

1.0	Progress/Achievements to Date
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>• Undertook work to further refine the Test and Tag Strategy based upon the direction provided by HSE and Estate Director. Strategy developed between Electrical Supervisor, P &amp; D Electrical Infrastructure Engineer to undertake works on major campuses using a specialist T &amp; T contractor from the Electrical Panel and subsequently engaging the resource to work on remote and off campus location. Paper being submitted to HSEAC.</li> <li>• Worked further to develop a specification and subsequent quotation for development of Strategic Asset Management Policy and Systems review with Claudio Cifuffletti and Peter Lennon formerly of DCWC.</li> <li>• Undertook further work to develop Asset Management Plans with an integrated Asset Management Database.</li> <li>• Worked with HSE to have sessions undertaken with Est Dir Staff / ICT other staff and Contractor Base TSV and CNS) to be made aware of the Asbestos Framework / Interim Permit to Work Procedure / Construction Safety Standard.</li> <li>• Worked to get the following contract through from RFQ through to contract and PO:             <ul style="list-style-type: none"> <li>○ Fume Cupboards (\$30k pa)</li> <li>○ Compressor (\$25k pa)</li> <li>○ Engineering Mechanical System Concept Design (\$40k one off fees)</li> <li>○ Asbestos Management (\$30k pa)</li> <li>○ Fire Services (\$110k pa)</li> </ul> </li> <li>• Contractor meetings held across service contract field including mechanical contractors / lift and fire services.</li> <li>• Worked to further the ongoing implementation of improvement audit for Megan Higgle's CO2 lab in 28 – 128 including having C)2 in open area, securing of access protocols, adjustments to temperature control and air balancing, guttering remediation and secure cabinet for O2 rescue Breathing Apparatus Bottle, fume cupboard adjustments – also included minor adjustments to temp control room in 902.</li> <li>• Worked to further develop a service regime for safety showers across the campus.</li> <li>• Undertook inspection of Bldg 87 and resolved a number of mechanical issues i.e pooling with packaged unit on eastern end, placement of an exhaust fan in lab area and increased protocols for nutrition lab on second floor to prevent fumes going into office space.</li> <li>• Record of KPI for work orders met on time is 90.06% for the year to date</li> <li>• Number of contractor entries: 902 for the month – 541 Est Dir reception and 361 in Security Control Room</li> <li>• Undertook an audit with assistance of ISP to reduce work orders and to ensure that records were closed out.</li> <li>• Worked with finance to develop improved asset management capability in terms of developing budgets and recording spend across the year.</li> <li>• Worked with Fleet and Finance to develop a strategy for key equipment including the street sweeper – current value left in sweeper is approx. \$40k with the current market dictating a \$20 trade in for a \$100k new sweeper. Other options including \$20k refurb of current sweeper and purchase of new sweeper with refurbished sweeper being provided to Cairns for management of paths on the Cairns Campus.</li> <li>• Worked to develop a plan to decommission Bldg 003.</li> </ul>

## **Building Services**

- Completed Building Services Project inclusion for Project Coordination meeting including holding meetings with supervisors to finalise intended spend on asset refurbishment, improvements and upgrades for 2016 with additional work undertaken to identify preliminary works in 2017.
- Completed RFQ's and shortlisted contractors for Compressors and fume cupboards including trying to get Procurement to get through RFQ's into an acceptable contract form.
- Completed RFQ including scoring of proposals for mechanical engineering design: selected two consultants to undertake works.
- Completed Bi weekly team toolbox and safety meetings.
- Completed mechanical service contract meetings with Kaltech, Green APS and Haz E Lec – Attended to review of corrective works with mechanical supervisors and identified a lower trend of spend owing to development of increased levels of preventative spend in subsequent three month cycles from October 2017. Working to further develop model to detail savings.
- Undertook additional work to increase the level of asset data put in MEX from servicing.
- Completed ongoing reviews of staff undertaking projects project e.g. OIRS diesel and water tank replacement, Fletcherview mechanical upgrade, road improvement project and sign upgrade program.
- Started a Friday debriefing project for supervisors to encourage formal and informal feedback and to gain briefing on following weeks work program.

## **Property Services and Projects**

- Multiple maintenance repairs and requested completed.
- Paluma House structural repairs and painting completed including site visit and inspection.
- George Roberts Hall-Works to allow Person with Disability to function within the facility has been completed. This required the installation of new pathway, handrails, relocating bike racks, alterations to entry doors.
- Concrete grinding on paths at Medical Precinct to remove trip hazards completed
- Replacement of isolation valve on supply line to 004 completed.
- Tiling at miss Sushi (Building 134)to remove failed floor covering causing tripping hazard - Completed.
- Installation of steel handrail cap to increase the height of concrete balustrade to 1100mm on central landings in 111A & 111B.
- Multiple roof repairs to building to stop leaks.
- Building 003 under croft Stairs- completed
- Line Marking, Roads Douglas Campus- completed
- Av Upgrades- Several Lecture, Douglas Campus- completed
- Building 67, Lab Refurbishment- completed
- Medical Sink Upgrade- Building 46- Waiting on Sink Supplier – completed
- Reception Counter- Uni Care- completed
- Building 30 Tiling- Construction - completed
- Fetcher View Station- Water Tanks -completed

## **Electrical**

- RCD, Thermal, Test and tag regime – On-going
- LED Panel replacement for hallways –in progress
- Building 104 Sump pump replacements – completed
- Lab systems safety in TESAG – Extra Low Voltage i.e. research and teaching and learning equipment options - completed.
- Introduction of Low Voltage Isolation permit for planned project outages.
- LED lighting install in areas of the library
- 250W – 20W – completed

	<ul style="list-style-type: none"> <li>• 72W-20 – In progress</li> <li>• 400W – 30W – in progress</li> <li>• Begin design for general area replacements on top floor library</li> <li>• Outline specs for OIRS DB upgrades – in progress</li> <li>• Roll out first run of PM work in buildings 017, 025, and 001. - completed</li> <li>• Upgrade of submains cable to DB2 in MARF precinct – in progress.</li> <li>• Compliance works including assisting in developing a Test and Tag Strategy for the University.</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• LRI are completing the fire panel upgrade project in bldg 26/27. Incert and FERM are discussing solutions to issues raised by QFES during the assessment process.</li> <li>• 14 Asbestos doors have been identified as a replacement project. The doors will be delivered next week and the installation will commence the following week.</li> <li>• 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)</li> <li>• An inspection of the connected LPG gas systems within the buildings has highlighted a number of non-compliant systems that will need to have a re assessment and new compliance made for the system.</li> <li>• Annual inspections of all the lab safety showers are currently being arranged to begin in May.</li> <li>• Worked with HSE and Premier to gain additional causal information for unwanted alarms – findings relate to potential activation of alarm circuits ingress of fumes and pests.</li> </ul> <p><b>Mechanical and Building Monitoring Systems</b></p> <ul style="list-style-type: none"> <li>• Pre-conditioner installation 018 further completed including the finalisation and clean of the plant room.</li> <li>• Worked to further resolve moisture issue in Library Peer Assisted Study Room prior to the remediation of floor covering room to be open for use by May.</li> <li>• Cooling tower five refurbishment Central Energy Plant underway to increase capacity of the system to produce chilled water into tank.</li> <li>• Chiller one HV motor replacement Central Energy Plant including the requirement to gain Factory Acceptance Testing Records.</li> <li>• TCHWP Building 026 replacement (PP MP) Tertiary Pump – pump removed had been in operation prior to CEP and reused evidence of that it failed.</li> <li>• Humidity sensor installation at 018 and 028 complete, campus ambient temp/RH sensor installation complete</li> <li>• Completed evaluation of 026 BMS quote</li> </ul>
	<p><b>Cairns</b></p> <p><b>Maintenance, Minor Works &amp; Grounds</b></p> <ul style="list-style-type: none"> <li>• Provided assistance for the set-up of the Mountain Bike World Cup.</li> <li>• Set of the Global Village market day run by the Student Life.</li> <li>• Set up five rooms in D1 for two days of General Medical Training workshop for the applying plaster casts and suturing. Involved lining the rooms with plastic to prevent damage and removing large amounts of rubbish.</li> <li>• Replace ground floor external doors to the air condition plantroom in buildings A1 &amp; 2.</li> <li>• Replace faulty 225mm sluice valve in ring main near D3.</li> <li>• Room furniture audit and resetting for the teaching rooms.</li> <li>• Continued corrective maintenance from the RCD testing.</li> <li>• Fixed the roof leak and repair the ceiling at Greenslopes St. Plaques and signage removed pending JCU relinquishing control of the building</li> </ul> <p><b>Campus Services – Security, Cleaning &amp; Waste</b></p> <ul style="list-style-type: none"> <li>• Continued audit and removal of the waste bins in classroom and offices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Kathy to Tsv to attend training on the new parking infringement equipment.</li> <li>• Trained Wilson's Security on the new parking infringement equipment and procedures.</li> <li>• Completed key audit in A1.</li> <li>• Meet with Joel Burgess from Cleanaway to discuss teething problems with the waste management contract.</li> <li>• QA's completed in A2, A4 stairwells, B1 and E1</li> </ul>
	<p><b>Campus Services Townsville</b></p> <ul style="list-style-type: none"> <li>• Cleaning tender presentations took place with two shortlisted applicants, the Tender panel is finalising the evaluation with an announcement to be made 20<sup>th</sup> May.</li> <li>• New promotional mouse pads advertising Estate 'Help Desk' have been ordered and will arrive in the next week ready for distribution across campus.</li> <li>• Procurement has engaged with Distribution services in going to market for a new contract to manage the University freight.</li> <li>• Quotes received for the cleaning of the City campus; a business case is being put together for procurement to secure the current contractors for the next 2 years.</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Met with TCC Waste to discuss current contract performance. No major issues raised.</li> <li>• Met with relevant staff to develop priorities to feed into the Sustainability Strategy. Priorities submitted across 10 Frameworks under the LiFE Index.</li> <li>• Finalised Waste Reduction Action Plan priorities with relevant stakeholders. Action plan now commenced with a War on Waste campaign planned for semester 2.</li> <li>• Developed Request for Quote for tree condition and risk assessment for the Townsville campus. Sent to relevant contractors with a closing date of 1<sup>st</sup> June.</li> <li>• Assisted student group to implement weekly farmers' market on the Townsville campus.</li> <li>• Inducted TAFE students to undertake Diploma of Horticulture work at the Rotary community garden.</li> <li>• Collected a loaded a shipping container with e-waste for recycling.</li> <li>• Attended and presented at the JCU Active Transport Workshop. The workshop brought together academics from a range of disciplines, professional staff and the wider community to discuss ways to promote and encourage active transport at JCU and in the wider community.</li> <li>• Discussed including a sustainability module in the online staff induction with Christine York from HR. Material to be developed in the coming months.</li> <li>• Published TropEco News.</li> <li>• Met with DR to discuss the use of the Work for Dole program for weed management and revegetation. Program to start in early May to address the Gliricidia outbreak at Vet Science.</li> <li>• Attended VCAC to talk to the Sustainability Benchmarking report.</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• 2016 Semester 2 draft timetable completed and circulated for review by Colleges.</li> <li>• Planning commenced for building 2017 timetable.</li> <li>• Project scope for Contractor Management System handed over to ICT projects for preparation of ICTAC funding submission.</li> <li>• Building 003 decant and mothball planning completed.</li> <li>• Space Rationalisation first round of User Group meetings completed.</li> <li>• Scoping of Cairns Indigenous Centre completed for hand over to Planning &amp; Development.</li> </ul>
	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Chiller 1 motor and compressor arrived Townsville and installation commenced on 27/04/16</li> <li>• Performed MCA and ESA tests on TSV HV chiller motors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Finalised designs and raised commercial vehicles for permanent CHW filtration solution in TSV.</li> <li>• Circulated updated Sections 19, 26 &amp; 32 of the JCU Design Guidelines to ED team for comment.</li> <li>• Commenced User Group meetings for Master Planning</li> <li>• Completed structural modelling for the TEST</li> </ul>
	<p><b>Planning &amp; Development</b>  <a href="#">Project list</a></p>
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• New parking regulation equipment and software rolled out.</li> <li>• Discussion held with ICT on DSX Database automation</li> <li>• Discussions with ICT on future CCTV storage options</li> <li>• Consultation with Dean of Research and College Manager Operations CSTE on revised Weapons Policy and Procedures.</li> <li>• EOI Issued for CCTV consultants</li> </ul>
2.0	<p><b>Planned for Next Month</b></p>
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>• Further work to develop the following programs:</li> <li>• Strategic Asset Management Policy and associated guidelines: <ul style="list-style-type: none"> <li>○ Remote Property Guideline</li> <li>○ Contractor Management Guideline</li> </ul> </li> <li>• Commence review of the following: <ul style="list-style-type: none"> <li>○ BMS Program</li> <li>○ Maintenance and Asset Management System</li> </ul> </li> <li>• Undertake briefing sessions for Est Dir / ICT / Other Staff and contractors re new guidelines i.e. Asbestos, Construction Safety and Permit to Work.</li> <li>• Finalise the 2016 PDP for staff in line with Est Dir Op Plan.</li> <li>• Finalise the review of Work Order and ensure they are driven to level representing current workload with no overdue works.</li> <li>• Finalise the Safety Management Plan for the PAMT for 2016/17.</li> <li>• Work with ICT to ensure wireless program for the Library first and second floor is concealed into current roofing elements to avoid using in ceiling void areas.</li> <li>• Finalise an agreed strategy to ensure an efficient decommissioning of Bldg 003 whilst meeting requirements i.e. safety.</li> </ul> <p><b>Building Services</b></p> <ul style="list-style-type: none"> <li>• Continue with Bi weekly team toolbox and safety meetings</li> <li>• Continue with rolling out 2016 team project spend.</li> <li>• Start contractor engagement for mechanical engineering, fume cupboards and compressors RFQ's</li> <li>• Start RFQ doc for generator service.</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Emergency Light repairs in facility buildings in progress</li> <li>• Clean and Calibrate detector program progressing with program being driven by intelligence from unwanted alarms and rolling 5 year program.</li> <li>• Fire door inspections completed, repairs to be started with program separated from Asbestos Fire Doors which are part of a supplementary program.</li> <li>• Passive fire penetration inspections progressing with issues being resolved through preventative maintenance program.</li> <li>• Lab inspections for compliance is ongoing with assistance from HSE and DTES / DTHM / RIG.</li> <li>• Additional Registered plant frequencies have been added to Mex as PMs</li> <li>• A consultant has audited the compressors and air receivers. This audit has identified a number of units that require registration and these applications have been submitted.</li> </ul>

	<p><b>Property Services and Projects</b></p> <ul style="list-style-type: none"> <li>• Continuation of lecture Theatre maintenance.</li> <li>• Installation of automated door closers in PWD bathrooms at 18, 25, 134.</li> <li>• Repairs to building 75 requiring the removal of corrosion and also the replacement of corroded steel members, then rust proofing paint to sub frame.</li> <li>• Removing trip hazards on pathways in an ongoing program.</li> <li>• Townhouse Handrail &amp; Balcony compliance- Uni Halls- Awaiting Start Date/ Purchase Order</li> <li>• Tanks Orpheus Island- tendering</li> <li>• Fume Cupboard/ Gas upgrade – Building 28 Room 129- - Awaiting Start Date</li> <li>• Building 10 Refurbishment 23 May Commencement</li> <li>• Squash Court repairs- 30 May Commencement</li> <li>• Road work Repairs - Awaiting Start Date/ Purchase Order- Proposed Commencement July</li> <li>• Building 89- Tendering/ Proposed Commencement Start Date -30 May</li> <li>• Carpet Replacement- Building 30, 27- Waiting on carpet to arrive</li> <li>• CPB Clinic Room Refurbishment- Tendering</li> <li>• Student Union Vinyl Replacement- Waiting on Student Union to clean out store room</li> <li>• Fuel Filters- Bulk Storage, Estate Office- Waiting on Start Date</li> <li>• RO Pump Service Orpheus Island- Works to commence mid-May</li> <li>• Fetcherview Air Conditioner- Start Date 10th &amp; 11th of May</li> </ul> <p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>• RCD, Thermal, Test and tag regime – On-going.</li> <li>• General MEX work – on-going.</li> <li>• Controlled environment connection to supply</li> <li>• Schedule upgrade in building 027 and 034</li> <li>• Install of LED panels in Building 025</li> <li>• Generator connection to TSP</li> </ul> <p><b>Mechanical and BMS Systems</b></p> <ul style="list-style-type: none"> <li>• Develop further program to manage increased spend in Corrective Maintenance through readjustment of mechanical panel to different precincts.</li> <li>• Evaluate and implement 026 BMS quote</li> <li>• Install EMS meter at 281</li> <li>• Complete campus EMS water meter and wireless evaluation</li> </ul>
	<p><b>Cairns</b></p> <p><b>Maintenance, Minor Works &amp; Grounds</b></p> <ul style="list-style-type: none"> <li>• Replace the vinyl in and repaint the A11 men’s toilet.</li> <li>• Emergency lighting repairs in the A precinct</li> <li>• Infill wall in the D1 PC2 lab and alteration in D1.122 to convert it an equipment room</li> <li>• Testing of the thermostatic mixing valves</li> <li>• Distribution board in D’Lish café to be repaired after contractor drilled into the busbar during construction.</li> <li>• Install safety harness points on the bridge between the A and E precinct to allow for the gutters to be cleaned.</li> <li>• Plant firewheel trees in the E precinct</li> </ul> <p><b>Campus Services – Security, Parking, Cleaning &amp; Waste</b></p> <ul style="list-style-type: none"> <li>• Continue key audit in A1 and E4</li> <li>• Security to complete First Aid refresher course</li> <li>• New signage for the external waste bins.</li> <li>• New license for Ausfleet so that we can support the fleet operations in Cns.</li> <li>• Key audit in E4</li> </ul>
	<p><b>Campus Services Townsville</b></p>

	<ul style="list-style-type: none"> <li>• Announce new Cleaning Contractor for Townsville campus</li> <li>• Award the cleaning contact for the City campus cleaning</li> <li>• PDP process to be completed for Campus Service team</li> <li>• Meet and greet engagement with University Community and customer service team</li> <li>• Sharps training for Security, grounds and Campus service team to be conducted</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Develop War on Waste campaign for second semester.</li> <li>• Organise Townsville stall and Education Hub for EcoFiesta - 29<sup>th</sup> May.</li> <li>• Organise annual EcoSpeak event for June 3<sup>rd</sup>.</li> <li>• Work for the Dole to start with weed management and reveg work on site.</li> <li>• Hold TropEco movie night on 20<sup>th</sup> May.</li> <li>• Assist with finalising the Sustainability Strategy for JCU.</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• Complete review of Semester 2 timetable and finalise for publishing.</li> <li>• Hold a TAG meeting for finalise program for the 2017 timetable.</li> <li>• Paper submitted to ICTAC for funding of Contractor Management System.</li> <li>• Receive first draft of Space Rationalisation concepts.</li> <li>• Arrange Cairns Space Planning Group meeting.</li> <li>• Complete audit of learning and teaching spaces in Townsville.</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>• Finalise design and methodology for building cleaning filtration plant for TSV CDC CHWQ rectification work.</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>
	<p><b>Planning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Invite tenders for interior design of Cairns City Campus</li> <li>• Award contract for Level 2 fitout, Townsville City Campus</li> <li>• Invite tenders for Verandah Walk Townsville (Stage 2, noting TSP delivers Stage 1)</li> <li>• Master Planning Townsville – Initiate student consultation sessions (for the 200 survey respondents confirming they want to participate in workshops). Task Groups etc</li> <li>• Continue consultation and briefing of: <ul style="list-style-type: none"> <li>○ Cairns Library (Peer to Peer and broader whole of building concept)</li> <li>○ Technology Innovation Complex, Townsville</li> <li>○ Space Rationalisation Project, Townsville</li> </ul> </li> <li>• Engage design review team for Student Accommodation (TVL and CNS)</li> <li>• Brief Solar Install for MARF and invite RFT for D&amp;C procurement strategy</li> <li>• Finalise/settle dispute with HY over The Cairns Institute defects</li> <li>• Prepare AITHM benefits submission for new TI Council, ahead of meeting 17 May 2016</li> <li>• Update design of AITHM Cairns post value management</li> <li>• Complete Primary Entry Statement and flagpole install for Cairns Campus (lights B/O)</li> <li>• Continue GMT leasing and fitouts: <ul style="list-style-type: none"> <li>○ Maroochydore – continue fitout design</li> <li>○ Harvey Bay – negotiate lease</li> <li>○ Bundaberg – negotiate licence (collocate with PHN)</li> <li>○ Rockhampton – construct fitout</li> <li>○ Cairns – commence planning for GMT to occupy G Floor, Shields St (June)</li> </ul> </li> </ul>
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Progress CCTV review</li> <li>• Revisit CCTV design guidelines</li> <li>• Contractor performance audit.</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 annual and long service is managed to requirements.</li> <li>• Commence a review of structure post restructure with interviews with staff to occur in May and finalised with report to Est Dir in June.</li> <li>• Through discussion with Operations secured a grounds staff member to relieve in Maintenance Office position for a 4 week period.</li> <li>• Working to review requirements for Remote and Off Campus assets and understand requirements and capabilities against the team's resources.</li> <li>• PDP's completed for 2015 with 2016 to be in place by end of May 2016.</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• Julie Miller started as a casual employee to help with front desk/reception duties.</li> <li>• Staff member resigned. Request to advertise completed.</li> <li>• HR investigation to commence shortly.</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>• Timetable Officer position advertised. Shortlist and interview in May with a view to commencement early June.</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>• Contract extension sought for Mark Thompson, Project Manager</li> <li>• Fixed Term Contract approved for Jane Foster, Project Manager</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• NRT</li> </ul>
<b>4.0</b>	<b>Significant Issues</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• Works are being undertaken to develop a final strategy to close off Western Campus to final level of mothballing through the removal of waste from assets to meet the requirements detailed from Incert to ensure assets can be placed in that state in a safe and compliant manner. In addition QFRS have been engaged and have been consulted.</li> <li>• Longer than usual turnaround times from Procurement is delaying the implementation of contracts for projects and ongoing service contracts – Procurement are being contacted to address the outstanding contracts to enable servicing and projects to continue.</li> <li>• In addition to being a budget issue corrective maintenance is being consumed at the rate modelled in the 2016 budget preparation. Supervisors are working to ensure all activity is managed on the basis that corrective maintenance is managed to work only being undertaken if required to keep asset operable in line with compliance and other requirements.</li> <li>• Bldg 15 compressor failure and rebuild cost \$19k with the asset now repaired and operable.</li> <li>• The increased use of graphics for reporting is being undertaken for the PAMT Team including the improvement in Contractor Management KPI's for all maintenance programs based on material learnt in the TEFMA contract management workshop.</li> <li>• The finalisation of the remediation of White Lady Bay has been completed with the leases now being handed over by JCU Legal to Dept of Nat Res.</li> <li>• Bldg 89 had a ceiling failure remediation of this asset's ceiling: will require a \$30k program in mid-year break in conjunction with support from DTES.</li> </ul>



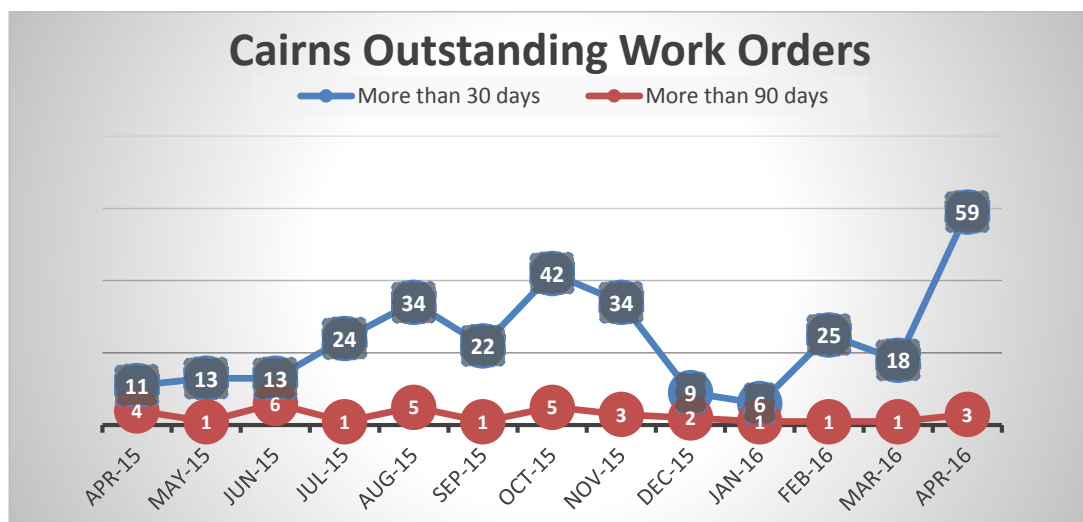
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>
	<b>Campus Services</b> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>
	<b>Information, Space &amp; Timetabling</b> <ul style="list-style-type: none"> <li>• DTES restructure continues to present significant risks for the timetable as a large number of subject do not have academics assigned to them. This has been flagged at a divisional and college level. It is understood that the process of appointing academics to subjects is being progressed as quickly as possible.</li> </ul>
	<b>Infrastructure</b> <ul style="list-style-type: none"> <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>• Negotiating Deed of Settlement for TCI. Expect to have this executed by 31 May 2016</li> <li>• Formally disputing HY's position on warranty/maintenance obligations for CEP</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• Upgrade of Padua Bike Facility as result of recent bike thefts (5)</li> <li>• Vandalism on Building 252 Western Campus, QPS investigating</li> </ul>
<b>5.0</b>	<b>HSE</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• Riskware actions for Bldg 28 -128 CO2 Lab managed by Megan Higgle will be finalised by end of May 2016 in consultation with DTES Lab Supervisor Carolyn Smith Keune.</li> <li>• Biosafety Committee have been provided with an updated autoclave list with the registration requirements to be discussed at meeting on the 9 May 2016.</li> <li>• Assisted in Bldg 87 to resolve issues of fumes escaping from laboratories with new protocols being adopted by lab users.</li> <li>• Review of the Engineering Report developed by FORTSEM being undertaken to determine if the \$70k program is viable and will lead to signage being at the most efficient level across campus for regulatory signs i.e. traffic control signs.</li> <li>• Asbestos Management Plan being updated for consideration by Dir Est Dir in May.</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• Completed fire drills in A1,2 &amp; 4, B1, D1-3 &amp; E1-4 B2 and A3 to be completed in May</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>• Tree risk assessment request for quote sent out for Townsville campus.</li> </ul>
	<b>Information, Space &amp; Timetabling</b> <ul style="list-style-type: none"> <li>• Nil</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> </ul>
	<b>Planning &amp; Development</b> <ul style="list-style-type: none"> <li>• Arranged meeting with HSE to review Whitehouse, Atherton (Asbestos)</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• NTR</li> </ul>
<b>6.0</b>	<b>Budget</b>
	<b>Asset Strategy &amp; Maintenance</b>

	<ul style="list-style-type: none"> <li>• Corrective Budget needs to be resolved through tighter controls and an injection of funds.</li> <li>• Capital Accounts for the Asbestos Audit and Condition Audit to be finalised.</li> <li>• Budget Review meeting held with Head of Ops with subsequent meeting to occur with Dir Est Dir.</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>• NTR</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>
	<b>Townsville</b> <ul style="list-style-type: none"> <li>• 4/4 – Building 18 staff toilets – water damage from plumber</li> <li>• 23/4– Building 97 smoke detector operated – suspected insects as cause</li> </ul>
<b>8.0</b>	<b>Training Attended &amp; Planned</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• Staff attending Est Di Update Session.</li> <li>• TEFMA workshop MASM submitted and abstract to present at TEFMA.</li> <li>• Invited to attend and present at Strategic Asset Management Workshop for Tertiary Institutions including invitation to be part of a panel in a strategic asset forum.</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• Kathy Mahaffey <ul style="list-style-type: none"> <li>Code of Conduct 17/05/16</li> <li>Bullying, Harassment and Intimidation 23/06/16</li> </ul> </li> <li>• Peter Sonntag <ul style="list-style-type: none"> <li>Code of Conduct 17/05/16</li> <li>Bullying, Harassment and Intimidation 2/06/16</li> <li>Riskware 15/06/16</li> </ul> </li> <li>• Michelle Tilley <ul style="list-style-type: none"> <li>HSE Refresher 2/06/16</li> </ul> </li> </ul>
	<b>Campus Services</b> <ul style="list-style-type: none"> <li>• Kevin Hinds - 10<sup>th</sup> June Cultural awareness training</li> <li>• Kevin Hinds – June PDP training</li> <li>• Remainder of Campus Service team to attend Riskware training, Bullying and harassment and code of conduct training within the next 2 months</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>• Adam Connell – Code of Conduct and Bullying and Harassment</li> </ul>
	<b>Information, Space &amp; Timetabling</b> <ul style="list-style-type: none"> <li>• Matthew – Bullying &amp; Harassment</li> <li>• Mark – Bullying &amp; Harassment and Code of Conduct</li> </ul>
	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• JCU CNS and outstanding TSV Key holder training to be arranged.</li> </ul>
	<b>Planning &amp; Development</b> <ul style="list-style-type: none"> <li>• Martin Budai &amp; Mark Thompson– Bullying &amp; Harassment</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• Mandatory Training</li> </ul>

## 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
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
March 2016	370	1052	156	134	9	18	1
April 2016	232	1285	131	75	21	59	3



## Townsville

	<i>Total W.O.'s 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>
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
March 2016	1117	3109	336	186	3	117	21
April 2016	1419	4528	338	213	3	135	13

