

1.0	Progress/Achievements to Date
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Attend to moderation of Opus Data for Residential Assets across 60,000 data lines for compliance liabilities, capital renewal and backlog maintenance. • Attend to analysis of data for refurbishment program for Residential Assets for three complexes i.e. George Roberts, Uni Halls and Rotary International. • Works to further RFQ to ensure commitments for service contracts are in place for 2016 with scope for PO to be in place for additional periods including. • Attended to the development of an infield test compliant to AS for competing tenderers for the fume cupboard contract with College, CSIRO and Research Infrastructure input – contract to be awarded in April likely amount of \$40k pa. • Attend to discussions with DCWC re development of an interim strategic asset management database – likely development of an excel based model in the interim also working to develop an Strategic Asset Management Policy integrated to the Estate Coordination and Control Policy. • Attended to coding and data collation for Uniform and TEFMA. • Finalised 2015 PDP for whole Team with one to be finalised in mid-April resulting in complete program – 2016 PDP being developed with preliminary works on Property and Asset Management Op Plan linked to Est Dir and Div Serv Res Triennium Plan. • Attend to data review of MEX with mechanical plant review of MEX resulting in data being updated to current RAC replacement program across asset base. • Worked to lower amount of outstanding work orders across team including review of KPI WO not met in required timeframe. • Attended to contract assessment panels for Fume Cupboards and Compressors re interviews with tenderers • Developed specification for Asbestos Management and Control Service Contract with HSE. • Attend to finalisation reports for Building 15 White Lady Bay including the finalisation of payments for contractors and consultants for the works. • Worked to develop an interim program for High Risk Permits. • Total amount of Contract Visits: <ul style="list-style-type: none"> ○ Townsville Est Dir Reception 572 ○ Security Control Room 201 • Current Work Order Completion KPI for Townsville Campus is 91.24%. • Worked with staff within team to develop an efficiency strategy across the portfolio with works being integrated into a broader Est Dir program including works to be developed by a mechanical engineer consultant as part of the Mechanical Design Built Asset Improvement Program i.e. Building 004, 107, 301. • Currently working with value adding and resolution of post project implementation program for Mega Higgle's CO₂ Lab to improve systems for Building 28 Annex Lab 218 including improved CO₂ Delivery System and ensuring mechanical works support the operations of the lab. • Worked with HSE to resolve the ingress of chemical odours in Building 21 – in addition received preliminary audit report for Building 21 re asbestos which will be finalised and added to the current register for the campus. <p>Building Services</p>

- Ongoing Preparation of 2016 team project spend though the FM Budget for Refurbishment and Asset Renewal
- Prepared RFQ's and shortlisted contractors for compressors and fume cupboards.
- Prepared RFQ for mechanical engineering design.
- Continue Bi weekly team toolbox and safety meetings.
- Started mechanical service contract, March 7th – 5 week duration

Property Services and Projects

- 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
- Building 30 Tiling- Construction starting 9th of April
- Building 003 under croft Stairs- near completion
- Townhouse Handrail & Balcony compliance- Uni Halls- tendering
- Fetcher View Station- Water Tanks- tendering
- Tanks Orpheus Island- tendering
- Fume Cupboard/ Gas upgrade – Building 28 Room 129- tendering
- Building 10 Refurbishment tendering
- Squash Court repairs- tendering
- Road work Repairs - tendering

Electrical

- RCD, Thermal, Test and tag regime – On-going
- Completed LED Replacement for under croft lighting in Building 039
- Completed replacement of SSO and fault accessories ground floor 111 A&B.
- Completed Building 18 lectern spot lights re-instate Cbus control.
- Upgrade of DB Building 080 – Completion due -5/4/2016
- LED Panel replacement for hallways –scoping in progress
- Compliance work in research areas – completed for building 019 - 124
- Completed Installation of power requirements for duress alarms 018
- Fume hood compliance RFQ and scope
- Compressor RFQ and scope
- Completed Building 104 Sump pump replacements.
- Lab systems safety in TESAG – ELV options – in progress.
- Introduction of Low Voltage Isolation permit for planned project outages.
- Completed people counter installation Library.

Compliance

- LRI are completing the fire panel upgrade project in building 26/27. They have prepared new fire system drawings to accompany our building application with QFES. Incert have submitted the building application to QFES for this project. Ferm engineering have completed an unwanted alarms report for this building and this has also been submitted to QFES.
- 14 Asbestos doors have been identified as a replacement project. The purchase order has been sent to the winning contractor and the doors are due to be indexed on the week beginning 11th April.
- An audit on air receivers/ compressors (28) has been completed as well as the required internal inspections to ensure ongoing compliance of these items.
- An audit of LPG gas systems is underway to ensure ongoing compliance of these items. (the building connections compliance are a JCU concern – the bottle compliance is the bulk supplier's concern)
- Discussions are being held with BOC and facility lab techs to arrange an audit of gas bottles (lab gas bottles) that are used on the Douglas site. This will include an inspection of the connected systems within the buildings.

	<ul style="list-style-type: none"> • Annual inspections of all the lab safety showers are currently being arranged to begin in 2016. • The Nexus emergency light management system is now back up and running following the IT&R switch changes that occurred recently around the site. 90% of the units were not communicating following these IT&R changes. <p>Mechanical and Building Monitoring Systems</p> <ul style="list-style-type: none"> • Attend to the management and supervision of the Townsville Campuses planned and preventative maintenance program (Quarterly Program) with Haz Elec, Kaltech and Green APS. Attend to provision of service schedules and receiving of asset data. • Finalise the installation of the pre conditioner plant in Building 28 including the finalisation of the 1st floor ceiling cavity and the upgrade of the plant room. • Work to investigate mechanical issues and the requirements to support the CO₂ lab in Building 28 – 128 including changing the pressure gradient to negative in the lab compared to the outside spaces. • Provide ongoing and substantial support for Infrastructure Services in relation to ongoing CDC Optimisation including GEC Water Improvement Program and Chiller Repair Program. • Attend to the resolution of the mould management in the Library • Control update for 310 chiller-2 primary pump control • Humidity sensor planning complete for 018 and 028
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Reconnect water supply to the MTB event site now that the AITHM Cairns early works has been completed. • Emergency lighting repair completed in the E precinct. • QFES visit for a maintenance inspection of the E precinct buildings. • Completed testing of the body protect RCDs on the campus. <p>Campus Services – Security, Cleaning & Waste</p> <ul style="list-style-type: none"> • Continuing key audits with colleges. • Face to face inductions for two new cleaning staff. • Adjust the waste bin pick up schedule for the Student Hub due to the increased volume since the Refectory has opened. • QA completed – A1 toilets and stairwells, A4 toilet and stairwells , Building E4 • Wilsons started two new casual guards. • Started audit of the internal waste bins, as there are a large number of unapproved bins in classrooms and labs.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • Shortlisted cleaning tender applicants attended Douglas campus for a site inspection. • Tenders closed Friday 18th March
	<p>Environment</p> <ul style="list-style-type: none"> • Commenced planning for EcoFiesta and EcoSpeak in May/June. • Chinee apple weed control commenced in Goondaloo Creek near Vet Science precinct. • Undertook weed management works at White Lady Bay. All weed treatment completed ready for handover. • Three new sustainability interns commenced projects. • Held initial working group meeting to develop Waste Reduction Action Plan. Actions developed and finalised by the group. • Appointed new student bike mechanic for the Cairns Campus. • TropEco News published for March/April. • Electronic waste collected and packed in shipping container for recycling. • Assisted student to organise a Farmers’ Market for the Townsville campus. • Inducted Diploma of Horticulture students to community garden as part of their placement program.

	<ul style="list-style-type: none"> Assisted Townsville Sustainability Club to form and commence activities on campus.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> Semester 2 timetable data input completed for all subjects; Timetable clash free pathway analysis completed for semester 2; Architect engaged for Space Rationalisation feasibility; TEFMA space reporting completed; Funding requirements for Contractor Management determined;
	<p>Infrastructure</p> <ul style="list-style-type: none"> Sent email to EECL of proposed NMI letter to AEMO/AER Chiller 1 motor and compressor despatched from USA manufacturing works Completed deformation modelling for the TEST Reviewed TSV campus road signage report Continued planned works and commenced outage planning for 2016 TSV HV maintenance contract Provided support to develop broad scope for the first TSV "Fire Fibre Ring"
	<p>Planning & Development</p> <p>Project list</p>
	<p>Security</p> <ul style="list-style-type: none"> Attended Multi faith service for commencement of Academic Year Discussions with CCTV Consultants
2.0	Planned for Next Month
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> Attend to the ongoing finalisation of Service Contracts for 2016 with scope for fixing 2017 prices Ongoing works to develop the planned maintenance and refurbishment / asset replacement program for 2016 / 2017. Work to finalise the implementation of the interim Permit to Work system in consultation of HSE. Work to finalise the 2016 to 2017 Asbestos Management Plan Update with the required contract with the preferred supplier. Work to provide Est Dir with an interim Strategic Asset Management Data Base Attend to ongoing program of works with Procurement i.e. Cameron Williams taking over the role as the Est Dir link in the office. <p>Building Services</p> <ul style="list-style-type: none"> Continue with Bi weekly team toolbox and safety meetings Continue with rolling out 2016 team project spend Finalise RFQ's for mechanical engineering, fume cupboards and compressors Start RFQ doc for generator service <p>Compliance</p> <ul style="list-style-type: none"> Work to finalise the registrable plant upgrade program. Finalise the infield fume cupboard testing with the College and Divisional Staff. Work to develop the safety shower maintenance and service program with HSE and Divisional Staff. <p>Property Services and Projects</p> <ul style="list-style-type: none"> Finalise the works on Uni Halls re balustrading and stairwells to ensure compliance Work to fully scope and develop a maintenance program to resolve issue in the ceiling of the Microbiology Teaching Lab i.e. Building 89 Work to develop a program for the mould remediation program. <p>Electrical</p> <ul style="list-style-type: none"> RCD, Thermal, Test and tag regime – On-going. LED lighting install in areas of the library Begin design for general area replacements on top floor library

	<ul style="list-style-type: none"> • Outline specs for OIRS DB upgrades • Roll out first run of PM work in buildings 017, 025, and 002. • Upgrade of submains cable to DB2 in MARFU precinct. • Working with MASM, HSE and Gregg Zonneveld to develop the inputs and requirements for Electrical and Testing Program <p>Mechanical and BMS Systems</p> <ul style="list-style-type: none"> • Installation of humidity sensors • Waiting on quote for 026 BMS upgrade
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Assistance for the Mountain Bike World Cup. • Replace ground floor external doors to the air condition plantroom in buildings A1 & 2. • Replace faulty 225mm sluice valve in ring main near D3. • Room furniture audit and resetting for the teaching rooms. • Continue corrective maintenance from the RCD testing. <p>Campus Services – Security, Parking, Cleaning & Waste</p> <ul style="list-style-type: none"> • Continue audit of the internal waste bins. • New parking infringement equipment. • Continue key audit
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • No report
	<p>Environment</p> <ul style="list-style-type: none"> • Develop scope of works for tree risk assessment on campus. • Finalise Waste Reduction Action Plan and commence implementation. • Submit Sustainability Strategic Plan priorities to the Sustainability Advisory Committee for inclusion in the plan. • Organise TropEco movie night. • Install new bike share bikes and racks at the Halls of Residences.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • ICTAC paper for funding for Contractor Management System; • Complete first draft of Semester 2 timetable for review; • Complete Space Rationalisation User Group meetings; • Analyse teaching space usage to inform TIC and Space Rationalisation; • Arrange Cairns Space Planning Group meeting.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • <i>Op Plan Action</i> Continue working with EECL on NMI options • Agree outstanding implementation phase for TSV CDC CHWQ rectification work (building cleaning) and finalise designs for filtration plant. • Circulate and update Sections 19 & 32 of the JCU Design Guidelines • Commence inspections of TSV campus bridges and structures. • Continue updating Sections 20, 23, 25 and 26 of the JCU Design Guidelines. • Continue project management and maintenance team support. • Continue improving infrastructure asset registers and DIF Part C actions.
	<p>Planning & Development</p> <ul style="list-style-type: none"> • Peer Review Engineering design proposal for Student Accommodation (Cairns & Townsville) • Review fee proposal for CID development assessment process • Commence User Group consultation for Technology Innovation Complex (Townsville) • Engage Design Consultant for Space Rationalisation (Townsville) • Commence briefing Cairns Library Peer to Peer space • Commence Schematic Design of IOT space (Cairns Campus) • Complete Primary Entry Statement and Flags (Cairns Campus)

	<ul style="list-style-type: none"> • Award Construction AITHM Cairns Campus • Finalise Decision Notice negotiations with Torres Shire Council for AITHM TI
	Security <ul style="list-style-type: none"> • Roll out of new parking regulation equipment and upgraded software • Training of Key personnel in new parking systems • AITHM Access Control • Data Base Integration Planning (DSX) with ICT
3.0	Staffing Update
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • Works are being managed across all portfolios at required levels. • Excess work generated by the absence of Paul Kildey, Maintenance Officer is being filled by Contractors – scope is being developed to possibly fill position through a temporary engagement of a maintenance person owing to extended long service that may result in retirement. • Review of portfolio with potential need for permanent position for remote properties if the test and tag program increases.
	Cairns <ul style="list-style-type: none"> • Staff member away on extended leave.
	Campus Services <ul style="list-style-type: none"> • Nil to report
	Environment <ul style="list-style-type: none"> • Nil to report
	Information, Space & Timetabling <ul style="list-style-type: none"> • Recruitment for additional Timetabling Officer underway. Has been some delay in HR. Appears to be being resolved.
	Infrastructure <ul style="list-style-type: none"> • Nil to report
	Planning & Development <ul style="list-style-type: none"> • Interviewing PM applicants for Townsville Campus
	Security <ul style="list-style-type: none"> • Security Supervisor commences two months leave as of 6.4.16
4.0	Significant Issues
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • The work to assist in ensuring the laboratory space used by Dr Megan Higgle is resulting in significant work by the team. A targeted compliance audit has identified that the criteria required for the space by the research program is not met by the delivered space. The PAMT is working to ensure that the gaps in the audit as detailed in Riskware is being managed.
	Cairns <ul style="list-style-type: none"> • Ongoing issue with people urinating in the A4 ladies showers and the D3 ground floor men's toilet. Security checking to toilets so that the cleaners can be alerted.
	Campus Services <ul style="list-style-type: none"> • Nil to report
	Environment <ul style="list-style-type: none"> • Nil to report
	Information, Space & Timetabling <ul style="list-style-type: none"> • Most recent College restructure is a risk to the development of the Semester 2 timetable as the new merged College has been unable to identify academic staff for a large number of subjects. Have spoken to the Dean about the issue and they are working to resolve.
	Infrastructure

	<ul style="list-style-type: none"> • Uni Halls US28 chiller condition and replacement planning. • TSV TEST leak rectification and pressure reduction mechanisms • CNS TESS leak rectification. • Chiller 1 in TSV off-line reducing CDC system redundancy; mitigation measures in place.
	Planning & Development <ul style="list-style-type: none"> • CEP Tank Cairns (legal letter sent to HY in March)
	Security <ul style="list-style-type: none"> • JCUSA out sourced function in former Club went without incident • Building 15 significant equipment failure.
5.0	HSE
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • Building 21 exposure of staff and students to unknown chemical caused concern with HSE working with the College to manage the health effects and answer questions. Working with Civil Contractors to identify problematic areas i.e. neutralising chambers dry pans and working to flush them to avoid exposure to chemicals. At this stage it is likely that the use of chemicals in the building could cause the chemicals to float in spaces and cause discomfort to users however improved cleaning of waste systems and regularly flushing could reduce chemical odours in addition to staff adhering to correct disposal methods. Also providing HSE with a canister valued at \$4,000 for a 12 month period could assist in identifying the chemical in the event of a recurrence. • Significant amount of Riskware tasks are being managed to resolve the audit findings from the review of the CO2 lab in Bldg 28 – 128. In addition PAMT are working to take out the refurbished fume cupboard with a new unit to ensure the ongoing operation of research program.
	Cairns <ul style="list-style-type: none"> • Roger Delacovo received an electrical shock from the Dyson hand dryer in the men's toilet of building A3.
	Campus Services <ul style="list-style-type: none"> • SOP for sharps has been written, Bec Part from HSE will do training and inductions for Grounds team, Maintenance team, Security and Customer service team, portable sharps containers have been purchased. • Bec Part from HSE has assisted with the development of a SOP for the new 240 litre electric bin lifter that has been installed. Biniris staff will be inducted in the next couple of weeks.
	Environment <ul style="list-style-type: none"> • Significant number of dead trees on the Townsville Campus. Developing scope of works for a tree risk assessment to be conducted.
	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"> • Formwork Update sent to PMs and this was further discussed in Toolbox
	Security <ul style="list-style-type: none"> • NTR
6.0	Budget
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • The commitment of service contracts is planned to be finalised by early May; in addition to 2016 funds 2017 funds will be almost entirely committed owing to the work to renew contracts.

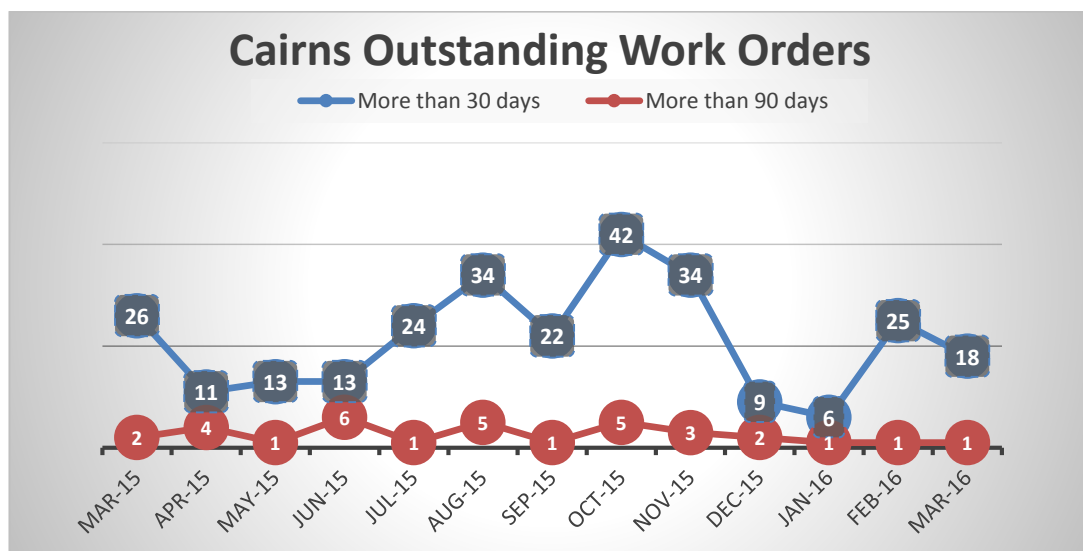
	<ul style="list-style-type: none"> Planned and Refurbishment program across all assets including remote sites is being fixed to asset priorities as linked to the SAMP 2015 and the cleansed Opus Data to be linked in the SAMP Database. Corrective Accounts need to be validated with recovery of internal expenses however urgent projects in 2016 have resulted in significant expenditure i.e. Building 15 A/C recovery; that will put pressure on programs into 2016. At a review of the mechanical program the following accounts are progressing as planned as highlighted in the monthly report of the PAMT BMS Technical Officer - 1410.50003.0420 \$52,978 remaining of \$57,500 Replace BMS Controls / 1410.60001.0420 \$47,995 remaining of \$50,000 Utility Metering / 1410.21500.0420 \$2,622 of \$30,000 linked in the corrective budget.
	Cairns <ul style="list-style-type: none"> Nil to report
	Security <ul style="list-style-type: none"> NTR
7.0	QFRS Callouts
	Cairns <ul style="list-style-type: none"> 20 March Building E4 faulty detector 30 March Building D1 faulty detector 31 March Building A4 insect in a detector in the ED office
	Townsville <ul style="list-style-type: none"> 4 March Building 263 smoke detector operated cause unknown 4 March Building 97 smoke detector operated cause unknown 7 March Building 21 detector operated cause unknown 9 March Building 114 smoke detector operated cause unknown 14 March Building 46 smoke detector operated cause unknown 10 March Building 34 detector operated cause unknown 17 March Building 196 smoke detector operated cause unknown 19 March Building 104 smoke detector operated cause unknown 28 March Building 114 smoke detector operated cause unknown <p>Owing to the significant number of unknown causes a special investigation is being undertaken to investigate the potential causes with potential actions to avoid any re occurrences.</p> <p>Riskware 2982 - Request for HSE to work with Compliance Coordinator to better understand potential causes.</p>
8.0	Training Attended & Planned
	Asset Strategy & Maintenance <ul style="list-style-type: none"> Peter Cairns, Craig Schaumburg and Craig Smith attended Melbourne for Contract Management Training.
	Cairns <ul style="list-style-type: none"> April - Kathy Mahaffey attended training on new parking infringement machine.
	Campus Services <ul style="list-style-type: none"> Paula – Employee coaching and feedback discussions Paula – Parking training Julie Bowden – Managing conflict in the workplace The remainder of the team all booked for upcoming dates.
	Environment <ul style="list-style-type: none"> Adam - NQ Food Innovation Forum Adam - Code of Conduct training
	Information, Space & Timetabling <ul style="list-style-type: none"> On Line Fire Training all staff
	Infrastructure

	<ul style="list-style-type: none">• Caroline and Gregg – On Line Fire Training• JCU CNS and outstanding TSV Key holder training to be arranged.
	Planning & Development <ul style="list-style-type: none">• Code of Conduct Training attendance will be arranged for the team.
	Security <ul style="list-style-type: none">• In house parking training

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
March 2015	298	860	230	152	20	26	2
April 2015	240	1105	150	72	23	11	4
May 2015	253	1357	81	58	25	13	1
June 2015	265	1623	58	82	24	13	6
July 2015	261	1889	130	96	24	24	1
August 2015	265	2157	137	85	26	34	5
September 2015	275	2432	132	86	28	22	1
October 2015	264	2697	121	68	41	42	5
November 2015	268	2919	154	103	41	34	3
December 2015	181	3180	31	20	27	9	2
January 2016	294	294	129	129	0	6	1
February 2016	386	681	183	158	6	25	1
March 2016	370	1052	156	134	9	18	1



Townsville

	Total W.O.'s Created	Total W.O. Year to Date	Year to Date Outstanding W.O	Monthly Outstanding W.O	No. of Annual W.O.	Outstanding > 30 Days	Outstanding > 90 Days
February 2015	1911	3344	462	280	2	183	56
March 2015	978	4322	475	266	4	275	66
April 2015	1273	5595	502	247	4	295	89
May 2015	1072	6667	609	277	4	376	171
June 2015	855	7522	632	336	4	326	173
July 2015	1319	8815	511	170	4	353	98
August 2015	903	9718	459	208	4	264	113
September 2015	1200	10918	298	121	4	177	75
October 2015	918	11836	350	159	4	191	87
November 2015	1154	12990	383	185	5	198	111
December 2015	635	13625	231	112	5	119	65
January 2016	768	768	250	250	1	171	78
February 2016	1224	1992	342	262	2	112	14
March 2016	1117	3109	336	186	3	117	21

