

1.0	Progress/Achievements to Date
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Attend to planning, development and procurement to enable the University Residential Refurbishment and Asbestos Removal program. • Assist FaBS Asset Accountant with current asset depreciation program. • Finalised work on the Electrical Safety Framework including the draft guideline. • Attended to work to enable the self-assessment of School of Anatomy to progress in terms of an inspection of the SoA in Cairns and Townsville. <p>Building Services</p> <ul style="list-style-type: none"> • Generator Service contract with Legal working towards a resolution to enable Cummins and JCU to come to common terms. • Initiated OIRS planned works including Diesel tank certification • Completed Fume cupboard service rectification works • Planned Townhouse A/C project: undertook market engagement and assessed • Completed 071.010 return air duct works - MARFU • Delivered AITHM CHWP structure refurbishment • Continued side stream filtration project <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Sports & Recreational gymnastics room (Building 99): minor repair to floor including the complete sand back to bare wood then repolishing 3 coats. • Sports & Recreational gymnastics room (Building 99): Installation of 12mm plywood 1200mm up the walls in the gym weights area to protect the walls from damage. Both jobs in 99 due to start and be completed mid December 2016. • Building 27 Law, Business -Installation of 12mm toughened glass balustrade to the central stairs. Start anticipated late November 2016. • OIRS-Installation of balustrades into the Amenities building and Pelorus. Accommodation Building on OIRS work started in pre-fabrication, install early December 2016. • Road work maintenance program to the end of 2016 is being resolved with Procurement to enable CES to undertake works under a competitive schedule of rates. • CPB Clinic Room Refurbishment program i.e. installation of a multipurpose moveable wall is being prepared for completion. • Wall removal, level 3 CPB for the GMT program is pending - Awaiting contract signing. • Uni Halls Services design Bld 112- Undergoing design for architectural, mechanical, electrical and communication elements. • Warranty works Building 134 Chairs, awaiting install date. • Air/Con Replace Uni Kids, Building 132- Tendering • Bathrooms- George Roberts Halls- Tendering to repair ongoing issues with bathrooms since their inception. <p>Electrical</p> <ul style="list-style-type: none"> • RCD, Thermal, Test and tag regime – On-going • LED Panel replacement for hallways –Completed for this year as planned • Test and Tag Regime for hostile areas – Completed TSV, and Cairns, Remote finalising. • Preventative Maintenance work in buildings – on going • Repair of 145 under sized fire pump mains – completed • Repair of Bldg 26 Sir George Kneipp Theatre Curtain motor – Parts due for arrival

	<ul style="list-style-type: none"> • OIRS Managers Distribution Board – Parts on site, quoting install • Pool lighting removal/repair – parts ordered. • General Corrective works and PM Installs where applicable. • Townhouses Electrical upgrades • Townhouses Data Upgrades <p>Compliance</p> <ul style="list-style-type: none"> • Completed the repair and testing of the ATSIP Booster Pump with documentation forwarded to P & D to enable progression of the Science Place Project. • Further works undertaken in the main fire maintenance program across Premier Fire Systems, Hydrants and Passive Systems and LRI – Emergency Lighting Program. • Received responses for the Main Fire Panel Upgrade – plans to purchase board in 2016 with installation in 2017. • QFRS undertook an inspection on Bldg 28 and 17 with no identified issues. <p>Mechanical and Building Monitoring Systems</p> <ul style="list-style-type: none"> • Ongoing works to reduce load reducing activities reference air conditioning for assets connected to the CEP: <ul style="list-style-type: none"> ○ Hours units run & set points ○ Chilled water demand & balance • McClintock Engineering Group are reviewing Building 108 energy management and operation ready to go to tender 2017. • CEP plant has 1360 kW chiller being installed this week and chiller one rectification work happening. • Chiller three is awaiting new HV motor and chiller two rectification is on. • Side stream filtration building should go to tender this month. <p>Monthly Statistical Review</p> <ul style="list-style-type: none"> • Contractor Entries for Month: <ul style="list-style-type: none"> ○ 568 across the Townsville Campus <ul style="list-style-type: none"> ▪ Security Control Room 188 ▪ Estate Dir Reception 380 • Monthly KPI's <ul style="list-style-type: none"> ○ Total Complete Works Orders: 8966 ○ Total Complete Works Orders within KPI: 8096 <ul style="list-style-type: none"> ▪ Percentage: 90.30%
	<p>Cairns</p> <ul style="list-style-type: none"> • Completed the install of the A2 PCOA project. • Contractors repaired the flooring in the staff and researchers bathrooms at the DRO. • Remove wall in D1.201 to create open plan office. • Installed indoor/outdoor carpet in the A4 ground floor centre foyer to prevent a slip hazard on the vinyl during wet weather. • Installed pathway on the western end of E4 to allow better access during the construction of E5 and remove the hazard of the pebble pathway. • Repairs to the HV sand filled pit between D1 & D2 to fox the damage pit covers. • Relocated and remark the pool vehicle parking bays. <p>Campus Services – Security, Cleaning & Waste</p> <ul style="list-style-type: none"> • Bin audits in A1, A2, D1 & D3. This will complete this work on the campus. • Complete key audit in Aroma Café, Student Association and CASE (College Arts Society & Education). • Commenced work on site-specific security information manual. • Continued lab cleaning procedure roll out, contractor training and inductions to be completed. • Completed inputting of the floor coverings in the Move Management system. • 2 pallets of eWaste shipped to Townsville. • Completed audit of the fridges.

	<ul style="list-style-type: none"> • Cleaning QA's A4 level 2, A26, B1 level 1, D1 ground floor and anatomy lab and E4. • Cleaned soft furnishings in D3. • Put recycle waste information stickers on bins around the campus. • One pallet of old documents sent to Archives.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • Paula and Roberta are rolling out the new 'Information Folders' for the building owners on campus for cleaning, Building owners will be made aware of the Contract staff in their buildings along with a cleaning Matrix specific to their spaces and times their spaces will be cleaned. • Paula is working with Adam on the Sustainable Office Accreditation program • Paula and Roberta are finalising quotes for all the end of year cleaning of carpets and windows across campus. • Exam preparation is finalised.
	<p>Environment</p> <ul style="list-style-type: none"> • 50 x Eliminate Dengue boxes deployed around Townsville campus. • Met with academics to discuss research papers from the JCU Transport survey data. • TropEco Awards held on 12th and 13th October in Cairns and Townsville. Approximately 120 attendees in total. • Undertook visual energy audit at UniKids childcare centre at request of centre. • Met with Peter Vardy and Peter Sonntag to discuss scope for Cairns Bike Hub. • Removed large infestation of bellyache bush and mother of millions weeds from Western Campus near Angus Smith Drive. • Attended the Active Transport in the Tropics Network Meeting to discuss advancing the group's objectives. • Organised and ran clean-up day on Townsville campus on Saturday 22nd October. 70 attendees and 600kg of litter collected from front area of campus. • Staff and student sustainability induction module drafted. Being developed in Learn JCU for release in early 2017. • Waste Reduction Action Plan meeting held to review, update and advance the action plan. • Sustainable Office Accreditation Program – audited and accredited first office (Building 8) with a Gold rating. • Undertook lunch room waste audits as part of War on Waste program. • TropEco Nature app soft launch and testing conducted.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • 2017 SP1 timetable draft feedback received from Colleges. The timetable is on track to be finalised in November. • Initial relocation plan to accommodate CSE in the E Precinct in Cairns developed. • Initial relocation plan to accommodate the ARC and CASE staff in the Cairns Institute developed. • Initial plan for Boating and Diving in Townsville developed. • Commenced setting up The Science Place building in Estate systems. • Revised program for Townsville Space Rationalisation.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • Continued project management and maintenance team support, notably The Science Place (142) infrastructure connections. • Chiller 3 stripped and damage assessed. • Arranged hire chillers for Cairns and Townsville campuses. • Progressed HV designs for Uni Halls, St Marks and CSA.
	<p>Planning & Development</p> <p>Project list</p>
	<p>Security</p> <ul style="list-style-type: none"> • Successful Fuel Reduction Burn completed; no significant negative feedback.

	<ul style="list-style-type: none"> • Progressing Science Place issues. • AITHM Security commission completed • Behaviour Risk monitoring. • Initial review of HSE Emergency Management Procedure
2.0	Planned for Next Month
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Ongoing works for the refurbishment and asbestos remediation for the University Halls of Residence will require substantial work through end of year i.e. November through to February - main program includes: <ul style="list-style-type: none"> ○ Townhouse A/C Refurbishment and Upgrade – associated electrical upgrade ○ Asbestos Remediation and associated make good works. ○ George Roberts Hall bathroom upgrade and repair. • Orpheus Island Research Station fuel tank, balustrading upgrade • Works to further the procurement of the next round of Fire Services Contracts and Lift and Auto Door Maintenance. • Work to complete the upgrade for the Bldg 27 – Law Commerce central stairwell.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Fire detection upgrade on the first floor of building E1. Ground floor schedule for next year when funds are available. • Lighting upgrade in Crowther lecture theatre A3.2. Work includes replacing the lighting control system and installing LED panel light fittings. • Thermal scanning of all electrical distribution and mechanical services boards. • Installation of auto doors in A2. • Complete Test & Tag program on the campus. • Repainting of the parenting room in A4 <p>Campus Services – Security, Parking, Cleaning & Waste</p> <ul style="list-style-type: none"> • Access audit for the CSIRO in E2. • Complete key audit in E3 & E4. • Complete audits of kitchens with HSE. • Complete cleaning QA's in A1, A11, D2 & D3 • Soft furnishing cleans in E1 & E2. • Remove all stickers from all bathrooms.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • End of year carpet cleaning and windows in public spaces to begin • Update Warp IT and clean out storage area in Building 251 • Prepare Biniris to move into Building 55 • Finalise cleaning Matrix and schedule for 'The Science Place'
	<p>Environment</p> <ul style="list-style-type: none"> • Update furniture store and launch Warp-It online reuse program. • Attend ACTS conference. • Annual review and update of Natural Assets Management Plan for Townsville campus. • Progress OIRS business case development. • Develop 2017 strategic plan for TropEco. • Hand over from Lucy Graham in Cairns – finishes on 18th November.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Finalise and publish the 2017 TP1 timetable. • Finalise relocation plan for The Cairns Institute and commence implementation. • Finalise relocation plan for Boating and Diving in Townsville. • Complete analysis of space utilisation from 2016 and 2017 timetables and submit recommendations to FIAC.

	<p>Infrastructure</p> <ul style="list-style-type: none"> • <i>Op Plan Action</i> Continue working with EECL on NMI options • Finalise Uni Halls, St Marks and CSA HV designs • Support CHW SSF procurement process. • Progress decision on Chiller 3 and Chiller 2 options. • Arrange engagement to rescan TEST and update model in November. • Commission Chiller 1 once unit is rebuilt. • Continue improving infrastructure asset registers and DIF Part C actions. • Support Cairns Student Accommodation Project Managers with infrastructure and services requirements. • Identify HV maintenance scopes and plan for December activities • Continue BAU project management and maintenance team support.
	<p>Planning & Development</p> <ul style="list-style-type: none"> • Award Townsville Student Accommodation refurbishment contracts • Re-commence Cairns student accommodation site works • Commence Development Assessment Framework and Infrastructure Regime • Commence construction of Cairns City Campus fitout • Consult with Hinchinbrook Shire on Lucinda Berth options • Commence planning and briefing of Building 21 demolition • Commence due diligence on proposal to relocate Buildings 900 to MARFU • Commence design of End of Ride facility on Cairns Campus • Commence discussions on Operational Plan targets for 2017 • Commence Cairns Campus CEP remediation works
	<p>Security</p> <ul style="list-style-type: none"> • Review Contract Documents – Townsville and Cairns • Visit Cairns Campus – Security Operation • AITHM Thursday Island discussions • Cairns CBD Campus discussions • Cyclone preparedness.
3.0	Staffing Update
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Leave being managed as required.
	<p>Cairns</p> <ul style="list-style-type: none"> • Loretta Castley completed probation period.
	<p>Campus Services</p> <ul style="list-style-type: none"> • N/A
	<p>Environment</p> <ul style="list-style-type: none"> • Lucy Graham (TropEco casual) finishes on 18th November.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> •
	<p>Infrastructure</p> <ul style="list-style-type: none"> • Nil to report
	<p>Planning & Development</p> <ul style="list-style-type: none"> •
	<p>Security</p> <ul style="list-style-type: none"> • Nil to report
4.0	Significant Issues
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Nil
	<p>Cairns</p> <ul style="list-style-type: none"> • Nil to report

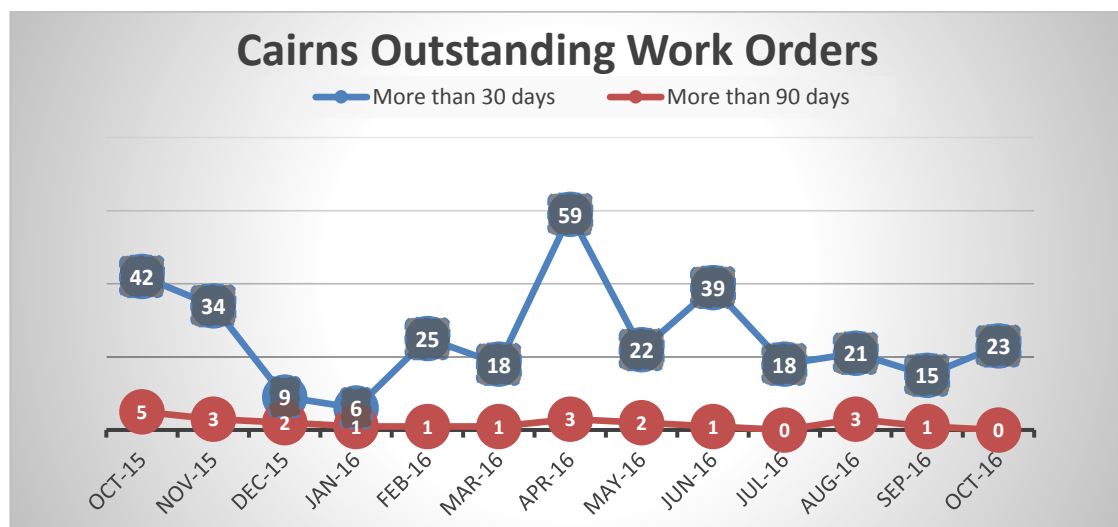
	Campus Services <ul style="list-style-type: none"> N/A
	Environment <ul style="list-style-type: none"> Nil
	Information, Space & Timetabling <ul style="list-style-type: none"> Nil
	Infrastructure <ul style="list-style-type: none"> Uni Halls HV cable delivery date and alternative options. CNS TESS leak rectification. TSV Chiller 1 commissioning TSV Chiller 2 remediation decision TSV Chiller 3 remediation decision
	Planning & Development <ul style="list-style-type: none"> CEP tank leak – remediation plan complete and preparatory works have commenced onsite
	Security <ul style="list-style-type: none"> Incident – Contractor threatened by male student – QPS dealing with offender Liquor related incidents relating to residential facilities, vandalism and behavioural. Break, Enter and steal Building 17 E Research – Computing equipment Break, Enter and steal Cyclone Testing – Scaffolding Platforms.
5.0	HSE
	Asset Strategy & Maintenance <ul style="list-style-type: none"> Nil
	Cairns <ul style="list-style-type: none"> Nil to report
	Campus Services <ul style="list-style-type: none"> Lady slipped over in building 39 while cleaners were mopping floors resulting in a broken shoulder – HSE are investigating.
	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"> 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"> Nil to report. Safety Management Planning for CEP tank leak remediation including 'dive' advised to JCU HS&E for involvement.
	Security <ul style="list-style-type: none"> NTR
6.0	Budget
	Asset Strategy & Maintenance <ul style="list-style-type: none"> 2017 Account recasting to occur for individual line items.
	Cairns <ul style="list-style-type: none"> Continuing to monitor especially purchase order commitments.
	Security <ul style="list-style-type: none"> NTR
7.0	QFRS Callouts
	Cairns

	<ul style="list-style-type: none"> • Nil to report
	Townsville <ul style="list-style-type: none"> • Nil
8.0	Training Attended & Planned
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • Procurement Training Undertaken. • Working to undertake a final round of training for Cognos with Supervisors.
	Cairns <ul style="list-style-type: none"> • 26/10/16 Staff Resilience Michelle Tilley, Peter McElhinney • 26/10/16 Manager Resilience Peter Sonntag • 17/11/16 Freedom Training Phill Smith
	Campus Services <ul style="list-style-type: none"> • Distribution Services team all updated CPR for their First Aid Certificates • Paula Rodger – Procurement training • Kevin Hinds – Procurement training
	Environment <ul style="list-style-type: none"> • Adam - Australasian Campuses Towards Sustainability (ACTS) – Sunshine Coast, 2-4 November.
	Information, Space & Timetabling <ul style="list-style-type: none"> • Simone Drury attended internal Personal Resilience course.
	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"> • Procurement Training: Caroline, Peter, Mark, Rachel. • Squiz – Vanessa
	Security <ul style="list-style-type: none"> • NTR

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
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
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



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 > 30 Days</i>	<i>Outstanding > 90 Days</i>
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
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

