SPARKLE

CHARLES STURT CAMPUS SERVICES

MESSAGE FROM THE GM

What motivates you at work?

Is it the income, your colleagues, friendships, routine, stability, or the satisfaction of the positive difference you make?

Whether it's one of these things or a combination, we're all in the same situation having a workplace that is safe and enjoyable matters. It's what we all want.

You are part of a team, and you can make a difference. How? Look out for each other. Make someone's day. Even a simple "how are you going?" can make all the difference.

In the coming weeks, **I challenge you** to do one small act of kindness for a colleague. It doesn't need to be big just genuine. We really do have the power to make a positive change in someone else's day, and in our workplace as a whole.

Martin Dooner

Recognition And Acknowledgement Program

RAAP Info & Nomination Form

AUTUMN 2026

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- RAAP EMPLOYEE RECOGNITION
- AREA UPDATES
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- OUR VALUES
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- CONNECT TO CSU WIFI
- EMAIL ACCESS ACTIVITY
- EXPLORE AND QR QUICKLINKS

Got something to share ???

Send your news and pictures to Caitlin at cscsadmin@csu.edu.au for inclusion in the next newsletter.

Certified System OHS ISO 45001 SAI GLOBAL

ISSA MEMBER

Wagga Wagga Business Chamber — Golden Crow Awards 2024 FINALIST Excellence in Large Business

Outstanding Business Leader - 21 Employees and over — 2024 Business Awards Business NSW State Finalist

"Each person entering their space, whether it be work, study, rest or play; at the very most we want them to recognise our contribution to their environment, and at the very least carry on oblivious to what we really do."

FEEDBACK

Zach did an excellent job pressure washing the inner courtyard at Aspect per client request Client very happy with the results

Thankyou ever so much - The clean of softfall in the junior play area was INCREDIBLE! Thankyou x
(Zachary Scott - Albury)

A big thank you for being so outstanding throughout O'Week. You embraced new areas, adapted to a new schedule, and welcomed every new student with such genuine warmth and happiness.
(Bathurst)

Tiff is great, she always does such a good job of looking after our house in Cottages and I look forward to seeing her every morning. She is definitely a massive asset to the csu campus - her and her work are greatly appreciated
(Tiffany Robinson- Bathurst)

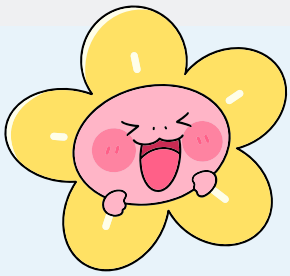
Bernie is our cleaner for Stewards and she is the best! She always does an amazing job of cleaning our blocks and is so lovely to talk to. I love our chats about footy! She is also so kind and caring and willing to help out the students in any way she can.
(Bernadette Walsh - Wagga)

Thankyou for your fabulous effort with our annual cleans, including carpet shampoos and lending an extra set of hands everywhere.
(Anthony Trotter- Orange)

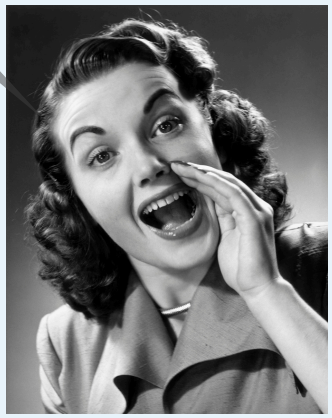
Pays attention to detail in work that is required from him that others would not do to the quality that he provides

Always impressed by his professional approach to the thankless task of bin management
(Drew Stedman - Port Macquarie)

Thank you Miriam and Zac for your visit to the Canberra campus this week to undertake the yearly deep clean together with Sam.
This year I felt the extra time you were able to extend to the campus that the results are outstanding. I want to thank you all very much for your attention to detail and your extremely hard work to bring the buildings up to a level
we would like to experience. The difference has been noted by others in the buildings.
As mentioned by you Miriam, it would be excellent if you could manage more than one annual visit.
Thank you for all that you achieved this time.
With best regards,
Sarah (Canberra)



NOMINATE YOUR FABULOUS CO-WORKERS NOW !



RAAP FORM

CSCS

Charles Sturt Campus Services

RAAP

RECOGNITION AND APPRECIATION PROGRAM

NOMINATE A CSCS TEAM MEMBER BY SUBMITTING A RAAP NOMINATION FORM AT WWW.CSU.EDU.AU/ENTERPRISE/CSCS

ONE POINT IS AWARDED PER NOMINATION
EVERY PERSON NOMINATED PER MONTH RECEIVES A REWARD
ANNUAL SITE AWARDS RECOGNISE THOSE WITH MOST POINTS FOR THE YEAR

PF	POSITIVE FEEDBACK (INFORMAL/FORMAL COMPLIMENT)
POS	CONSISTENT POSITIVE AUDIT RESULTS (QRC)
CR	CONSISTENTLY RESPONSIVE TO WORK REQUESTS & INITIATIVES
PA	POSITIVE ATTITUDE (team work, charity, volunteering, generosity, morale)
AB	ABOVE & BEYOND

NORTHERN AREA

Hi Team,

I hope everyone enjoyed the Easter break, especially with family and friends. It's always nice to have that little break while the weather is still pleasant.

Welcome to all our new team members at CSCS – we're glad to have you on board.

In Port Macquarie we have a new Operations Support Officer - *Christopher Waters*, as well as new team members *Evan Armstrong, Verica Serdar and Susanna Volschenk.*

We'd also like to extend a sincere thank you to those who have recently moved on. Your contributions have been valued and appreciated.

As the weather begins to get colder, please remember to take a few minutes to warm up before starting your tasks to help prevent injury and stay safe.

Well done to everyone for adjusting to the new schedules. With this in mind, if you have suggestions for equipment that may assist you in your tasks, please speak with your friendly management team to discuss options. Please also report back any concerns raised with you regarding the changes.

If you're having any trouble, please speak with your friendly management team — we're here to support you.

Damien Blattman
CSCS Northern Area Manager
Bathurst - Dubbo - Orange - Port Macquarie

SOUTHERN AREA

Hello everyone,
I would like to sincerely thank you all for the tremendous effort you've put into adapting to the cleaning changes and new schedules introduced this year as a result of budget adjustments.
This has not been an easy task, and it required commitment from everyone—management through to our cleaning teams. Your cooperation, flexibility, and hard work have made a significant difference, and you should all be proud of what's been achieved.
While there were a few challenges along the way, that was to be expected with such a large transition. It's great to see that things are now settling, and both team members and management are becoming more confident and comfortable with the new processes.
Thank you again for your dedication and teamwork.
Great work in Canberra, Miriam. Managing a remote campus is no small task, but you're clearly staying on top of everything.
Your recent visit with Zac was especially productive—you both put in a tremendous effort to complete all the tasks you set out to achieve. The outcome speaks for itself, with clients on campus offering glowing praise following your visit.
Well done to you both.

Welcoming Our New Team Members

We're pleased to welcome several new faces to the Southern Zone team since our last newsletter.
Wagga: Julia Morgan, Shea Denham, Kulsumben Yusuf, James Silvester, Ti Lar Chua.
Albury: Charlotte Cottier, Teresa Webb, Breanna Novak, Lauren Dawson.
Please make them feel welcome and share with them the CSCS culture and values we're so proud of.
Stay safe, everyone.

Graham Biddle
Southern Area Manager
Albury - Canberra - Wagga Wagga

NEW LOOK - BUTLERS BUILDINGS DEMOLISHED & NEW ROADWORKS

OLD CHILDCARE DEMOLISHED & NEW ROADWORKS

CAMPUS HIGHLIGHTS

CSCS SPONSORSHIIP FOR CIRCUS QUIRKUS

Here is a little background info as to what Circus Quirkus is all about.

“We are delighted to introduce the 2026 Wagga Wagga Circus Quirkus, hosted by the Rotary Club of South Wagga Wagga since 2004, our 22nd year! This special event for local special needs and disadvantaged children is made possible by the kindness of individuals and businesses such as yourself. Alongside the Circus Quirkus, funds raised also goes towards supporting Rotary Club of South Wagga Wagga's community projects.

FINALIST FOR ISSA SPOTLESS SPACES COMPETITION - KILDARE

Unfortunately, we didn’t take out the win. That said, being named a finalist on a global stage is a significant achievement and something we should be proud of. Recognition like this enhances our reputation and provides real value from a marketing and public relations perspective.

It comes down to the votes as you know. The winning company, Forto Facilities, operates across Ecuador and Brazil. Their submission showcased the cleaning of 15 stations on the Quito Metro a major underground transport system moving more than 150,000 people every day.

A special shout out to Graham and Andrew. When you see a finished floor like the one in their submission, it’s easy to think it’s just about the team on site.

What people don’t always see is that it reflects the work of many across the business from tendering and planning, through to hiring, procurement and maintenance of equipment, chemical supply, safety and business systems, training, and strong leadership and support behind the scenes.

The final result is a reflection of the whole system working well. Everyone involved has a hand in that outcome and it’s something we should all take genuine pride in.

OUR VALUES

B Be open and honest, flexible, dependable and responsive to the needs of the business and clients.

E Enrich our culture by fostering a safe and inclusive workplace that acknowledges social values such as respect, tolerance, diversity and wellbeing.

S Seek ways in which we can professionally reach our full potential and have a positive impact on the wider community and the environment.

T Target continuous improvement, opportunity and growth.

HOW TO ACCESS STAFF EMAIL

WEB BROWSER **ON ANY DEVICE**

1. Type https://outlook.office.com/mail into your web browser address bar or scan the QR code below
2. Complete the authentication
3. Login using your CSU/CSCS Username & Password

OUTLOOK ON **STAFF COMPUTER**

1. Log on to the computer using your CSU/CSCS Login
2. Double click on the Outlook icon on your desktop or locate it from the start menu

APP ON MOBILE **- IPHONE**

1. Go to
Settings > Passwords & Accounts > Add Account > Exchange.
2. Enter name, CSCS/CSU email address, & password
3. Server - If required enter weboutlook.csu.edu.au

APP ON MOBILE - **ANDROID**

1. Go to
Menu > Settings > Accounts and backup > Accounts > Add Account > Microsoft Exchange ActiveSync.
2. On the 'Exchange ActiveSync' screen enter your CSCS/CSU email address & password
and tap Sign In.
3. On the 'Exchange server settings' screen:
   - Update Domain\username field to: csumain\your CSU username (no spaces)
   - Update Exchange server field to: weboutlook.csu.edu.au
   - Leave 'Use secure connection (SSL)' selected
   - Tap 'Sign In'.
4. On the 'Remote security administration' pop-up, select OK. and tap 'Next' and selct options until the final screen.

Forgot your password?

ACTIVATE NEW OR RESET FORGOTTEN USERNAME OR PASSWORD!

1. Go to:
https://online.csu.edu.au/Inter/activate_login
or scan QR code:
2. Confirm your identity by entering first name, last name, date of birth, then click on CONTINUE
3. Enter more details to continue to verify your identity including your CSCS Staff number (found on your staff card), postcode, country (Australia), then click on CONTINUE
4. Enter a security question and the answer (eg: your mothers maiden name), then click on CONTINUE.

Call IT Helpdesk on 1300 653 088 if you are still having trouble

Need more help

https:/csu.edu.au/enterprise/cscs/staff-resources
IT SUPPORT: web - www.csu.edu.au/desk Local - 1300 653 088

CHARLES STURT WIFI

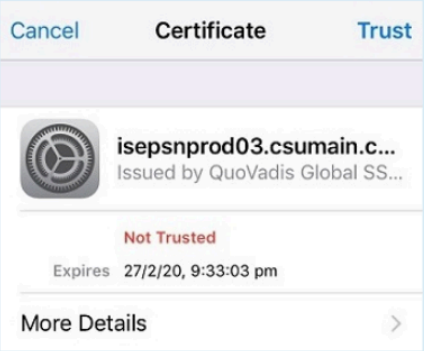
Free wi-fi is available whilst working on Charles Sturt campus to enable you to use our staff resources. Please ensure that you comply with CSCS and CSU Internet Policy.

EDUROAM SUPPORT

CONNECT ON IPHONE

1. Tap the **Wi-Fi** icon on the top right side on the menu bar and turn on the Wi-Fi.
2. Tap **eduroam**
3. When prompted enter your CSU staff username and password

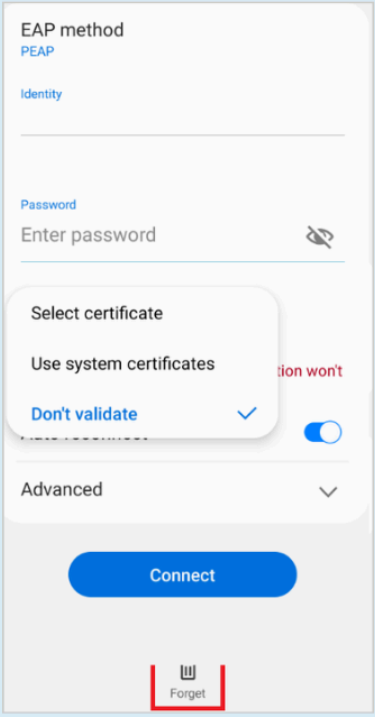
4. Tap **Join**
5. If prompted with a Certificate, click **Trust**

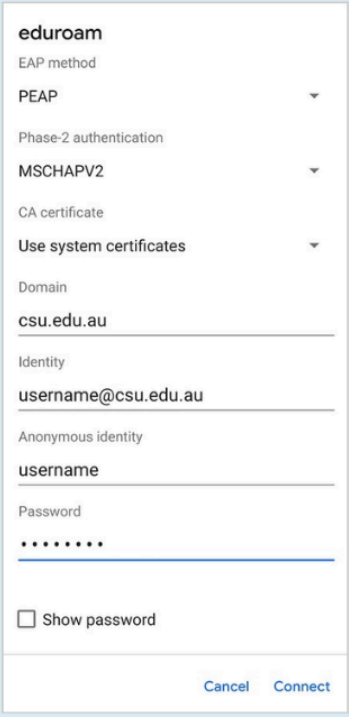


CONNECT ON ANDROID

Please note: Some brands of Android phones may look different to the screenshots and instructions below. However the settings listed will be the same for each version of Android regardless of brand of phone.

1. Locate and tap **Settings**
2. Tap **Wi-Fi** (Sometimes displayed as Network and Internet)
3. Tap **eduroam**
4. If present, set Security to **802.1x EAP**
5. Ensure that the EAP method is set to **PEAP**
6. Set the Phase 2 authentication to **MS-CHAPV2**
7. Enter your **staff CSU email address** ending in @csu.edu.au in the Identity field
8. Enter your **staff CSU email address** in the Anonymous Identity field
9. Enter your **password** in the Password field
10. Select the appropriate option in the CA certificate field depending on your phone they will be either **Do not validate or No Certificate or Unspecified**
11. Tap **Connect**





EMAIL ACCESS ACTIVITY

Name: _____ Campus: _____

Read each question carefully. Use the poster to help you. Write the missing words or circle the correct answer. Take your time and do your best! Return to your Supervisor to go into the draw to win a box of chocolates.

1. Using the Internet (Web Browser)

Write the missing word:

https://outlook.office.com/_____

After the page opens, you must complete the _____.

You log in with your CSU/CSCS _____ and password.

2. Using a Staff Computer

Number the steps in the right order:

___ Click the Outlook picture on the computer

___ Log on to the computer

3. Tricky Tech Words

If asked for the server name, write:

_____

4. True or False

"Use secure connection (SSL)" should be ON?

Answer:_____

5. If You Forget Your Password

Go to this website:

https://online._____.edu.au

You will need your name and _____ to prove who you are.

Final Question

Circle the 3 ways staff can check email:

Computer Phone Game Console Web Browser TV

Answer Key:

1. Using the Internet (Web Browser) • Missing word: mail • Process: authentication • Login detail: username 2. Using a Staff Computer Correct order: 1. Log on to the computer 2. Click the Outlook picture on the computer. 3. Tricky Tech Words • Server name: weboutlook.csu.edu.au 4. True or False Use secure connection (SSL): True. 5. If You Forget Your Password • Website: https://online.csu.edu.au • Needed information: date of birth. Final Question Correct answers circled: Computer, Phone, Web Browser

EXPLORE

QR CODES MAKE IT QUICKER....

Try the QR codes below to explore some of our resources. Just hover your QR code reader or mobile camera over each QR code to be taken to the links. Once you are taken to the resources you can explore further by clicking on links within the site. For some links you may need your staff login. If you need any help reach out to your Supervisor or email cscs@csu.edu.au

SAFE WORK METHOD STATEMENTS (SWMS)

SAFETY DATA SHEETS (SDS)

WEB KIOSK - Payslips & Leave

CSCS WEBSITE
Use your staff login

INDUCTION & TRAINING

CSCS TEAM CONNECT
News, Updates, Jobs

WI-WALK

Step 1: Register and watch presentation

Step 2: Complete WIWALK Form

IMPORTANT:
Please remember to log onto WebKiosk once every 3 months to update your password. If you require assistance reach out to your supervisor or email cscs@csu.edu.au

Contact Us
If you would like to receive future copies of this newsletter by email, please send your details to cscsadmin@csu.edu.au

For enquiries about anything in this newsletter, or to suggest an idea for a story, please send an email to cscsadmin@csu.edu.au

Charles Sturt Campus Services
Bld 460
Charles Sturt University
Wagga Wagga NSW 2650
Ph: (02) 6933 4747
cscs@csu.edu.au

Visit us on the web at www.csu.edu.au/enterprise/cscs/

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