

1.0	Progress/Achievements to Date
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Building Services</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Property Services and Projects</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Mechanical and Building Monitoring Systems</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Monthly Statistical Review</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
	<p><b>Cairns</b></p> <ul style="list-style-type: none"> <li>• Fire detection upgraded on the first floor of building E1. Ground floor scheduled for January next year when funds are available.</li> <li>• Fire detection upgraded in Crowther lecture theatre A3.2 to take advantage of the scaffolding used for the lighting upgrade.</li> <li>• Lighting upgrade in Crowther lecture theatre, A3.2. Work includes replacing the lighting control system and installing LED panel light fittings.</li> <li>• Repainted lecture theatre A3.2.</li> <li>• Thermal scanning of all electrical distribution and mechanical services boards.</li> <li>• Autodoors installed in A2 and connected to DSX. The building can now be secured</li> <li>• Complete Test &amp; Tag program on the campus.</li> <li>• Aerated the oval playing surface and top dressed with sand.</li> <li>• Commence the coating of the chiller evaporator end plates and caps.</li> <li>• Commence the refurbishment of the A3 kitchenette.</li> <li>• Assist with the flag raising ceremony.</li> </ul> <p><b>Campus Services – Security, Cleaning &amp; Waste</b></p> <ul style="list-style-type: none"> <li>• Access audit for the CSIRO in E2.</li> <li>• Completed key audits in E3 &amp; E4. Swipe card audit of the CSIRO</li> <li>• Completed audits of kitchens with HSE.</li> <li>• Complete cleaning QA's in A4, D2 &amp; D3 all levels, E2</li> <li>• Soft furnishing cleans in E1 &amp; E2.</li> <li>• Remove all stickers from all bathrooms.</li> </ul>
	<p><b>Campus Services Townsville</b></p> <ul style="list-style-type: none"> <li>• Carpet and chair cleaning in public teaching spaces has begun, this will be completed by end of December.</li> <li>• Paint organised for the ground under the sinks in the outdoor kitchens – building 18 – 39 to assist in cleaning.</li> <li>• New outdoor furniture ordered for outdoor kitchen at the Library</li> <li>• Cleaning services over the Christmas public holiday period organised</li> <li>• New bin cages for building 26 – 27 ordered</li> <li>• External building clean arranged for all new buildings on campus</li> </ul>

	<ul style="list-style-type: none"> <li>• Pressure washing of walkways between 34 – 19 has been completed</li> <li>• New blinds ordered for Gym to replace old white blinds</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Discussed Sustainable Office Accreditation Program with Paula and commenced implementing initiatives to achieve Gold rating.</li> <li>• TropEco Shield (College sustainability competition) awarded to Rotary International, with St Marks in second place.</li> <li>• Met with farmer’s market stall holder to identify suitable site for operation.</li> <li>• Met with Clean Energy Finance Corporation to discuss opportunities for loan funding for projects across the JCU estate.</li> <li>• Met with Finance Director and PWC to discuss carbon emissions data capture and potential to move toward carbon neutrality.</li> <li>• Met with Ergon staff to discuss impact of proposed 2017-18 tariff structure on JCU. Unable to forecast impacts at this stage.</li> <li>• Progressed upgrade of Bio-Regen system and scoped potential installation locations.</li> <li>• Reviewed and updated Townsville Natural Assets Management Plan for 2016.</li> <li>• Meeting to discuss scope of business case for OIRS solar/battery installation.</li> <li>• Undertook handover with Lucy Graham in Cairns.</li> <li>• Met with DILGP to discuss electric vehicle opportunities for JCU and future directions of the state government.</li> <li>• Building 251 furniture store cleaned out and remaining items uploaded to Warp It reuse system.</li> <li>• Addressed MBD discharge causing sewer overflow. Procedures developed to prevent future issues.</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• 2017 TP1 timetable completed and published.</li> <li>• Scheme to relocate boating &amp; diving developed with stakeholders. Seeking signoff.</li> <li>• Space demand data analysed to inform Master Planning</li> <li>• Space and Timetable data analysed to inform Cairns Library and Indigenous Centre project planning.</li> <li>• Planning work undertaken for 2017 common teaching space and furniture replacement budgets.</li> <li>• Space rationalisation program and cash flow revised.</li> </ul>
	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Continued project management and maintenance team support, notably The Science Place (142) infrastructure connections.</li> <li>• Chiller 3 stripped and damage assessed.</li> <li>• Installed hire chillers for Cairns and Townsville campuses.</li> <li>• Progressed HV designs for Uni Halls, St Marks and CSA.</li> <li>• Commenced CNS TESS leak rectification</li> <li>• Planned HV maintenance activities</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>• Cairns Visit – CBD issues and Security</li> <li>• End of Year preparations progressed</li> <li>• Emergency Response issues clarified HSE</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>•</li> </ul>
	<p><b>Cairns</b></p> <p><b>Maintenance, Minor Works &amp; Grounds</b></p>

	<ul style="list-style-type: none"> <li>Asphalt the compound at the maintenance shed</li> <li>Carry out road repairs at the corner on the south side of the bridge to the E precinct.</li> <li>Hire and connect back-up generator for the E precinct so that there is a duty and standby for the storm season.</li> <li>Complete the coating of the chiller evaporator end plates and caps.</li> <li>Rekey the oval amenities block, gym and storage shed from Kaba to Abloy.</li> <li>Refurbish the A3 ladies toilets.</li> <li>Surface the ED maintenance shed compound with asphalt.</li> <li>Road repairs at the corner on the western approach the bridge to the E precinct.</li> <li>Refurbishment/repainting of the parenting room in A4.</li> <li>Contractor to commence the repair of the CEP chilled water storage tank.</li> </ul> <p><b>Campus Services – Security, Parking, Cleaning &amp; Waste</b></p> <ul style="list-style-type: none"> <li>Provide 3x skip bins for campus clean up before the storm season.</li> <li>Complete kitchen/common room audit with HSE.</li> <li>Key audit of ATH in building E2.</li> <li>Carpet cleaning in buildings D2, E1 &amp; E2</li> <li>Steam cleaning of the soft furnishings in buildings A1, A4, D2 reception and E1 &amp; E2 common rooms.</li> <li>Inductions to PC labs completed for the contract cleaners.</li> </ul>
	<p><b>Campus Services Townsville</b></p> <ul style="list-style-type: none"> <li>Complete all end of year cleaning and preparations for 2017.</li> <li>Finalise information folders for buildings</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>Talk to Sunbus about a university bus service</li> <li>Hold Indigenous Reference Group meeting for the Natural Assets Management Plan</li> <li>Collect bikes from colleges for Green Bike Fleet program</li> <li>Preparation for 2017</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>Assist Student Services with the commencement of Class Registration.</li> <li>Close out all Op Plan actions.</li> <li>Complete planning for the development of 2017 SP2 timetable development including reviewing the development program with Colleges.</li> <li>Continue to setup The Science Place building within Estate systems.</li> <li>Commence building service potential analysis to assist Finance with depreciation review.</li> <li>Complete Timetable review.</li> <li>Complete Space Utilisation report.</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 Uni Halls, St Marks and CSA HV designs</li> <li>Support CHW SSF procurement process.</li> <li>Progress decision on Chiller 3 and Chiller 2 options.</li> <li>Arrange engagement to rescan TEST and update model in 2017.</li> <li>Commission Chiller 1 once unit is rebuilt.</li> <li>Continue improving infrastructure asset registers and DIF Part C actions.</li> <li>Support Cairns Student Accommodation Project Managers with infrastructure and services requirements.</li> <li>Conduct HV maintenance scopes for TSV &amp; CNS</li> <li>Continue BAU project management and maintenance team support.</li> </ul>
	<p><b>Planning &amp; Development</b></p> <ul style="list-style-type: none"> <li>Complete GMT Hervey Bay fitout</li> <li>Enter Lease Agreement for GMT Bundaberg</li> </ul>

	<ul style="list-style-type: none"> <li>• Firm up Indigenous Centre fitout budget</li> <li>• Revise Cairns Library Peer to Peer design and consult with Library and Information Services and LTSE</li> <li>• Complete specification for Cairns Student Accommodation (CSA)</li> <li>• Execute D&amp;C contract for CSA.</li> <li>• Invite RFPs for Superintendent, SR, QS and Programmer for CSA</li> <li>• Commence CEP tank leak remediation and execute tripartite Deed</li> <li>• Complete boundary realignment survey for pullover bay (Panguna Street)</li> <li>• Commence TSP commissioning and draft 'Bump In' program for Ground and L1.</li> <li>• Participate in ARC's AITHM Townsville project review</li> <li>• Award balance of contracts for Townsville Student Accommodation upgrade works</li> <li>• Award south node car park construction tender</li> <li>• Draft AITHM Townsville Project Evaluation Report</li> <li>• Facilitate combined task group meeting for Townsville Campus master planning</li> <li>• Award veterinary 24/7 kitchen (SSAF)</li> <li>• Complete Large Animal Isolation Facility (Aitkenvale)</li> <li>• Complete due diligence of Longreach Student Accommodation</li> <li>• Complete Development Assessment Framework</li> <li>• Brief procurement of design for MARFU at Townsville Port</li> <li>• Brief procurement of design for aquaculture at Singapore Campus</li> <li>• Close out 2016 Operational Plan actions</li> <li>• Draft operational plan actions for 2017</li> </ul>
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Emergency WEB Site maintenance.</li> <li>• Complete end of year / shutdown preparations</li> <li>• Continue Cyclone Season checks.</li> <li>• Review of Duress Alarm responses Townsville and Cairns.</li> <li>• Refresh Entry Protocols Affiliated Colleges.</li> </ul>
<b>3.0</b>	<b>Staffing Update</b>
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
	<p><b>Cairns</b></p> <ul style="list-style-type: none"> <li>• Nil to report.</li> </ul>
	<p><b>Campus Services</b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Lucy Graham finished as Cairns Sustainability Assistance</li> <li>• Kallum Jones casual contract expired for Townsville.</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• Kylie Fantin is in the process of being appointed as a permanent Timetable Officer.</li> </ul>
	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• C Frauenstein on leave until 16 January 2017</li> </ul>
	<p><b>Planning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Clerk of Works shortlisting for interview in December</li> </ul>
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Retirement of Permanent Staff member.</li> </ul>
<b>4.0</b>	<b>Significant Issues</b>
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
	<p><b>Cairns</b></p> <ul style="list-style-type: none"> <li>• Nil to report.</li> </ul>

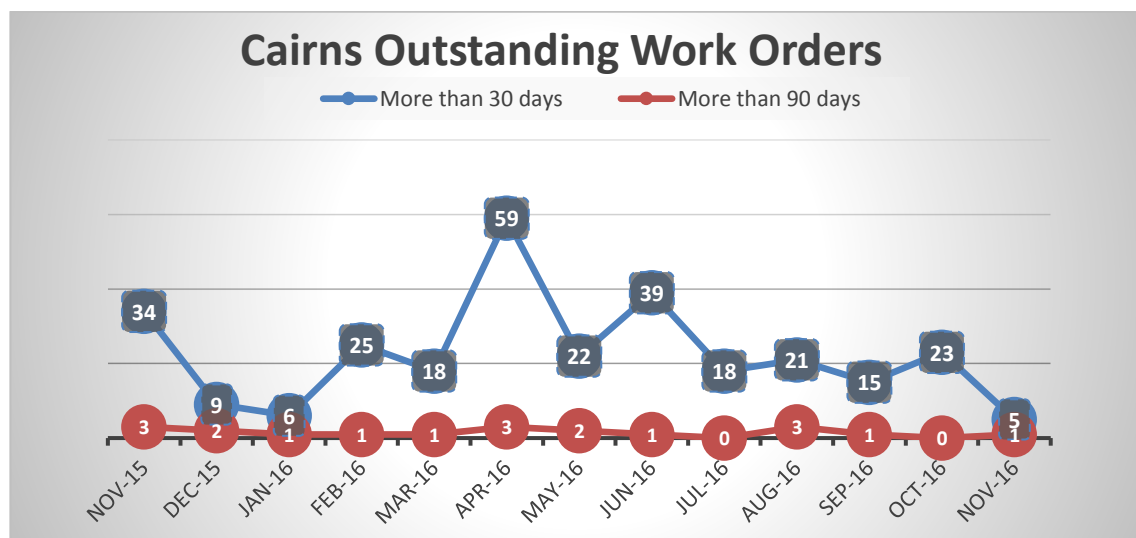
	<b>Campus Services</b> <ul style="list-style-type: none"> <li>• Nil to report</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>• MBD discharge causing sewer overflows. Meetings held to address issue and procedures drawn up to avoid repeat of issue.</li> </ul>
	<b>Information, Space &amp; Timetabling</b> <ul style="list-style-type: none"> <li>• CPHMVS have continued to have issues in providing timetable data. Though there is gradual improvement, the issues are ongoing and appear to be related to staffing within the administrative team.</li> </ul>
	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Uni Halls HV cable delivery date and alternative options.</li> <li>• CNS TESS leak rectification.</li> <li>• TSV TEST leak.</li> <li>• TSV Chiller 1 commissioning</li> <li>• TSV Chiller 2 remediation decision</li> <li>• TSV Chiller 3 remediation decision</li> </ul>
	<b>Planning &amp; Development</b> <ul style="list-style-type: none"> <li>• CEP tank leak (remediation commenced)</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• More suspicious persons on Campus in buildings and on grounds.</li> <li>• Hooning on Campus students and others.</li> <li>• Person trapped in Lift Building 25</li> <li>• Student Welfare issues</li> <li>• Goats removed from Vet Sciences dumped at Uni Halls – Perpetrator unknown.</li> <li>• Unauthorised Police Training on Campus.</li> </ul>
<b>5.0</b>	<b>HSE</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>•</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• Staff member fell into an open comms pit. The lid may have moved when a boat trailer was backed over it. The open pit was not noticed as they were carrying a container in front of them while unloading the boat. The pit is to be replaced with heavy traffic unit and a reinforced concrete surround install to provide extra support.</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>• 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>• Nil to report</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>•</li> </ul>
	<b>Cairns</b>

	<ul style="list-style-type: none"> <li>Working to close out all purchase order commitments and the 2016 budget.</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></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></li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>Nil</li> </ul>
	<b>Campus Services</b> <ul style="list-style-type: none"> <li>Mental Health First Aid</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>Adam attended ACTS Conference and O365 Skype for Business training</li> </ul>
	<b>Information, Space &amp; Timetabling</b> <ul style="list-style-type: none"> <li>FM Interact training undertaken by Bhanuka Ratnayake and Mark Norton.</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>Skype for Business – Mel, Vanessa, Jane, Mark. FM Interact Training - Sue and David.</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>Mental Health First Aid Training. W Martin, J Bond, K Joubert &amp; J Bowden 6/7.12.16</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
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
August 2016	299	2473	103	74	29	21	3
September 2016	296	2769	128	109	31	15	1
October 2016	293	3024	111	54	29	23	0
November 2016	279	3303	58	49	28	5	1



## 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>
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
August 2016	1112	8509	121	121	3	0	0
September 2016	907	9416	97	97	3	0	0
October 2016	1944	11360	134	131	1	3	0
November 2016	986	12346	160	160	0	0	0

