

1.0	Progress/Achievements to Date
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Attend to development and finalisation of Asset Strategy and Maintenance 2016-17 Safety Management Plan including consultation with HSE. • Undertook a Contractor Information and Briefing Session where 60+ attendees were presented with briefing of current issues and processes including safety management, asbestos management, procurement and permit to work also provided a post session networking session. • Undertook session with SAMF Consultants Claudio Ciuffetelli and Peter Lennon to redefine the scope for the Asset Management Framework including Strategic Asset Management Policy and associated guidelines – planning to commence work in June. • Asbestos Management Contract was assessed and awarded to GCG with paperwork sent to Procurement for development of a contract. • Works commencing for the development of Asset Management Plans and also the initial budget to fund the 2016 asset management program for assets with a Priority Score above 3. • Attended to ongoing investigations in Building 21 with the Division of WPHS and HSE re incident with fumes entering lecture room 003 - also attended to works to clear out the water mains owing to water discolouration in Building 021. <p>Building Services</p> <ul style="list-style-type: none"> • Attended to assessment of ongoing mechanical contracts and setting up the remaining servicing programs for 2016. • Attend to the pre works exercise for the estimation, pricing and upgrades for Rotary House International and George Roberts Halls. • Assistance by Team for the cultural festival. • Ongoing meetings with Colliers as managers for Building 500 to ensure maintenance is being completed as required on non-Estate Directorate managed areas i.e. common areas and other leases and main building systems not linked to private fit outs. <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Complete SDVC fabric upgrade in Building 001 with new painting and carpet. • Commencement of work for Building 089 c for completion by start of Semester 2 2016 • Finalise the pre on site works phase of the project - works to fabricate balconies undertaken offsite. • Work to have the ongoing lecture theatre maintenance program maintained prior to the inspection program for Peer to Peer and Lecture Theatres. • Attend to the completion of the wall upgrade for the Squash Courts i.e. render: floors could not be sanded or painted owing to their current condition and low profile owing to age and sanding over the lifecycle of the courts – boards need preplacing within 3 yrs. <p>Electrical</p> <ul style="list-style-type: none"> • Commenced the formal Test and Tag Program using Norsafe – liaise with Director of firm Heidi Jonsson to set up database and testing methods including on boarding Norsafe to the Townsville Campus. Also attend to review of information sheet for Divisions, Academy and Entities regarding the requirement for testing. • Attend to ongoing Thermal Imaging RCD testing across the portfolio. <p>Compliance</p>

	<ul style="list-style-type: none"> • Undertook compliance and certification investigations for Building 12 Club and Building 003. Reports from Incert are being actioned to enable issues to be resolved including mothballing Building 003. • Complete Fire Door Audit for 2016 i.e. non asbestos doors. • Asbestos Doors changeover program to be completed in July with the final door for Building 035 to be completed in early July – large door which requires lifting assistance through a crane. <p>Mechanical and Building Monitoring Systems</p> <ul style="list-style-type: none"> • Commence program to have the drains for Rotary A/C plumbed into drains through external tundish system. • Assist with ongoing refurbishment works for the CDC. <p>Monthly Statistical Review</p> <ul style="list-style-type: none"> • Total of 821 Contractor Entries to the Campus with the split of: <ul style="list-style-type: none"> ○ 235 Security Control Room and ○ 586 Estate Directorate Reception • Current Work Order met within timeframes 90% i.e. Total Complete Work Orders 5,361 total completed within KPI 4,825.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Completed emergency lighting repairs in the A precinct • Planted firewheel trees on the bank at the ED maintenance shed. • Exam set up complete. • Removed the glass-fronted fridges from room D1.121 and infilled wall to ensure PC lab containment. • Removed benches from D1.122 to allow this room to be converted to an equipment room. • RCD push button testing at the DRO completed. • Test & tag and timed RCD testing completed at Malanda Vet School. • Commenced repairs to 1/5 Hargrave St, TI • Repaired of the D1 & E1 compressors <p>Campus Services – Security, Cleaning & Waste</p> <ul style="list-style-type: none"> • Completed cleaning QA's in A1 level 1, A2, A11, A2 & D1 • Key audit for College of Business, Law and Governance has been completed – 30 keys returned into the system. • Completed rubbish bin audit in D1 and the hallways and common areas. The audits have reduced the number of the internal rubbish bins which has resulted in significant savings in the time taken to service them, allowing the cleaners to focus on other areas. There has also been a significant decrease in the quantity of rubbish bags required, so much so that the supplier rang to see if we had a new supplier. Audits are ongoing across the campus. • Installed new 'No Food & Drink' signs in A3 • The waste report by Cleanaway of the campus recycling estimates that year to date we have removed the equivalent of two cars from the road.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • New cleaning contract is in final stages of negotiation; the procurement process has been slow. • Interviews for Fleet Supervisor have taken place and position has been awarded. • AITHM walkthrough has taken place; meetings with building occupants regarding cleaning requirements have been negotiated. • Move Management system has been updated for Building 48 with floor coverings and cleaning frequencies. • Western Campus clean out has been completed.

	<ul style="list-style-type: none"> • 2 new Dyson hand dryers have been installed in the ladies toilets in City Campus to combat blocked toilet issues with hand towels. • Hand dryer in men's toilets on first floor in the library has been removed and replaced with paper towel dispenser due to noise complaints – requested and paid for by Heather Gordon. • Fabric lounge in Juliette's end of the library has been recovered in Vinyl as coffee stains could not be removed.
	<p>Environment</p> <ul style="list-style-type: none"> • Tree risk assessment RFQ received. Two applications received and contracts drawn up for successful quote. Awaiting start date. • Held EcoSpeak symposium in Cairns, Townsville and Singapore with a focus on invasive species in the tropics. Attendance was poor but speakers were engaging and good feedback received from those that attended. • Community garden working group established for Townsville campus to coordinate garden activities. • Met with refectory manager to discuss switching off of A/C overnight. Costing JCU \$40,000 per year in excess costs. A/C now being switched off. • Met with TCC and JCU research staff to discuss a groundwater monitoring project for campus and the wider Townsville region. Honours student to start project in Semester 2. • Held end of Semester BBQ for TropEco volunteers and Sustainability Club members. • Held EOI for bike workshop mechanic and appointed new mechanic for Semester 2. • Significant weed removal works undertaken on Goondaloo Creek for Chinese apple. • Organised stage 2 of the walking track construction with Work for Dole group. Awaiting final approval from DR to commence. • Developed War on Waste campaign for Semester 2 launch.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Timetabling system upgrade completed. • 2016 Teaching Period 2 timetable completed and published for class registrations. • Learning and teaching space audit completed and maintenance works identified. • Space policy survey completed. • Space data analysis completed for benchmarking against TEFMA standards. • Analysis of timetable data for room utilisation and academic work load completed. • Space rationalisation user consultation and concept development completed.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • TEST FEA modelling underway and NDT completed. • Significant procurement plan and RfT documentation completed for Chiller 2 and Chiller 3 remediation. • Provided feedback on infrastructure evaluation. • Investigated options to replace HV transformer and provide air-conditioning at Uni Halls • Continued project management and maintenance team support.
	<p>Planning & Development</p> <p>Project list</p>
	<p>Security</p> <ul style="list-style-type: none"> • CCTV Consultancy Agreement Issued by Procurement. • Examination Specific requirements met. • PDP's completed • Additional surveillance equipment installed Western Campus • Progressed QPS / JCU MOU • Reviewed additional issues raised on Firearms Policy
2.0	Planned for Next Month

	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Ongoing work to resolve property management issues with DTHM and Estate Directorate including GMT and Mackay properties i.e. Mater and Base Hospital Office Areas – work includes review with David Eaton. • Work to finalise Asset Management Framework paper for FIAC. • Work to finalise presentations for Strategic Asset Facility Management Conference in Melbourne in August and TEFMA in September on Asset Management. • Complete 2017 Budget for Facility Management Plan. <p>Building Services</p> <ul style="list-style-type: none"> • Complete contracts for Service Contracts through Procurement to enable commitment of funds. • Attend to completion of an asset inspection form for the team to use for assets across the portfolio. • Work towards a works inspection program through Riskware. • Work to commence the Civil Works Contractor Panel. <p>Compliance</p> <ul style="list-style-type: none"> • Attend to the ongoing Fire System, Passive System and Emergency Light Programs. • Complete Building 26/27 Fire Panel Upgrade Program. • Commence Procurement Plans for the Fire Systems and Lifts and Auto Door in line with the contracts ending in 2017. <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Metal work of outdoor areas in precinct of Building 039 and 040 to commence and be completed in early June in the colour scheme agreed by Interim Planning Review Committee and endorsed by Ops Director DTHM. • Complete University Hall Townhouse Steelwork upgrade prior to Semester 2 2016. • Commence and complete the Library Soffit Upgrade program. • Complete Building 089 remediation works. • Working to commence roll out of roads maintenance program including patches and ATSIP crossing. <p>Electrical</p> <ul style="list-style-type: none"> • Ongoing Test and Tag Program – RCD – Thermal Imaging and Library External Lighting. • Library lighting upgrade works both external and internal. <p>Mechanical and BMS Systems</p> <ul style="list-style-type: none"> • Ongoing mechanical servicing program to be rolled out across Veterinary and Biomedical Sciences Areas. • Work to have the concept designs commenced by MEG and SEQAL for key assets i.e. SOCA 108. • Further develop the program to have the preconditioner put into Building 099 instead of Building 019 owing to the Space Rationalisation program having 019 and 032 functions put into the TIC.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Exam set-down and furniture audits. • Refurbishment of room A4.026 & 027 • Install shower screens at the DRO. • Maintenance visit to Malanda Vet School. • Installation of mains water sluice valves at the B1 bridge to allow for better isolation of parts of the ring main without effecting the operation of the CEP. • Emergency lighting repairs in the B precinct. • Test the water mains on the campus for leaks and exercise the shut off valves. • Replace back-up batteries in all DSX controllers. <p>Campus Services – Security, Parking, Cleaning & Waste</p> <ul style="list-style-type: none"> • Start roll out of Campus Services

	<ul style="list-style-type: none"> • Bin audit in A11 & E2 • Key audit in E4 • Start the development of site-specific guidelines for Security. To include updated site contacts and SOP's. • New sign-in sheets for the cleaners so that we have a better idea of who is on the campus during the day and night shifts. • Continue the development of Continuous Quality Improvement Register (CQI) • Change-over of sanitary bin contractor from JJ Richards to current waste contractor, Cleanaway. • Commence carpet cleaning with B1.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • Begin new contract with Biniris for Cleaning of Douglas Campus • 3 year contract for Australian National Services to clean City Campus to be finalised with Procurement • Finalise training for Campus service team • Sharps training • Work on war on waste campaign • Organise and catalogue furniture store in Western Campus
	<p>Environment</p> <ul style="list-style-type: none"> • War on Waste campaign launch for O-week. • Meet with Tesla to discuss battery storage opportunities for Townsville campus. • Prepare transport survey for 2016 for 1st August launch. • Hold TropEco stall at market day. • Organise Green Bike Fleet bikes for Semester 2 sale.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Complete timetable rollover for 2017 and commence data collection for 2017 timetable. • Complete Space Rationalisation feasibility report. • Complete space policy survey report. • Complete scoping document for Asset Management system. • Complete proposal for Cairns Student Services upgrade.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • <i>Op Plan Action</i> Continue working with EECL on NMI options • Continue to facilitate getting TSV CDC CHWQ rectification side stream filtration contract executed. • Continue to facilitate procurement process to remediate Chiller 2 and Chiller 3. • Continue to facilitate FEA modelling and options analysis for TEST • Continue working through TSV CDC CHWQ rectification building cleaning filtration plant for with TEST remediation. • Commission Chiller 1 once seal is replaced. • Continue inspections of TSV campus bridges and structures. • Continue updating Sections 20, 23, 25 and 26 of the JCU Design Guidelines. • Continue improving infrastructure asset registers and DIF Part C actions. • Continue process to enable Student Accommodation infrastructure and services on both campuses. • Extend GECP contracts by 12 months • Facilitate OIRS solar power integration with current diesel generator system investigation • Continue project management and maintenance team support.
	<p>Planning & Development</p> <ul style="list-style-type: none"> • Finalise VM on AITHM Cairns and award construction contract late July/early August • Complete water connection for TSP • Complete first draft of TIC business case

	<ul style="list-style-type: none"> • Pursue road funding strategy with CRC (Panguna Street to Reid Road roundabout) • Present Townsville Campus Master Plan Aspirational Brief (WIP) to PCG • Present Cairns City Campus concept designs to PCG • Commence Sunshine Coast GMT fitout. • Obtain financial approval to GMT Hervey Bay lease, and sub lease to PHN • Finalise GMT/PHN Hervey Bay fitout design and invite construction tenders • Finalise Bundaberg sub-lease and finish minor fitout works. • Obtain financial approval to Study Centre Lease in Rockhampton and progress MCU • Complete construction works for Level 2 of Townsville City Campus (Some FF&E Aug) • Commence construction of Stage 2 of verandah walk.
	<p>Security</p> <ul style="list-style-type: none"> • Cultural Fest preparations together with open day planning. • Further enhance surveillance capacity Western Campus • Progress consultants CCTV review. • Finalise outstanding policy matters.
3.0	Staffing Update
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Maintenance Officer position was filled by Grounds Staff Member for the month with arrangement to be reviewed in early July. • PDP interviews have occurred with final signed documents to be completed in early July.
	<p>Cairns</p> <ul style="list-style-type: none"> • Administration Assistant's position advertised. Applications closed 12th of June and interviews held on the 24th. The successful applicant will start on the 1st of August.
	<p>Campus Services</p> <ul style="list-style-type: none"> • Roberta has been on leave for the past 3 weeks
	<p>Environment</p> <ul style="list-style-type: none"> • Nil to report
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Timetabling Officer commenced work in Cairns.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • Nil to report
	<p>Planning & Development</p> <ul style="list-style-type: none"> • Mel Marke on 2 weeks leave; position being backfilled.
	<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"> • Attended to incident management of the Asbestos Exposure event in Building 001 on 08/06/2016. • Commenced Investigation for the incident with HSE currently working to resolve report and findings in riskware.
	<p>Cairns</p> <ul style="list-style-type: none"> • Group of 6-9 youth have repeatedly been on the campus throwing stones and sticks as well as verbally abusing and taunting the Security guards. Information was supplied to the Police and they will patrol the site on a random basis. This resulted in the arrest and charging of 5 youths with trespassing on the 24th of June.
	<p>Campus Services</p> <ul style="list-style-type: none"> • Nil
	<p>Environment</p> <ul style="list-style-type: none"> • Nil to report

	Information, Space & Timetabling <ul style="list-style-type: none"> Townsville Space Rationalisation feasibility report delayed; waiting for TIC scope to be finalised and availability for people to do cost modelling. Will be completed in July.
	Infrastructure <ul style="list-style-type: none"> Uni Halls US28 and chiller condition and replacement planning. TSV TEST leak rectification and pressure reduction mechanisms CNS TESS leak rectification. Chiller 1 commissioning Chiller 2 and Chiller 3 removed from service
	Planning & Development <ul style="list-style-type: none"> CEP Tank Leak Cairns
	Security <ul style="list-style-type: none"> Some issues post JCUSA function in former Club. Student issues.
5.0	HSE
	Asset Strategy & Maintenance <ul style="list-style-type: none"> Completed the Asset Strategy and Maintenance Safety Management Plan which is being reviewed by the team and peers with the intent to start ASAP. Attended to a review of internal painting work after an incident in Building 001 – Chancellery Building – directive provided to the ASM Team to ensure all internal painting was risk assessed with preference given to doing painting of internal spaces out of hours to prevent fumes being inhaled by occupants. Worked with HSE and DTES Technical Support to finalise the scope and intended method to complete testing of the in house vacuum system for Building 21. Pricing request sent to GCG and SLR with site visit undertaken for firms to provide pricing. Anticipate having the testing finalised prior to teaching period in Semester 2 2016. The work to make the Peer Assisted Study Area in Building 018 Room 008 free of mould with good comfort levels completed with PASS able to use room from Semester 2 2016. Attended to a review of the Asbestos Management Plan including resetting priorities and having the register updated by GCG which is to be supplied and published on the Estate Directorate Website. Attended meeting with DTES staff to review the ongoing issues of Megan Higgies CO2 Lab and finalise the work by DiMac to have the CO2 store moved to an open storage area. Most actions are complete with entries to be finalised in riskware. Attend to compliance audit of safety showers across the campus with remedial actions taken to ensure showers have correct flowrates – includes putting in a temporary ring main in Building 2021 upper floor to have correct flow rate.
	Cairns <ul style="list-style-type: none"> Grounds person stung by stinging tree while clearing vegetation from under the road bridge to the B precinct.
	Campus Services <ul style="list-style-type: none"> Safe operating inductions completed for Hydraulic bin lifter with all Biniris staff, Paula and Bec from HSE have completed and signed off.
	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

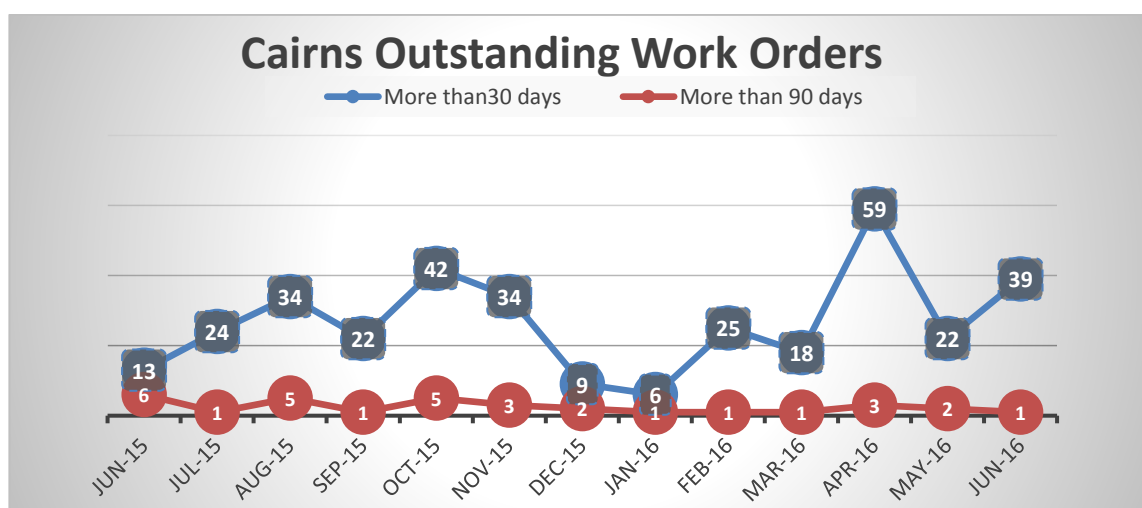
	<ul style="list-style-type: none"> • AITHM TI Safety Management Plan being reviewed by JCU HS&E
	Security <ul style="list-style-type: none"> • Possible asbestos identified in obsolete safes. SAM arranging removal.
6.0	Budget
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • Attended to review of budget items across the FM budget. • Preventative and Corrective are being managed with some issues detected which are being resolved by FSS i.e. doubling of PO and accounts wrongly coded to be journalled.
	Cairns <ul style="list-style-type: none"> • Continuing to monitor. Some budget lines for programmed work have been expended and any excess funds due the final cost being less than budgeted for moved to cover shortfalls in other budget lines. The use of blanket orders has increased the workload to ensure good budget control.
	Security <ul style="list-style-type: none"> • Currently reviewing performance
7.0	QFRS Callouts
	Cairns <ul style="list-style-type: none"> • 9/06/16 Building E1 - air compressor fault, fumes filled the ground floor plantroom • 20/03/16 Building B1 - faulty detector
	Townsville <ul style="list-style-type: none"> • Building 025 – 21/06/2016 – call point was activated in the lecture theatre inadvertently – call point has been changed out to a more robust unit despite the previous unit being in a serviceable condition. • Building 257 – 19/06/2016 - adverse weather likely lightning activity. Building is to be removed from ASE when asset is cleared of remnant furniture and effects
8.0	Training Attended & Planned
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • The ASM Team undertook a bulk Bullying and Harassment and Code of Conduct Sessions – some staff who were absent are yet to attend training.
	Cairns <ul style="list-style-type: none"> • Michelle Tilley - HSE Refresher, Code of Conduct, Bully, Harassment & Intimidation. • Peter Sonntag - Essential Skills of Managers • Phill Smith - Cultural Awareness • Darren Mulley - CPR • Ryan Lempa and Phill Smith -First Aid
	Campus Services <ul style="list-style-type: none"> • Paula – Contract Management. • Julie and Roberta – Code of Conduct and Bullying & Harassment • Roberta – HSE refresher • Kevin – Cultural Awareness, Manual Handling, PDP Training, On line WH&S • Geoff – On line WH&S, Code of Conduct • Ray – Manual handling, Code of Conduct and on line WH&S
	Environment <ul style="list-style-type: none"> • Adam to attend Clean Enviro Summit Singapore - 11th - 15th July.
	Information, Space & Timetabling <ul style="list-style-type: none"> • Simone travelling to Brisbane to meet with other Universities and go through their timetabling processes.
	Infrastructure <ul style="list-style-type: none"> • JCU CNS and outstanding TSV Key holder training to be arranged.
	Planning & Development <ul style="list-style-type: none"> • Vanessa - Bullying & Harassment; Contract Management

	<ul style="list-style-type: none"> Jane – Code of Conduct; Bullying & Harassment; Cultural Awareness David – Bullying & Harassment Sue – Bullying & Harassment; Code of Conduct
	Security <ul style="list-style-type: none"> Code of Conduct and Bullying and Harassment Training (All staff).

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
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
May 2016	280	1566	113	96	22	22	2
June 2016	302	1868	127	77	26	39	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 > 30 Days</i>	<i>Outstanding > 90 Days</i>
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
May 2016	1122	5650	201	201	3	1	1
June 2016	848	6498	225	217	3	8	1

