428 104 518</td>
</tr>
<tr>
<td>Tracey Grimmond</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neil Caldwell</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Prentice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toni Ramage</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kristine Murray</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicky Bradshaw</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrew Warne</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melissa Sinclair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Wilson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bo Boesen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Invoices Under Review

Please forward all Invoices Under Review Forms & your Sundry Tax Invoice to: hccamu@det.nsw.edu.au or 4088 3538

From the HCC AMU Director

2016 certainly started with a flurry of activity for the AMU. Where did Term 1 go?

The AMU have been busy across a number of programs during the first part of the year.

- Day 1 Term 1 projects were satisfactorily delivered to schools. This included access works, capital works, demountable installations and maintenance works.

- Planned maintenance has been the priority for the team across all schools, facilitating the decisions of School Principals to achieve maintenance repair works with the dollars available. The ongoing cooperation of schools in Term 2 to have this work completed during term time is appreciated.

- Planning has been underway for capital works and maintenance programs to commence in the new financial year 16/17 - from July. Our Asset Services Officers will be in contact with you shortly to discuss your maintenance priorities.

- The AMU made the move from Newcastle TAFE Campus at Tighes Hill and are now located at the former Gateshead West PS site. The site is also home to a number of training rooms currently being used to deliver LMBR across Callaghan / Port Stephens, Newcastle, Lake Macquarie East & West School networks.

- The AMU continues to support all schools across a wide platform of programs, policies and guidelines. Please do not hesitate to contact your Asset Services Officer for any assistance on any matter.

We look forward to seeing you if you are attending training at Gateshead or during any planned visit during Term 2.

Anthony Rodwell
Transfield Services rebranding

In October 2015 shareholders of Transfield Services approved the new trading name of Broadspectrum. From December 2015 to February 2016 Transfield Services will be transitioning all of its services and documentation to the Broadspectrum brand. All Transfield Services / Broadspectrum personnel and contact details remain the same, as does the service levels currently being provided.
REPLACEMENT FURNITURE REQUESTS

Furniture Wish list

Please find attached the annual application request for furniture. Please be aware that the allocation for furniture is limited and all requests will be reviewed in line with entitlement and code provisions.

The Hunter/Central Coast Asset Management Unit (AMU) receive funding for school furniture. New furniture may be ordered where:

- Schools have enrolment growth,
- Facilities are refurbished,
- There are emergencies ie fires, vandalism etc
- Replacement of damaged and worn furniture is required.

The AMU has reviewed our furniture delivery strategy with a view to improving the delivery of this service to schools within the Region.

For replacement furniture needs, a Furniture Request Form is to be completed by schools annually. Each request will be considered against all other applications. This will ensure that replacement furniture is allocated where the need is greatest and the distribution is as equitable as possible.

On the following page, you will find the Furniture Request Form.

All completed forms should be emailed to hccAMU@det.nsw.edu.au or faxed to (02) 4088 3538.

Applications close COB 01/07/2016.

Any enquiries you have regarding this process should be directed to your Regional Asset Services Officer.
| School Name: |
| Raised By: | Position: | Date Raised: |
| Owner: | Department: | Date Due: |

**Description of Furniture Required – Supplier and Model No.** (to be completed by person raising the Request):


**Reason for Request** (to be completed by person raising the Request):

*(Include the benefits that are achievable through the change and the impact of not implementing the change)*

**Disposal Strategy of Existing Furniture – If applicable** (to be completed by the AMU Furniture Officer):

*Estimated AMU Requirements:*

**AMU Use Only**

<table>
<thead>
<tr>
<th>Status:</th>
<th>Raised</th>
<th>Approved</th>
<th>Approved By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rejected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implemented &amp; Order Raised</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Implemented:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project snapshot

Rutherford Technology High School Upgrade

Managed by: NSW Public Works

Contractor: Richard Crooks

Scope: Upgrade of facilities to refurbish existing facilities and construct a new block to develop the school into a 7 stream school

Completion: April 2016
Project snapshot

Wyee Public School  Painting Upgrade
Managed by: Hunter / Central Coast AMU
Scope: Painting of door frames & window sill
Completion: March 2016

AMU contact details
Newcastle Address
Department of Education
Hunter Central Coast Region
Asset Management Unit
40-44 Coral Crescent
Gateshead West NSW 2290
Mail:
PO Box 2325
Gateshead NSW 2290

Central Coast Address
Department of Education
Hunter Central Coast Region
Asset Management Unit Central Coast
School Education Office
Level 3, 40 Mann St
Gosford, NSW, 2250