

1.0	Progress/Achievements to Date
	<p><b>Asset Strategy &amp; Maintenance</b></p> <ul style="list-style-type: none"> <li>• Undertake key action items for the Residential Accommodation Project including: <ul style="list-style-type: none"> <li>○ BCA Review</li> <li>○ Asbestos removal projects including work with HSE and external consultant to develop scope and initiate procurement process with a select tender e.g. development of technical scope and site visits.</li> <li>○ Assist with ISS with further examination of the site</li> </ul> </li> <li>• Work with Operations Team to enable the Southern Campus Area to be used for the Townsville Cultural Festival.</li> <li>• Commence initial program to have peer to peer and key teaching areas monitored under a 3 monthly inspection program by ASM Team.</li> <li>• Undertake initial works planning for the Maintenance program for the AITHM Assets</li> <li>• Work to develop Asset Management Plan and associated Budget for 2017</li> <li>• Initial discussions with Infrastructure Services Manager re development of the Asset Management Framework and the associated Asset Management Policy.</li> <li>• Reviewing the 2016-2017 Asset Management and Maintenance schedules for key remote sites – OIRS – Fletcherview – DRO – initial indications reveal Paluma is being considered as surplus and removed from portfolio with Horn Island being discussed a surplus in terms of assets not land holdings.</li> </ul> <p><b>Building Services</b></p> <ul style="list-style-type: none"> <li>• Further work to commence the Generator Service contract with procurement</li> <li>• Initiated OIRS planned works with select contractor Green APS and site management</li> <li>• Completed Fume cupboard service with Green APS working through a remedial program to ensure assets are all in serviceable condition – 46 fume cupboards to be removed from program at completion of 2016.</li> <li>• Delivered Rotary A/C project with installation of micro switches for common rooms.</li> <li>• Planned Townhouse A/C project with specification developed and contractors provided with inspection of site.</li> </ul> <p><b>Property Services and Projects</b></p> <ul style="list-style-type: none"> <li>• Attended to the initial review future minor works program to be funded by the Academy for the Turtlery i.e. Building 85.</li> <li>• Work to deliver key projects for the Academy including: <ul style="list-style-type: none"> <li>Installation of external compressors for the Cyclone Testing Assets;</li> <li>Installation of operable doors for the Exercise Science programs in the CPB clinical fit outs.</li> <li>Changeover of sinks for Medical Assets in Building 039.</li> <li>Complete building 001 fire door program.</li> </ul> </li> </ul> <p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>• Attend to the ongoing development of Test and Tag and RCED report.</li> <li>• Assist in the development of lighting upgrades for Bldg 089.</li> <li>• Work with AITHM to further develop maintenance plans for PC3 areas including complete walkthrough.</li> <li>• Work to develop proposed electrical upgrade program for 2017 including streetlight upgrade program.</li> <li>• Provide ongoing supervision of the electrical upgrade for the Rotary A/c upgrade program.</li> </ul>

	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• The Nexus head end computer has been upgraded to the purchased desktop with the help of IT&amp;R. All works well now.</li> <li>• Attended a handover of the autoclaves in the ATIHM building on 31/8/16. Discussing with Nathan about registering all the new plant and setting up essential maintenance periods on MEX.</li> <li>• Arranging for a pre QFES inspection of Building 26/27 fire systems on Friday 2/9/16.</li> <li>• Improved asset safety for Building 097 with the removal of a large potential drop in a service rise with installation of protective bars.</li> </ul> <p><b>Mechanical and Building Monitoring Systems</b></p> <ul style="list-style-type: none"> <li>• Ongoing work to ensure the installation of EMS systems.</li> <li>• 028 – FCU 1:03 Mound management including replacement of all flex ducting &amp; fan coil unit.</li> <li>• 034 – Dust extraction plan BS 2 &amp; BS 1 refurbishment / rectification work.</li> <li>• 108 – Outside air filtration to plant room to eliminate constant replacement of Pre conditioner’s main filters. 028 – FCU 1: 0 Mould management including replacement of all flex ducting &amp; fan coil unit.</li> <li>• 087 – Chilled water coil replacements to AHU’s 1, 4 &amp; 5.</li> <li>• 102, 108, mechanical services energy &amp; relative humidity control upgrades awarded to MEG for Engineering review. (2017 projects)</li> <li>• 108 - mechanical services energy &amp; relative humidity control upgrades awarded to MEG for Engineering review. (2017 projects)</li> <li>• 300 - 302 , mechanical services energy &amp; relative humidity control upgrades awarded to Sequal Consultants for Engineering review. (2017 projects)</li> </ul> <p><b>Monthly Statistical Review</b></p> <ul style="list-style-type: none"> <li>• Contractor Entries for the month of August: <ul style="list-style-type: none"> <li>○ Estate Directorate Reception 586</li> <li>○ Security Control Room 219</li> <li>○ Total 805</li> </ul> </li> <li>• KPI – 90.3% of Work Order completed within required timeframes.</li> </ul>
	<p><b>Cairns</b></p> <p><b>Maintenance, Minor Works &amp; Grounds</b></p> <ul style="list-style-type: none"> <li>• Continuing the testing the water mains on the campus for leaks and exercise the shut off valves.</li> <li>• Set up for Open Day. 957 cars on the campus for the day, 3000-3500 people.</li> <li>• Maintenance visit to the DRO. Investigated water damage to the flooring in the bathrooms in front of the showers. Contractors quoting for repairs.</li> <li>• Outside air preconditioner at the DRO repaired.</li> <li>• Support for OptiMinds schools competition. Additional cleaning prior to the day, cleaners for the day and skip to remove rubbish.</li> <li>• Completed RPZ testing across the campus. One valve out of 41 failed and has been replaced. Reports to CRC</li> <li>• Repairs to the solar hot water system on building E4. System now working as designed which should result in a reduction in the consumption of LPG.</li> <li>• Air conditioning upgrade on the ground floor of building A2 is underway. Install of VAV and ductwork changes has been completed.</li> <li>• Repairs to the sports oval playing surface after a car was driven on it. Ruts filled, no effect on playing rugby but soccer training was affected.</li> <li>• Refurbished the enter doors to the toilets in A1, A2 &amp; A4. Installed stainless steel push plate and door kickers and replaced the signage.</li> <li>• Cleaned the basketball court as it has become slippery.</li> <li>• Completed repairs at 1/5 Hargrave St, Thursday Island</li> </ul>

	<p><b>Campus Services – Security, Cleaning &amp; Waste</b></p> <ul style="list-style-type: none"> <li>• Commence the site-specific guidelines for Security to include updated site contacts and SOP's.</li> <li>• Key audit in A1 Business Law &amp; Governance.</li> <li>• Training of the new administration assistant, Loretta Castley</li> <li>• Carpet cleaning in E1, E2, E4, A3, A4, D1.</li> <li>• Continue the roll out of campus services with face-to-face meetings. Using this as an opportunity to introduce Loretta.</li> <li>• Cleaning QA's; A1 ground &amp; first floors, D2, E1 all levels</li> <li>• Complete the audit of fridges in staff member office across the campus.</li> <li>• Kathy, and Paula Rodgers, meet with lab managers from across the campus to explain the new lab cleaning process.</li> <li>• Kathy, and Julie Bowden, meet with Gillian Shaw to discuss the parking concerns at the Dental Clinic.</li> </ul>
	<p><b>Campus Services Townsville</b></p> <ul style="list-style-type: none"> <li>• New cleaning contract signed and backdated to 1<sup>st</sup> August 2016; new schedules and services began 1<sup>st</sup> September.</li> <li>• Paula spent 2 days in Cairns to begin the rollout of the Lab cleaning standards across the Cairns site after the success of the procedure in Townsville.</li> <li>• Building 48 AITHM has come online: Roberta has rubbish bins distributed across the building.</li> <li>• Paula and Roberta did a site visit with Nathan of all floors at AITHM.</li> <li>• Open day was a success with no problems, the campus looked great with the Estate Directorate having good representation.</li> <li>• Cultural Fest took place with little disruption to day to day business.</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Held TropEco session at Cultural Fest with local guest speakers discussing sustainability initiatives.</li> <li>• Tree risk assessment undertaken by arborist for the Townsville campus. Awaiting final report.</li> <li>• Fruit trees planted at Rotary community garden and refresh of garden underway.</li> <li>• Level 3 water restriction implemented – JCU community emailed about implications</li> <li>• Commenced collection of data for 2015 – 16 National Greenhouse and Energy Reporting (NGER) to Federal Government.</li> <li>• Presented to Townsville Ports Rotary Club about TropEco and sustainability initiatives at JCU.</li> <li>• Met with Martin Nakata to discuss Indigenous collaboration on environmental management and Natural Assets Management Plan.</li> <li>• TropEco Award nominations launched.</li> <li>• 2016 JCU transport survey released. Open until 11<sup>th</sup> September.</li> <li>• War on Waste recycling campaign – met with cleaning staff in Townsville and released new video on recycling.</li> <li>• Attended JCU Active Transport Network meeting.</li> <li>• TropEco stall held at Open Day.</li> <li>• Met with Operations Manager at Vet Science to discuss sustainability and environmental management.</li> <li>• Second stage of walking track commenced through Work for Dole program.</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• 2017 timetable data entry is ongoing.</li> <li>• A review of the timetabling system has been undertaken in preparation for 2017.</li> <li>• Townsville space rationalisation feasibility report has been completed.</li> <li>• Townsville AITHM building is being setup in MEX and FM systems.</li> </ul>

	<ul style="list-style-type: none"> <li>• Outcomes of the learning and teaching spaces audit have been consolidated into a report for FIAC.</li> <li>• Brief has been completed for a teaching space upgrade on the ground floor of building A1 in Cairns.</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) and Student Accommodation for Cairns and Townsville campuses.</li> <li>• HV/LV protection study and comms routing for 142 completed.</li> <li>• AITHM CNS generator - optimal sizing and installation determined post value engineering.</li> <li>• Completed evaluation of Chiller 3 remediation tenders.</li> <li>• Determined Chiller 1 Stage 1 impeller seal was not correctly manufactured and will need to be replaced.</li> <li>• NMI letter to AER drafted and in for legal opinion.</li> <li>• Progressed methodology for CNS TESS leak rectification.</li> <li>• Demand Management – relit building 089 in Vet Sc precinct with savings expected.</li> <li>• Assessed power requirements and upgrades to enable air-conditioning of Rotary, Uni Halls and Saints Catholic Colleges.</li> <li>• Assessed all service and infrastructure requirement for St Mark’s proposed expansion.</li> <li>• Submitted budget requirements for 2017.</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>• CCTV External Review carried out.</li> <li>• JCU Open Day.</li> <li>• Townsville Cultural Fest.</li> <li>• Inaugural meeting of Behaviour Risk Management Group.</li> <li>• AITHM Townsville Access Control implementation.</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>• Attend to the development of Asset Management Plans within the Asset Management Model as part of the Budget Development for 2017.</li> <li>• Planned work with Manager Infrastructure Services for the development of the Asset Management Framework including the updated Policy.</li> <li>• Continue to further develop the key projects for 112 and 111 for the removal of asbestos and reinstatement of services</li> </ul> <p><b>Building Services</b></p> <ul style="list-style-type: none"> <li>• Continue to investigate ATSIP RPZ (backflow) pumps and waste tank.</li> <li>• Complete OIRS planned works in addition the requirement to use funds if the solar imbedded energy system do not go ahead within 2016 to ensure the fuel stores remain compliant – preliminary discussions with fuel storage consultants EDMS – Warren Bellerio.</li> <li>• Complete Fume cabinet rectification works.</li> <li>• Complete Lab 129 heater bank install with joint finding from DTES</li> <li>• Investigate return air Building 71 MARF to remove excess condenser exhaust air being mixed with air inflows.</li> <li>• Site visit Mackay including discussions with the Mackay Base Hospital Service for the clause relating to metering to enable efficient utility costing for JCU’s operations at the Hospital Site – also investigate security issues at Griffin Street and overall inspection for this site and Mater Hospital Lease.</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Budget fire is completing some 5 yearly hydrant booster system hydrostatic inspections this month with challenge in developing baseline data for ongoing safety including</li> </ul>

	<p>Building 111 hydrant booster system – additional works being undertaken with Parker Hydraulic consultants to provide JCU ASM Team with required information.</p> <ul style="list-style-type: none"> <li>• The development of baseline information is also being developed for other boosters and to be recorded in MEX against the Assets.</li> <li>• Release the final Design and Construct Pricing Request for the installation of the new campus fire panel i.e. Building 113. Initial discussions held with the manufacturer and proposed contractors.</li> <li>• Further develop the Procurement Plan and commence the process for 2017-2022 Fire System and Lift Contracts.</li> </ul> <p><b>Property Services and Projects</b></p> <ul style="list-style-type: none"> <li>• As per project list on the P &amp; D Coordination List.</li> <li>• Provide Project Management Services side stream filtration project with Mech Supervisor.</li> <li>• Continue with the ongoing program to clean plant rooms and remove rubbish and surplus materials from areas outside assets i.e. Building 17 and 34 carpark.</li> </ul> <p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>• Ongoing work to further outwork the RCD and Test and Tag program with the majority of the University Testing complete.</li> <li>• Works to develop lighting design for Buildings 112 Ground and First Floor.</li> </ul> <p><b>Mechanical and BMS Systems</b></p> <ul style="list-style-type: none"> <li>• Commence the first system switch upgrade to integrate the BMS and EMS with the updated Juniper System (prototype to ensure the upgrade works on the system)</li> <li>• Further works occurring to finalise FIAC paper for the BMS System to propose to different systems for new projects e.g. Struxture ware and Viridum.</li> <li>• 028 – FCU 1: 05 Mould management including replacement of all flex ducting &amp; fan coil unit.</li> <li>• 087 – Chilled water coil replacements to AHU’s 1, 4 &amp; 5.</li> <li>• 102, 108, mechanical services energy &amp; relative humidity control upgrades awarded to MEG for Engineering review. (2017 projects)</li> <li>• 108 - mechanical services energy &amp; relative humidity control upgrades awarded to MEG for Engineering review. (2017 projects)</li> <li>• 300 - 302 , mechanical services energy &amp; relative humidity control upgrades awarded to Sequal Consultants for Engineering review. (2017 projects)</li> </ul>
	<p><b>Cairns</b></p> <p><b>Maintenance, Minor Works &amp; Grounds</b></p> <ul style="list-style-type: none"> <li>• Testing of the HWS and the drinking water at the DRO</li> <li>• Test &amp; Tag programme to commence across the campus</li> <li>• Upgrade of the lights and lighting control in lecture theatre A3.2</li> <li>• Michelle and HSE to roll out the safety signage across the campus.</li> <li>• Completion of the air conditioning upgrade on the ground floor of building A2.</li> </ul> <p><b>Campus Services – Security, Parking, Cleaning &amp; Waste</b></p> <ul style="list-style-type: none"> <li>• Continue bin audits in D3 &amp; E4.</li> <li>• Training with Mark Norton on Move Management</li> <li>• Commence work on input of cleaning plan within the Move Management system.</li> <li>• Roll out new sharps bins and ED Staff training on sharps handling.</li> <li>• Work on new cleaning procedure for all labs on the Cairns Campus.</li> <li>• Continue with key audits in E4.</li> <li>• Finalise all annual carpet cleaning for the campus.</li> <li>• Completion of site-specific security information manual.</li> </ul>
	<p><b>Campus Services Townsville</b></p> <ul style="list-style-type: none"> <li>• Meetings and QA work with the new cleaning contract to ensure changes are implemented effectively.</li> </ul>

	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Transport survey to close.</li> <li>• War on Waste campaign – public and staff room waste audits conducted.</li> <li>• Launch Sustainable Office Accreditation Program.</li> <li>• Finish NGER report.</li> <li>• Run Professional Development training for TropEco Interns.</li> <li>• TropEco Award nominations to close and judging completed.</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• Townsville Space Rationalisation Feasibility Study presented to VCAC and FIAC.</li> <li>• Commence building the 2017 timetable.</li> <li>• Analysis of 2016 timetable data for staffing and space use.</li> <li>• Completion of AITHM in MEX and FM systems.</li> <li>• Progress CASE move to D3 in Cairns.</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>• Continue support for 048 and 142 project teams as buildings come on line</li> <li>• Facilitate TSV CDC CHWQ rectification side stream filtration Goods Supply and Install contract executed and scoping of D&amp;C brief for serviced site.</li> <li>• Execute contract and place order for Chiller 3 remediation and progress Chiller 2 options.</li> <li>• Arrange engagement to rescan TEST and update model in November.</li> <li>• Commission Chiller 1 once seal is replaced.</li> <li>• Continue improving infrastructure asset registers and DIF Part C actions.</li> <li>• Support Student Accommodation Project Managers with infrastructure and services requirements on both campuses.</li> <li>• Facilitate OIRS solar power integration with current diesel generator system investigation</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>• AITHM Cairns Sod Turn Tuesday 6 October 2016</li> <li>• AITHM Cairns Townsville Practical completion (Full)</li> <li>• TIC Design Competition Invitation (subject to approval including site approval)</li> <li>• Request for Tender Cairns City Campus (5 D&amp;C proponents have been shortlisted)</li> <li>• Program upgrade works for existing JCU owned Townsville Student Accommodation</li> <li>• Finalise pre financial close refinement on Student Accommodation design</li> <li>• Complete Road Access Restriction Strip removal, McGregor Road frontage.</li> <li>• Commence Road Closure Application McGregor Road – Student Accommodation frontage.</li> <li>• Commence GMT Hervey Bay fitout construction</li> <li>• Finalise GMT Townsville Lease</li> <li>• Complete GMT Bundaberg due diligence and occupancy agreement.</li> <li>• Award IOT fitout construction – Ground Floor E1 Cairns Campus.</li> <li>• Complete construction of animal facility at Aitkenvale.</li> </ul>
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Emphasis on Security Building 18 – Eddie Mabo Library</li> <li>• Review on receipt Consultants CCTV Review.</li> <li>• Police Remembrance Day</li> <li>• Cairns visit</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>• Team being managed to keep leave liability to required level.</li> </ul>
	<p><b>Cairns</b></p> <ul style="list-style-type: none"> <li>• New Administration Assistant, Loretta Castley started on the 1<sup>st</sup> of August.</li> </ul>

	<b>Campus Services</b> <ul style="list-style-type: none"> <li>• Roberta is on long service leave – due back end of September</li> </ul>
	<b>Environment</b> <ul style="list-style-type: none"> <li>• TropEco casual staff funds running low</li> </ul>
	<b>Information, Space &amp; Timetabling</b> <ul style="list-style-type: none"> <li>• Timetabling Officer position for 2017 to be finalised.</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>• Nathan Shepherd (RCP) completes his secondment</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>4.0</b>	<b>Significant Issues</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• Ongoing advice being provided to Division of Services and Resources Executive re University Hall Asset Management Elements.</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• The campus is covered by a biosecurity zone for electric ants. Biosecurity Qld have advised that the area of concern is the western part of the campus which may impact on the Student Accommodation project. As long as soil and plant matter do not leave the site, it should not impact on operations.</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 to report</li> </ul>
	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Uni Halls US28 and chiller condition and replacement planning.</li> <li>• TSV TEST leak rectification.</li> <li>• CNS TESS leak rectification.</li> <li>• Chiller 1 commissioning</li> <li>• Chiller 2 and Chiller 3 removed from service</li> </ul>
	<b>Planning &amp; Development</b> <ul style="list-style-type: none"> <li>• CEP Tank Cairns</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• Continuing Student Behaviour issues Townsville and Cairns.</li> <li>• Thefts from Buildings 15, 17 and 87.</li> <li>• Suspicious Behaviour Building 34.</li> <li>• Cash and Card Thefts Eddie Mabo Library.</li> <li>• Blocks removed from retaining wall near John Flynn after liquor trading.</li> </ul>
<b>5.0</b>	<b>HSE</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• Working to resolve Bldg 001 Fire Door Issue.</li> <li>• Working to complete emergency provisions for provision of Excavation Permits.</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>• N/A</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 to report</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>• AITHM Cairns – WH&amp;S workshop with Contractor, Hutchinson to outline and hand over Safety in Design matrix.</li> <li>• Safety Plan review and endorsed by JCU on AITHM Cairns Site and activated document.</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>6.0</b>	<b>Budget</b>
	<b>Asset Strategy &amp; Maintenance</b> <ul style="list-style-type: none"> <li>• Note sent to all Managers in the team that only works that are required for ongoing operations or will result in a health safety and environmental impact if not undertaken will be approved for the remainder of 2016 owing to impending budget overrun.</li> <li>• Main overrun is in the area of Corrective with this account also used to undertake a number of Operational and Preventative and Planned Maintenance programs - these programs have been split to other account in 2017 preliminary budget.</li> <li>• Preliminary budget and associated works plan has been developed for the first draft.</li> </ul>
	<b>Cairns</b> <ul style="list-style-type: none"> <li>• Continuing to monitor. Some budget lines for programmed work have been expended.</li> </ul>
	<b>Security</b> <ul style="list-style-type: none"> <li>• Nil</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>• 5/8/16 bld 117 insects have entered the detection zone in the detector causing an activation.</li> <li>• 6/8/16 bld 117 insects have entered the detection zone in the detector causing an activation.</li> <li>• suspect insects</li> <li>• 13/8/16 bld 26 insects have entered the detection zone in the detector causing an activation.</li> <li>• 25/8/16 bld 263 no cause found – thermal detector this asset is only partially used to support Western Courts working with Uni Halls to consolidate assets in this area.</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>• Undertook a session with Asset Management and Planning and Development members on the requirement to have a base training to understand the structure of the National Construction Code to provide situations where Estate Directorate are more informed when dealing with Assets: working to find an educational provider to undertake this session.</li> <li>• Simon Leavers – Facility Management in the Tertiary Sector Melbourne 23-24 August – attended as a delegate and a presenter – Presented a paper on Optimising Under-utilised Assets including chairing a question and answer session on how to improve the performance of under utilised assets.</li> </ul>
	<b>Cairns</b>

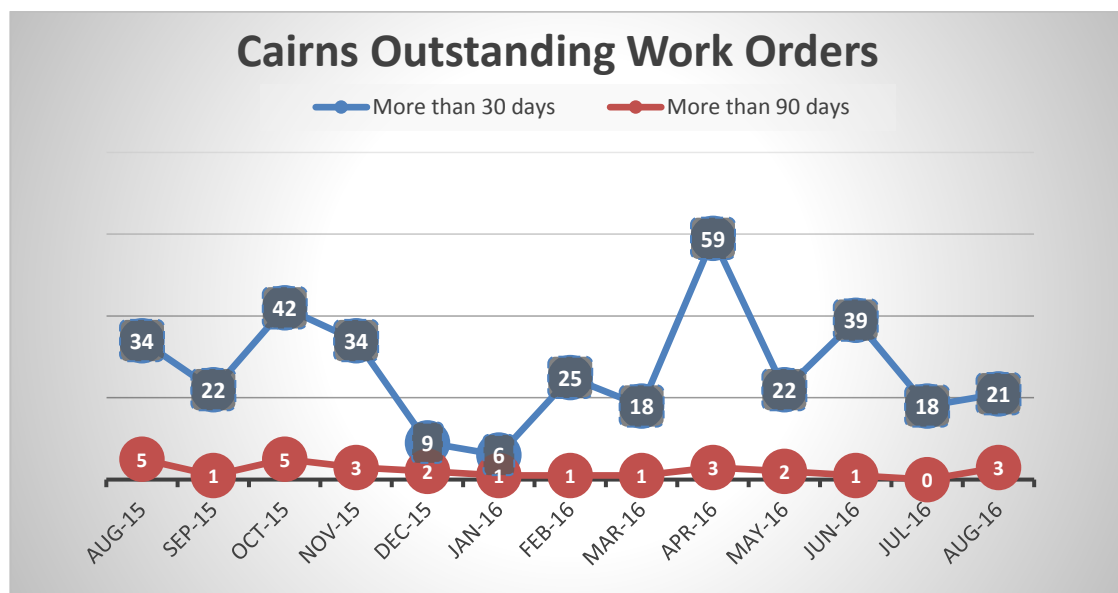


	<ul style="list-style-type: none"> <li>• Phill Smith      Conflict Management in the Workplace      16/08/16</li> <li>• Peter Sonntag      Workplace Behaviours      13/09/16</li> </ul>
	<p><b>Campus Services</b></p> <ul style="list-style-type: none"> <li>• Paula, Kevin and Geoff all attending Code of Conduct and Bullying and Harassment training Thursday 8<sup>th</sup> September, this will complete the training for the Campus service team.</li> </ul>
	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
	<p><b>Information, Space &amp; Timetabling</b></p> <ul style="list-style-type: none"> <li>• Simone Drury travelled Brisbane to visit other university timetabling teams.</li> </ul>
	<p><b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• JCU CNS and outstanding TSV Key holder training to be arranged.</li> <li>• August – Gregg attended LV switchboard Rescue and CPR</li> <li>• September – Gregg to attend Down to Earth training course</li> </ul>
	<p><b>Planning &amp; Development</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Nil</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
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
July 2016	301	2173	115	84	33	18	0
August 2016	299	2473	103	74	29	21	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>
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
July 2016	898	7396	188	182	3	6	4
August 2016	1112	8509	121	121	3	0	0

