

1.0	Progress/Achievements to Date
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>• Liaised with DCWC to commence action to develop the Est Dir Strategic Asset System including the development of associated Asset Management Plans.</li> <li>• Attended to analysis of Maintenance Liability Data for University Hall Properties.</li> <li>• Attended Workshops for proponents developing submissions for University Hall Properties.</li> <li>• Attended to the completion including works to finalise Asbestos Remediation Projects with Markwell and GCG.</li> <li>• Attended to meetings with HSE to develop Asbestos Management Report for FIAC including consultation with HSE.</li> <li>• Updating Asbestos Management Plan.</li> <li>• Developed a working group to enable required works for CO2 – Megan Higgle Research Lab 28 – 128 – to be scoped and completed against the audit findings developed in a joint Est Dir, HSE, CSIRO and DTES compliance audit.</li> <li>• Worked to review outstanding Work Order for 90 + and 30 + and finalise to ensure stats reflect current workload.</li> <li>• 766 Contractors through the University to undertake works with 242 contractors entering through the Security Control Room and 524 through the Est Dir Reception.</li> <li>• 93.39% KPI met in line with priority codes. 1664 total WO recorded with 1554 met on time difference of 110. Largest difference is with immediate WO i.e. within 24 hours; investigations underway to determine causes.</li> </ul> <p><b>Building Services</b></p> <ul style="list-style-type: none"> <li>• Attended to development of contracts with Strategic Procurement to enable the Electrical Panel for electrical works on Townsville and Remote Sites managed for Townsville.</li> <li>• Commenced works to enable completion of first round of maintenance for mechanical systems for 2016 against mechanical panel contracts.</li> <li>• Attended to meetings with Mechanical Contracts i.e. Haz Elec, Green APS and Kaltech.</li> <li>• Visit to Fletcherview to enable completion of works to upgrade water supply and mechanical systems.</li> <li>• Develop specifications for service contracts for 2016 and release in RFQ to select providers as advised by Strategic Procurement i.e. Compressors, Generators.</li> <li>• Worked with Campus Services Manager to improve elements with the existing Coffee Carts and Refectory for the University's chosen providers i.e. Aromas and Juliettes respectively.</li> </ul> <p><b>Property Services and Projects</b></p> <ul style="list-style-type: none"> <li>• Worked to finalise works for the CO2 Lab in Bldg 28 – 128.</li> <li>• Develop specifications and gain pricing for upgrade and replacement of balconies on the University Hall Townhouses.</li> <li>• Develop specification for the relocation of the demountable at the northern end of MARFU to the Southern Administration Hub of MARFU. Gained pricing with view to commence works in March upon approval from FIAC.</li> <li>• Attended to the completion of a corrective project to waterproof Bldg 133 to ensure that the Student Association offices are not impacted by rain events – resolve drainage issues and upgrade fabric to remove water damage i.e. carpets and sheeting.</li> <li>• Medical Sink Upgrade- Building 46</li> </ul>

- Line Marking, Roads Douglas Campus
- Building 67, Lab Refurbishment
- Attended to the immediate maintenance of the Bldg 28 water supply as a result of the supply piping failing near transformer US 21.

#### **Electrical**

- Worked with DTES, Research Infrastructure Group and HSE to drive a resolution for the completion of Test and Tag.
- RCD, Thermal, Test and tag regime – On-going
- Progressing with LED Replacement for undercroft lighting in Building 039.
- Progressing with replacement of Switch Socket Outlet and fault accessories ground floor 111 A&B.
- Building 18 lectern spot lights re-instate Cbus control.
- Quoted on Upgrade of DB Building 080.
- LED Panel replacement for hallways.
- Compliance work in research areas including CO2 sensors and feedback to Security Control Room.
- Installation of power requirements for duress alarms 018
- Fume hood specifications developed in line with AS 2243 with input from DTES with criteria developed for ongoing University Wide compliance program.
- Building 104 sump pump replacements.

#### **Compliance**

- Work to commit funding for service contracts in 2016 for Lifts. Auto Doors, Fire Maintenance.
- LRI are completing the fire panel upgrade project in Bld 26/27. They have prepared new fire system drawings to accompany our building application with QFES. Incert have submitted the building application to QFES for this project.
- 14 Asbestos doors have been identified as a replacement project. The purchase order has been sent to the winning contractor and the doors are due to be indexed and ordered.
- An audit on air receivers/ compressors (28) has been completed as well as the required internal inspections to ensure ongoing compliance of these items.
- An audit of LPG gas systems is underway to ensure ongoing compliance of these items. (the building connections compliance are a JCU concern – the bottle compliance is the bulk supplier’s concern)
- Discussions are being held with BOC and facility lab techs to arrange an audit of gas bottles (lab gas bottles ) that are used on the Douglas site. This will include an inspection of the connected systems within the buildings.
- Annual inspections of all the lab safety showers are currently being arranged to begin in 2016.

#### **Mechanical and Building Monitoring Systems**

- Attend to the monitoring and mould investigation into Room 18 in Bldg 18 Ground Floor Peer Assisted Study Room – test samples identified increased mould. Working with Green APS, Mechanical Contractor to resolve issue to enable return of room to PASS.
- Attend to the oversight of the Bldg 28 Mechanical Upgrade i.e. installation of the pre conditioner and cable upgrade on the 1<sup>st</sup> floor. System commissioned and working as required.
- Assisted Infrastructure Services Manager with the investigations and works to resolve the identified water leak with the CDC Storage Tank.
- Assisted with the works to improve water quality with General Electric water quality program - Side stream filtration plant upgrade in-work with condenser water treatment plant completed.
- Assisted ICT with the additional cooling to the UPS Room in Bldg 003.

	<ul style="list-style-type: none"> <li>• MARFU controlled temperature room environmental mechanical services 067.004 completed</li> <li>• Cooling tower three refurbishment completed.</li> <li>• New freezer installation UNI Halls completed.</li> </ul>
	<p><b>Cairns</b></p> <p><b>Maintenance, Minor Works &amp; Grounds</b></p> <ul style="list-style-type: none"> <li>• Replace faulty ceiling fans on the Boathouse deck and the Refectory.</li> <li>• Install swipe card access on the A4 external doors.</li> <li>• Additional chemicals added to the chilled water system to make up for those lost due to CEP tank leak.</li> <li>• Completed repairs to the vinyl floor in the Refectory.</li> <li>• Alterations to the benches in the Refectory for Aroma Café.</li> </ul> <p><b>Campus Services – Security, Cleaning &amp; Waste</b></p> <ul style="list-style-type: none"> <li>• Cleaning QA’s completed in A11 &amp; D3.</li> <li>• Attended the O-week market day. Gave away a parking permit to a first year student, who was the winner of the parking quiz.</li> <li>• Biniris completed an audit of the waste/recycling on the campus. Report received.</li> <li>• D2 uncontrolled carpark closed</li> <li>• B1 loading bay parking controlled.</li> </ul>
	<p><b>Campus Services Townsville</b></p> <ul style="list-style-type: none"> <li>• Campus Services team joined Security in Market Day activities this year and was a huge success: the Campus Service customer service team will engage in community events on a more regular basis.</li> <li>• O Week activities went well with the campus coming alive and very few issues.</li> <li>• New Bin cages installed Uni bus stop and Nursing</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• LiFE Index sustainability benchmarking for JCU for 2015 completed. Presentation given to Sustainability planning meeting on 19<sup>th</sup> February.</li> <li>• TropEco presence at O-week market day and International Student Orientation in Cairns and Townsville. 400 branded water bottles given away to promote water bottle reuse.</li> <li>• Bottled water survey conducted as part of O-week market day activities and in collaboration with the JCU Sustainability Club. Nearly 500 responses collected to date.</li> <li>• 35 abandoned bikes collected from Halls to go back into the Green Bike Fleeer program.</li> <li>• Met with e-Research to discuss opportunities for collaboration with environmental sensing around campus. Innovation day proposed to be held later in the year to work on a specific project.</li> <li>• Attended Emissions Reduction Fund workshop to look at opportunities for JCU to participate.</li> <li>• Arranged meeting between JCU and VRM (Bio-Regen) to discuss opportunities for collaboration, research, learning and teaching in Australia and Singapore.</li> <li>• Radio interview held with ABC about the Bio-Regen food waste system.</li> <li>• TropEco Interns undertaking several projects including bat and reptile surveys and tree plantings for the Natural Assets Management Plan in Townsville and tree mapping in Cairns.</li> <li>• Worked with Cairns Community Garden Working Group to advance the plans for the JCU Cairns site and ensure all parties are happy with the design proposal.</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• Process for building Semester 2 timetable commenced. Focus has been on the input of data and determine correct clash free subjects.</li> <li>• Commenced planning for ATSI Centre space in Cairns.</li> <li>• Determined priorities for expenditure of capital space budgets for 2016 and FIAC papers prepared.</li> </ul>

	<ul style="list-style-type: none"> <li>• Commenced process with ICT to deliver a Contractor Management system.</li> <li>• Space policy presentation prepared to be presented to FIAC.</li> <li>• Documents prepared to engage a lead Architect for Townsville Space Rationalisation.</li> <li>• Space information on TIC collated and distributed to the project team.</li> </ul>
	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Completed chemical dosing for TSV CDC CHWQ rectification (25 tonnes).</li> <li>• Switched back TSV HV cable with sheath to earth between US41&amp; US37 as a temporary measure and with a testing regime in place.</li> <li>• Facilitated Ergon 22kV line repairs.</li> <li>• TSP HV protection check completed.</li> <li>• Commenced TSV Demand Management project reconciliation</li> </ul>
	<p><b>Planning &amp; Development</b></p> <p><a href="#">Project list</a></p>
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• International Student Barometer identified JCU as Safest Campus – IRU and Second Safest Campus all responding institutions.</li> <li>• O Week no significant incidents</li> </ul>
<b>2.0</b>	<b>Planned for Next Month</b>
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>• Completion of GAP Analysis for University Hall Residential Asset Due Diligence Program including liaising with the University's consultant.</li> <li>• Work to release 2016 and 2016 Property and Asset Management program of works including updated schedules for Remote Sites i.e. DRO, Fletcherview and OIRS.</li> <li>• Ensure finalisation of leaseholds for White Lady Bay with David Eaton including the weed control program.</li> </ul> <p><b>Building Services</b></p> <ul style="list-style-type: none"> <li>• Finalise 2016 Service Contracts.</li> <li>• Complete the administration requirements for the Electrical Panel including on boarding contractors to selected precincts and development of purchase orders</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Works to complete audit of the Townsville Campuses plant that is not currently registered with the Qld Div of WPHS. Asset Reliability Services completing audit with findings to be used to update the plant not currently registered that is required to be registered.</li> <li>• Continuing lab / plant equipment inspections</li> <li>• Safety shower annual inspections</li> <li>• Fire door annual inspections</li> <li>• Fire penetration annual inspection</li> </ul> <p><b>Property Services and Projects</b></p> <ul style="list-style-type: none"> <li>• Works to complete upgrade of the University Hall Townhouse Properties.</li> <li>• Townhouse Handrail &amp; Balcony compliance- Uni Halls</li> <li>• Awaiting start date for Building 003 under croft Stairs.</li> <li>• Tendering for Fetcher View Station water Tanks.</li> <li>• Tendering for AV Upgrades- Conference Rooms, Douglas Campus- Building 28, 004, 27, 34.</li> <li>• Wall Refurbishment 001, DVC under construction</li> <li>• Tiling, Building 30 under Construction</li> <li>• Display cabinets Building 97: Quote Provided to school, awaiting response, W.O 182869</li> <li>• Building 87, Door &amp; Bench top replacements</li> <li>• Building 134 Furniture Warranty replacement</li> <li>• Vacuum replacement, Building 15</li> </ul>

	<ul style="list-style-type: none"> <li>• Road Repairs- Douglas Campus</li> </ul> <p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>• Ongoing electrical works and commencement of program linked to the Electrical Contractor Panel.</li> <li>• Undertaking works resolve electrical issues on the ground floor of Bldg 18 from Opus Data.</li> </ul> <p><b>Mechanical and BMS Systems</b></p> <ul style="list-style-type: none"> <li>• Attend to Orpheus Island Research Station to identify maintenance issues and to ensure that the works by contractors are completed as required.</li> <li>• CDC water treatment action plan to rectify challenges in water quality in work &amp; active.</li> <li>• Kevin Blake Building 19 duct clean including spiral duct replacement and new preconditioner concept design being developed.</li> <li>• Mould management action plan being developed based on air quality results for Bldg 18.</li> <li>• Air handling replacement/refurbishment building 004 mechanical services concept design out to tender.</li> <li>• Nominated building humidity challenges being addressed i.e. Bldg 18, 28 and 99.</li> </ul>
	<p><b>Cairns</b></p> <p><b>Maintenance, Minor Works &amp; Grounds</b></p> <ul style="list-style-type: none"> <li>• Replace faulty 225mm sluice valve in ring main near D3</li> <li>• Reconnect water supply to the MTB event site now that the AITHM Cns early works has been completed</li> <li>• Replace ground floor external doors to the air condition plantroom in building A1 &amp; 2</li> </ul> <p><b>Campus Services – Security, Parking, Cleaning &amp; Waste</b></p> <ul style="list-style-type: none"> <li>• Continuing key audits with colleges.</li> <li>• Face to face inductions for new cleaning staff</li> <li>• Adjust the waste bin pick up schedule for the Student Hub due to the increased volume since the Refectory has opened.</li> </ul>
	<p><b>Campus Services Townsville</b></p> <ul style="list-style-type: none"> <li>• Site visit with short listed cleaning tender applicants Wednesday 2<sup>nd</sup> March</li> <li>• Inductions and training for new Bin Lifter with Biniris staff.</li> <li>• Safe operating procedure and training for needle collection with Security, Grounds and cleaning staff onsite.</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Implement additional action items from the Townsville Natural Assets Management Plan and have it endorsed by the Sustainability Advisory Committee.</li> <li>• Start planning for EcoFiesta and EcoSpeak events.</li> <li>• Hold a weed management demonstration day with a local contractor using new machinery for broad scale weed management.</li> <li>• Run e-waste collection program for Cairns Campus.</li> <li>• Develop waste and recycling action plan and associated campaign for 2016.</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• Complete data entry and review and commence building the Semester 2 timetable.</li> <li>• Run timetable information sessions for academics.</li> <li>• Determine a funding and delivery method for a Contractor Management system.</li> <li>• Finalise Space Policy presentation and distribute to FIAC.</li> <li>• Enter Cairns and AITHM Townsville building models into FM Systems.</li> <li>• Finalise move requirements for the Building 003 decant.</li> <li>• Commence user group engagement process for the Townsville Space Rationalisation.</li> </ul>
	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• <i>Op Plan Action</i> Continue working with EECL on NMI options</li> <li>• Agree outstanding implementation phase for TSV CDC CHWQ rectification work (building cleaning) and place orders for chemicals and filtration plant.</li> </ul>

	<ul style="list-style-type: none"> <li>• Circulate and update Sections 19 &amp; 32 of the JCU Design Guidelines</li> <li>• Commence inspections of TSV campus bridges and structures.</li> <li>• Continue updating Sections 20, 23, 25 and 26 of the JCU Design Guidelines.</li> <li>• Continue project management and maintenance team support.</li> <li>• Continue improving infrastructure asset registers and DIF Part C actions.</li> </ul>
	<b>Planning &amp; Development</b> <ul style="list-style-type: none"> <li>•</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• Commence Firearms inspections</li> <li>• Continue working on tasks identified in OP Plan</li> <li>• Commence work on plan to ensure CCTV resilience.</li> </ul>
<b>3.0</b>	<b>Staffing Update</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• Staff being managed to ensure leave liabilities are managed to University Requirements.</li> <li>• PDP's to be finalised for 2015 with 2016 yet to be developed in line with Divisional and Directorate Plans</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• Staff member away on extended leave.</li> </ul>
	<b>Campus Services</b> <ul style="list-style-type: none"> <li>• NA</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>
	<b>Information, Space &amp; Timetabling</b> <ul style="list-style-type: none"> <li>• Seeking approval for additional timetable staff.</li> </ul>
	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>
	<b>Planning &amp; Development</b> <ul style="list-style-type: none"> <li>• Project Manager position to be advertised 1<sup>st</sup> March.</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• NIL to report</li> </ul>
<b>4.0</b>	<b>Significant Issues</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• Worked to undertake immediate service of Rotary House International fire systems owing to a series of false alarms owing to the ingress of insects into detectors – Premier are reviewing the current system and proposing an upgrade of the detectors to a model that has a finer mesh to prevent ingress of small insects.</li> <li>• Investigations are continuing to enable the current street sweeper to either refurbished or a new sweeper procured owing to the wear and tear over a number of years impacting on the operational efficiency of the current sweeper.</li> <li>• Working with HSE, DTES, Research Infrastructure to ensure the working of test and tag complies with Electrical Regulations – including meetings with the Electrical Safety Office.</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• Access to the MTB event site due the AITHM Cns construction.</li> </ul>
	<b>Campus Services</b> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>
	<b>Information, Space &amp; Timetabling</b>

	<ul style="list-style-type: none"> <li>Development of semester 2 timetable. Colleges have been slow to commence the data entry and review process. Sessions have been held with the Colleges to help them determine how to proceed and plans put in place. Progress will be monitored closely to ensure the timetable is delivered on time.</li> </ul>
	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>Compromised HV cable between US41 and US37 (Health Precinct)</li> <li>Uni Halls US28 chiller condition and replacement planning.</li> <li>TSV TEST leak rectification and pressure reduction mechanisms</li> <li>CNS TESS leak rectification.</li> <li>Chiller 1 in TSV off-line reducing CDC system redundancy; mitigation measures in place.</li> </ul>
	<b>Planning &amp; Development</b> <ul style="list-style-type: none"> <li></li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>Construction site (AITHM) has suffered thefts.</li> <li>Hazing has been identified as a serious issue by UA</li> <li>Network issues early in month had 9 of 64 DSX sites communicating.</li> </ul>
<b>5.0</b>	<b>HSE</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>Attending to the management riskware entries for Megan Higgle CO2 lab.</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>Nil to report</li> </ul>
	<b>Campus Services</b> <ul style="list-style-type: none"> <li>Communication with HSE on Safe Operating Procedures and training for staff within Estate Directorate.</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>Nil to report</li> </ul>
	<b>Information, Space &amp; Timetabling</b> <ul style="list-style-type: none"> <li>Nil to report</li> </ul>
	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>Compromised HV cable between US41 and US37 (Health Precinct)</li> <li>Risk Assessment process underway to identify and address any high voltage cables that are not at the current legislated depths on TSV and CNS campuses</li> <li>TSV TEST leak rectification and pressure reduction mechanisms</li> </ul>
	<b>Planning &amp; Development</b> <ul style="list-style-type: none"> <li></li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>Nil to report</li> </ul>
<b>6.0</b>	<b>Budget</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>Attending finalisation of Service Contract PO for 2016.</li> <li>Working to have the 2016 Works program with intended budget finalised by the end of March.</li> <li>2017 Works Program to be completed by July August with input for Opus Data and Inspection regime.</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>Nil to report</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>Nil to report</li> </ul>
<b>7.0</b>	<b>QFRS Callouts</b>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>Nil to report</li> </ul>

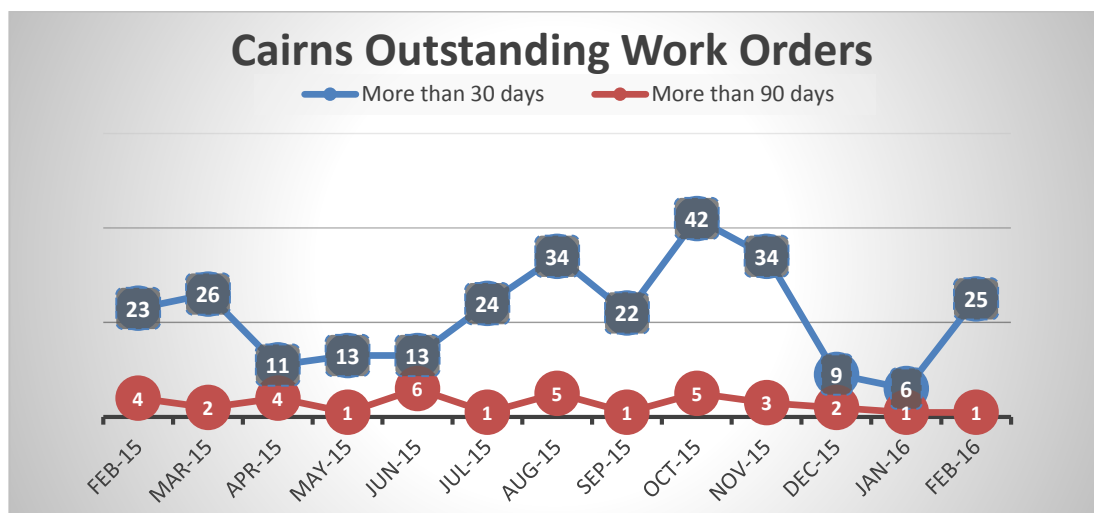
	<p><b>Townsville</b></p> <ul style="list-style-type: none"> <li>• 7<sup>th</sup> Feb – Building 21 smoke detector operated; cause unknown</li> <li>• 6<sup>th</sup> Feb – Building 114 smoke detector operated; cause unknown</li> <li>• 15<sup>th</sup> Feb – Building 34 detector operated; cause unknown</li> <li>• 19<sup>th</sup> Feb – Building 196 smoke detector operated; spider identified as the cause</li> <li>• 23<sup>rd</sup> Feb – Building 196 smoke detector operated; spider identified as the cause</li> <li>• 29<sup>th</sup> Feb - Building 34 detector operated; cause unknown</li> <li>• 25<sup>th</sup> Feb – Building 196 smoke detector operated; spider identified as the cause</li> <li>• 26<sup>th</sup> Feb – Building 104 smoke detector operated; spider identified as the cause</li> </ul>
<b>Training Attended &amp; Planned</b>	
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>• Attend to Fire Concept Training. Working to ensure all staff complete.</li> <li>• Brett Hall finalised all of Training Requirements set as part of the Estate Dir restructure including RMIT Lab Compliance Course and Asbestos Removal Licence.</li> <li>• March sees Craig Smith, Craig Schaumburg and Peter Cairns attending Contract Management Workshop in Melbourne as part of their training program. Training being undertaken by TEFMA.</li> <li>• Staff being encouraged to attending University Led Training promoted by HR.</li> </ul>
	<p><b>Cairns</b></p> <ul style="list-style-type: none"> <li>• Kathy Mahaffey new parking infringement machine</li> </ul>
	<p><b>Campus Services</b></p> <ul style="list-style-type: none"> <li>• Campus service team have all enrolled in at least one of the JCU offered training courses</li> <li>• Julie Bowden – Managing Conflict in the workplace 8.3.16</li> <li>• Roberta Curnow – Managing Conflict in the workplace 8.3.16</li> <li>• Paula Rodger – Employee coaching and feedback Discussions 17.3.16</li> <li>• Distribution services team to advise</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Adam - Emissions Reduction Fund workshop - 29<sup>th</sup> February - Free</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• JCU CNS and outstanding TSV Key holder training to be arranged.</li> </ul>
	<p><b>Planning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Rachel, Peter and Vanessa – Finance @JCU</li> <li>• Vanessa – TRIM training</li> <li>• Vanessa, David and Sue – On Line Fire Training</li> <li>• Mark – Australian Building Codes Seminar</li> </ul>
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• CPR refresher training completed</li> <li>• Cognos Training</li> <li>• Fire Team Training</li> </ul>



## 9.0 Work Orders

### Cairns

	<i>Total W.O. Created</i>	<i>Total W.O. Year to Date</i>	<i>Year to Date Outstanding W.O.</i>	<i>Monthly Outstanding W.O.</i>	<i>No. of Annual W.O.</i>	<i>Outstanding &gt; 30 Days</i>	<i>Outstanding &gt; 90 Days</i>
February 2015	319	563	110	87	18	23	4
March 2015	298	860	230	152	20	26	2
April 2015	240	1105	150	72	23	11	4
May 2015	253	1357	81	58	25	13	1
June 2015	265	1623	58	82	24	13	6
July 2015	261	1889	130	96	24	24	1
August 2015	265	2157	137	85	26	34	5
September 2015	275	2432	132	86	28	22	1
October 2015	264	2697	121	68	41	42	5
November 2015	268	2919	154	103	41	34	3
December 2015	181	3180	31	20	27	9	2
January 2016	294	294	129	129	0	6	1
February 2016	386	681	183	158	6	25	1



## Townsville

	Total W.O.'s Created	Total W.O. Year to Date	Year to Date Outstanding W.O	Monthly Outstanding W.O	No. of Annual W.O.	Outstanding > 30 Days	Outstanding > 90 Days
February 2015	1911	3344	462	280	2	183	56
March 2015	978	4322	475	266	4	275	66
April 2015	1273	5595	502	247	4	295	89
May 2015	1072	6667	609	277	4	376	171
June 2015	855	7522	632	336	4	326	173
July 2015	1319	8815	511	170	4	353	98
August 2015	903	9718	459	208	4	264	113
September 2015	1200	10918	298	121	4	177	75
October 2015	918	11836	350	159	4	191	87
November 2015	1154	12990	383	185	5	198	111
December 2015	635	13625	231	112	5	119	65
January 2016	768	768	250	250	1	171	78
February 2016	1224	1992	342	262	2	112	14

