

1.0	Progress/Achievements to Date
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Worked to have the procurement process for the Asbestos Management and Control Contract completed - contract executed with Purchase Order developed for 2016 Air Monitoring and ongoing asbestos works. • Further works undertaken to enable the vacuum system in Building 21 to be placed back into service with minimal cost to JCU. • Undertook further work to keep the Asbestos Management Plan updated with a register update required for the half year to 2016 completed by GCG –works for 111A + B, 112 and Bldg 018 to be completed. • Work to update asset list for TESQA registration. • Worked with HSE to complete items for the ASM Safety Management Plan including site using ipads through a riskware linked application. • Undertook work to develop a strategic estimate for the upgrade of the pedestrian pathway from Building 1 to SOCA approx. \$80k for upgrade. ICT have requested if project proceeds the opportunity to place new conduits for ICT runs including other pit upgrades and removal of redundant asbestos conduits. • Undertook joint scoping with ICT re the requirement to upgrade pits across the campus including the finalisation of the asbestos pit removal program – works to commence in September 2016. • Undertook session in relation to the development of an Asset Management Plan for AITHM re imminent Practical Completion. • Held discussions with SAFM AQ Pty Ltd re works to upgrade the Asset Management Framework including discussions with Infrastructure Services Manager re joint framework for all assets i.e. physical assets. <p>Building Services</p> <ul style="list-style-type: none"> • Progressed to get the Generator Service Contract ready for completion to enable the ongoing servicing of generators across the campus and on OIRS. • Completed the procurement process for the upgrade of the A/C units for Rotary Halls Assets. • Further work to refine intended project to integrate a pre conditioner into Bldg 019. • Completion of compressor and fume cupboard services across the campus. • Undertook preliminary planning to get the diesel tanks at OIRS inspected to enable ongoing use in line with the renewable energy study being undertaken by Tropical Energy Solutions. • Further work with DTES to ensure the temperature within Bldg 128 -129 is controlled as required. Solution is approx. \$10 to \$15k with Academy agreeing to pay 50% of works. • Roll out of further sign upgrades including campus maps. <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Completed the repair of Bldg 089 Teaching Lab including the repair of building elements ceiling, wall painting, lighting, a/c duct repairs. Asset is currently being used as PC2 with approval from HSE. • Completed the painting of the soffits at the Library including the repair of boards that were not fixed securely to joists. Lighting Upgrade to occur in August. • Works to undertake ongoing road repairs on weekends with CES road group. • Finalise painting of medical precinct.

	<ul style="list-style-type: none"> • Complete Squash Court Upgrades including walls, floors and drainage. <p>Electrical</p> <ul style="list-style-type: none"> • RCD Testing undertaken across the campus with thermal imaging. • Worked to enable the installation of the required lighting in Bldg 089 within tight timeframes. • Worked on the metering of the new tavern and lighting for the library internal areas and the external soffits. • Worked to repair the solar inverter for Rotary Halls. • Working to progress the Test and Tag Program including reporting: minimal work in remote places as limited places are in a hostile environment. • Working to progressively close as electrical services within Western Campus with only remaining services required linked to local fire panel systems. <p>Compliance</p> <ul style="list-style-type: none"> • Completed the required works for the compliance checks for the safety showers across the Townsville Campus. • Further work to have the fire door to Bldg 35 Solvent Store replaced thus completing the asbestos door program. • Worked to enable the decommissioning of Bldg 003 1st, 2nd and 3rd floor and lecture theatres. Upper floors closed off with toilets to be capped and removed from service. • Worked to have the required certification report for the Bldg 12 licensed area completed re ongoing use of the space by a third party for University functions. • Progress the program to service overhead cranes without a service contract (awaiting procurement to provide contract) including assisting the Academies with servicing of under hook equipment. • Complete passive audits for fire penetrations across the campus. <p>Mechanical and Building Monitoring Systems</p> <ul style="list-style-type: none"> • Provided ongoing support for the operation of the Central Energy Plant and Chilled Water System i.e. maintenance and water quality. • Ongoing supervision of mechanical contractors for services and review of works. • Upgrade of cold rooms in 112 completed. <p>Monthly Statistical Review</p> <ul style="list-style-type: none"> • Contractor Entries: <ul style="list-style-type: none"> ○ Estate Reception – 601 ○ Security Control Room – 231 ○ Total – 632 • Current Work Order Priority <ul style="list-style-type: none"> ○ 90.11 % of work orders met within required time frames.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Exam set-down and furniture audits in these rooms • Refurbishment of room A4.026 & 027, walls repaired and repainted, new vinyl flooring installed. • Installed shower screens at the DRO to stop water from spraying into the change area of the cubicles. • Maintenance visit to Malanda Vet School by Estate Directorate staff. • Malanda Vet School maintenance: <ul style="list-style-type: none"> ○ RCD and T&T completed by contractor ○ Emergency lighting tested and repaired by contractor ○ Portable firing equipment serviced by contractor • Installation of mains water sluice valves at the B1 bridge to allow isolation of parts of the ring main without affecting the operation of the CEP. • Emergency lighting repairs completed in the B precinct.

	<ul style="list-style-type: none"> Started testing the water mains on the campus for leaks and exercise the shut off valves. Completed legionella testing at all the Tablelands sites and the Campus. Revarnished the toilet doors and installed new stainless steel doorplates and signage in buildings A1, A2 & A4. Cairns Regional Council/JCU art link sculpture, Reflection, installed in Founder Green. <p>Campus Services – Security, Cleaning & Waste</p> <ul style="list-style-type: none"> Bin audit in A11 & E2, Removed 26 bins from A11 and distributed 76 red desk top bins and one blue paper bin in each room. Key audit in A2. Identified a number of keys that had been passed between staff and not returned to ED. Additional cleaning carried out in D2 at the request of the Clinic Manager. Started new sign-in sheets so we can ascertain which cleaners are on site during the day and night shifts. Cleaning QA's completed for A1 level 2, A4 level 2 and A11. New contract for the supply of sanitary bins commenced. Change-over from JJ Richards to current waste contractor, Cleanaway on the 7th. Commenced the use of the Continuous Quality Improvement Register (CQI) to help identify improvements, complaints and compliments. Started carpet cleaning. All of A1, A2 & B1 completed.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> Cultural Festival is moving along nicely, regular meetings taking place along with traffic Management meetings. New cleaning contract not finalised; procurement working on final document. Biniris have assisted with a Fridge Audit for Townsville campus; Adam to construct a report. Preferred supplier contract put in place for Source Separation Systems for Bin Cage replacements around campus. Liaison with General Medical Training (GMT) moving into 3rd floor space building 500: this area now in MEX system and Maintenance team briefed; image for joint sites being finalised with new images for GMT and PHN - Primary Health. Cultural Fest media launch took place Friday 22nd July with good attendance.
	<p>Environment</p> <ul style="list-style-type: none"> Sanitary waste contract for Cairns - contractor changeover completed. War on Waste campaign launched for second semester. Green bike fleet sale for second semester undertaken with 35 bikes sold. New bike mechanics inducted and commenced on Townsville and Cairns campuses. Met with Eliminate Dengue team to discuss roll out of mozzie boxes on campus. To proceed in September or October. Cairns community garden coordinator appointed under Sustainability Officer. O-week market day stall held for TropEco. Prepared transport survey for August and sought ethics approval so that it can be used for research purposes. Assisted honours student to develop bore monitoring project for Townsville campus.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> Space Rationalisation concepts, program completed and costs completed Timetable rollover completed and setup to commence data entry. Contractor Management System awaiting funding approval. Teaching spaces condition audit completed. Concepts developed for Cairns Student Centre.
	<p>Infrastructure</p> <ul style="list-style-type: none"> Extended GECP engagements until 22 July 2017 Completed TEST modelling and accepted regime of monitoring tests.

	<ul style="list-style-type: none"> Continued project management and maintenance team support, notably The Science Place (142), Student Accommodation for Cairns and Townsville campuses and Chiller 2 and Chiller 3 Rectification procurement documentation.
	<p>Planning & Development</p> <p>Project list</p>
	<p>Security</p> <ul style="list-style-type: none"> Planning for Cultural Festival progressed. Replacement contract staff being trained. Firearms Policy being progressed.
2.0	Planned for Next Month
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> Completion of budget and initial work to have the Asset Management Framework updated. <p>Building Services</p> <ul style="list-style-type: none"> Completion of Rotary Assets A/C Upgrade. <p>Compliance</p> <ul style="list-style-type: none"> Ongoing Lab Assessment Support. <p>Property Services and Projects</p> <ul style="list-style-type: none"> Commence Asbestos Projects for University Halls. <p>Electrical</p> <ul style="list-style-type: none"> Works to have majority of Test and Tag Program completed. <p>Mechanical and BMS Systems</p> <ul style="list-style-type: none"> Works on the Bldg 019 P/C Installation.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> Continuing testing the water mains on the campus for leaks and exercise the shut off valves. Help set up and support for Open Day. Install auto doors and swipe card access to the last two entrance doors in building A2. Maintenance visit to the DRO. Re-key the sport ground amenities block after a sub-master key was lost. Re-key the Malanda Vet School so that it is under the Abloy system. Emergency light repairs in D precinct. Installation of PCOA on the ground floor of Building A2. <p>Campus Services – Security, Parking, Cleaning & Waste</p> <ul style="list-style-type: none"> Commence the site-specific guidelines for Security. To include updated site contacts and SOP's. Bin audits in E1, A3 and A20 Key audit in E4. Training of the new Administration Assistant. Carpet cleaning in E1, E2, E4, A3, A4, and D1. Continue the roll out of the campus services with face to face meetings. Using this as an opportunity to introduce Loretta. Cleaning QA's in the E precinct. Complete the audit of fridges in staff member's offices across the campus.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> Open Day – Paula to be onsite for Open day as Customer Service representative Cultural Fest to begin Wednesday 17th New cleaning contract to commence. War on Waste campaign
	<p>Environment</p> <ul style="list-style-type: none"> Continue War on Waste campaign.

	<ul style="list-style-type: none"> • Cultural fest talks and Open Day stall for TropEco. • Undertake NGER emissions reporting to Federal Government. • Undertake 2016 transport survey.
	Information, Space & Timetabling <ul style="list-style-type: none"> • Complete Space Rationalisation Feasibility Report; • Complete data entry for 2017 timetable; • Present revised Space Policy to FIAC;
	Infrastructure <ul style="list-style-type: none"> • <i>Op Plan Action</i> Continue working with EECL on NMI options • Continue support for 048 and 142 project teams as buildings come on line • Facilitate TSV CDC CHWQ rectification side stream filtration Goods Supply and Install contract executed and scoping of D&C brief for serviced site. • Continue to facilitate procurement process to remediate Chiller 2 and Chiller 3. • Finalise engagement to model TEST • Commission Chiller 1 once seal is replaced. • Continue inspections of TSV campus bridges and structures. • Continue updating Sections 20, 23, 25 and 26 of the JCU Design Guidelines. • Continue improving infrastructure asset registers and DIF Part C actions. • Support Student Accommodation Project Managers with infrastructure and services requirements on both campuses. • Facilitate OIRS solar power integration with current diesel generator system investigation • Continue project management and maintenance team support.
	Planning & Development <ul style="list-style-type: none"> •
	Security <ul style="list-style-type: none"> • Cultural Fest • Finalise Weapons Policy • Continuing student behaviour issues • Behaviour Risk Group initial meeting
3.0	Staffing Update
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • Managing Leave as required. • Assisting staff understand EB discussions i.e. toolbox allowances.
	Cairns <ul style="list-style-type: none"> • New Administration Assistant, Loretta Castley to start on the 1st of August.
	Campus Services <ul style="list-style-type: none"> • N/A
	Environment <ul style="list-style-type: none"> • Nil
	Information, Space & Timetabling <ul style="list-style-type: none"> • Nil
	Infrastructure <ul style="list-style-type: none"> • Nil to report
	Planning & Development <ul style="list-style-type: none"> •
	Security <ul style="list-style-type: none"> • Cultural Fest • CCTV review
4.0	Significant Issues
	Asset Strategy & Maintenance

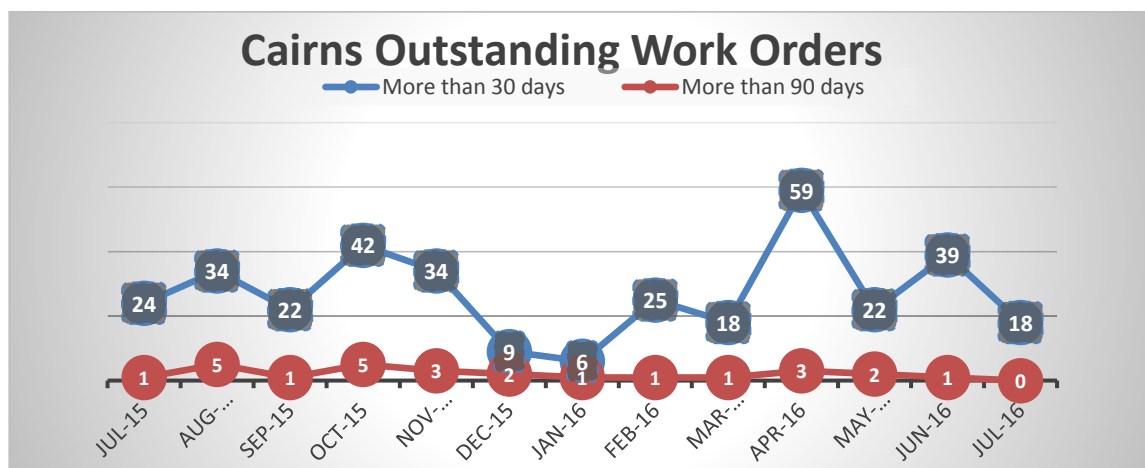
	<ul style="list-style-type: none"> • Nil
	Cairns <ul style="list-style-type: none"> • The lack of storage on the campus is becoming a significant problem.
	Campus Services <ul style="list-style-type: none"> • Cleaning Contract – due to begin 1st July but still not in place
	Environment <ul style="list-style-type: none"> • Numerous complaints in regard to tree clearing for Verandah Walk. University response uploaded to webpage for reference. • Illegal hydrovac dumping on several occasions at back of campus by Hannabull. A sump has now been provided to ensure slurry is disposed of correctly.
	Information, Space & Timetabling <ul style="list-style-type: none"> • Nil
	Infrastructure <ul style="list-style-type: none"> • Uni Halls US28 and chiller condition and replacement planning. • TSV TEST leak rectification. • CNS TESS leak rectification. • Chiller 1 commissioning • Chiller 2 and Chiller 3 removed from service
	Planning & Development <ul style="list-style-type: none"> •
	Security <ul style="list-style-type: none"> • Vandalism occurring related to JCUSA functions in former Club. • Student behaviour issues.
5.0	HSE
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • Working on the rollout of the site safety visit app with HSE. • Commence evaluation of Contract Safety Management Systems with HSE.
	Cairns <ul style="list-style-type: none"> • Nil to report.
	Campus Services <ul style="list-style-type: none"> • Paula and Kevin have met with Absob – Environmental Solutions to discuss spill kits and transportation of dangerous goods. Kits have been ordered and training in the safe handling of dangerous goods will be carried out on delivery of kits. • Process and procedures for the safe handling of dangerous goods is ongoing with the advice of HSE
	Environment <ul style="list-style-type: none"> • Procedure for discharge to sewer developed to deal with illegal discharges.
	Information, Space & Timetabling <ul style="list-style-type: none"> •
	Infrastructure <ul style="list-style-type: none"> • Compromised HV cable between US41 and US37 (Health Precinct) • 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
	Planning & Development <ul style="list-style-type: none"> •
	Security <ul style="list-style-type: none"> • Nothing to report
6.0	Budget
	Asset Strategy & Maintenance

	<ul style="list-style-type: none"> Worked to complete 2017 FM Budget including review of current assets across all campuses (except Singapore and Brisbane) and remote and campus sites. Budget with associated asset management model to be completed early August 2016. Ongoing review to manage overruns in Corrective Accounts and to provide funds to enable required works for the Central Energy Plant Chillers Repair. Issues have been raised with assets in Mackay. Mackay Base Hospital – Use of office space
	Cairns <ul style="list-style-type: none"> Continuing to monitor. Some budget lines for programmed work have been expended. The use of blanket orders has increased the workload to ensure good budget control.
	Security <ul style="list-style-type: none"> Nothing to report
7.0	QFRS Callouts
	Cairns <ul style="list-style-type: none"> 9 July Building A1 faulty detector in eastern stairwell. 11 July Building D1 faulty detector
	Townsville <ul style="list-style-type: none"> 8 July Building 111 - Steam from shower 11 July Building 198 – Rotary E Block detector activated by resident activity however could not link it to a particular person. 18 July Building 111 – University Hall Accommodation – detector activated by resident activity however could not link it to a particular person. 18 July Building 256 – Western Campus A Block – alarm activated within a mothballed building which is in the process of being completely stripped of FFE to enable deactivation from QFES but still monitored by JCU Security – to be taken off QFES when Biniris move from Western campus in late 2016. 19 July Building 116 – University Hall Townhouse cause is unknown – the alarm could not be located by Premier or QFES
8.0	Training Attended & Planned
	Asset Strategy & Maintenance <ul style="list-style-type: none"> Nil
	Cairns <ul style="list-style-type: none"> First Aid & CPR - Peter McElhinney, Rodger Delacovo, Phill Smith, Ryan Lempa, David Pont and Darren Mulley Phill Smith - Conflict Management in the Workplace scheduled for August
	Campus Services <ul style="list-style-type: none"> Sharps training has held for the safe handling of used syringes for Vehicles, Distribution services and Campus Services team.
	Environment <ul style="list-style-type: none"> AC attended Clean Enviro Summit - Singapore
	Information, Space & Timetabling <ul style="list-style-type: none"> Nil
	Infrastructure <ul style="list-style-type: none"> JCU CNS and outstanding TSV Key holder training to be arranged.
	Planning & Development <ul style="list-style-type: none"> Vanessa - Riskware Greg and Mel – Bullying & Harassment
	Security <ul style="list-style-type: none"> Nil

9.0 Work Orders

Cairns

	Total W.O. 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
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
March 2016	370	1052	156	134	9	18	1
April 2016	232	1285	131	75	21	59	3
May 2016	280	1566	113	96	22	22	2
June 2016	302	1868	127	77	26	39	1
July 2016	301	2173	115	84	33	18	0



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
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
March 2016	1117	3109	336	186	3	117	21
April 2016	1419	4528	338	213	3	135	13
May 2016	1122	5650	201	201	3	1	1
June 2016	848	6498	225	217	3	8	1
July 2016	898	7396	188	182	3	6	4

