

1.0	Progress/Achievements to Date
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Further developed program of work for the Halls of Residence Upgrade works including the asbestos removal and remediation for Bldgs 111A + B and 112. • Attend to further work to refine the scope for the asbestos removal including test runs in the Dining Hall to determine the efficiency of removing the paint from the ceiling in controlled conditions. • Further work to update asbestos program and associated documents including the management plan update. • Further work on the Asset Management Framework including the update for Asset Management Plans. <p>Building Services</p> <ul style="list-style-type: none"> • Generator Service contract with procurement to be finalised • Initiated OIRS planned works including the rectification of safety issues with handrails • Initiated Fume cupboard service rectification works for key assets apart from Bldg 21 with assets to be removed from service in 2017 • Further Planned Townhouse A/C project • Completed Site visit Mackay with interest in the metering for the licensed space used at Mackay Base Hospital and general maintenance of Griffin Street Accommodation and Proserpine Assets • Delivered AITHM CHWP structure refurbishment <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Attend to ongoing maintenance programs. • Continue with RPZ compliance program. • Work with procurement to develop an ongoing roads maintenance contract for minor patch repair with CES. <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 • Completed outline specs for OIRS DB upgrades • Test and Tag Regime for hostile areas – on going, on target. • PM work in buildings – on going • Completed repair of 145 under sized fire pump mains. • Repair of HLT Curtain motor – in progress • Completed piston press safety and compliance. • Pool lighting removal/repair – parts ordered. <p>Compliance</p> <ul style="list-style-type: none"> • Attend to ongoing fire maintenance programs. • Released final specification to contract panel for the replacement of the main fire panel. <p>Mechanical and Building Monitoring Systems</p> <ul style="list-style-type: none"> • Attend to ongoing work to ensure maintenance of the CEP including re build of existing units. • Attend to the warranty work for the Bldg 15 condenser failure. • Finalise work on the Bldg 26 program for BMS upgrade. • Complete review stage for the BMS paper for FIAC.

	<p>Monthly Statistical Review</p> <ul style="list-style-type: none"> • Contractor Activity • Townsville Campus 755 <ul style="list-style-type: none"> ○ Est Dir Reception 517 ○ Security Control Room 238 • Current KPI's for meeting work orders within required time periods 90.02%
	<p>Cairns</p> <ul style="list-style-type: none"> • Repaired street and carpark lights. • Repaired and removed plants from the gutters. • Cairns Regional Council audit of trade waste. Confirmed billing for 222 WC's for the site. • Maintenance visit to DRO. • Contractors visited DRO to quote on the repair of the flooring in the staff bathrooms. • Replaced back-up batteries in all DSX access control panels. • Replace broken downpipe on the oval amenities block. • Completed air conditioning duct clean in building A21. • Repaired E4 air compressor. <p>Campus Services – Security, Cleaning & Waste</p> <ul style="list-style-type: none"> • Provided security for World Cassowary Day at the DRO. • Completed audits in D3 . • Completed cleaning QA's in A3 & 4, B1 and E3. • Commenced work on inputting of the floor coverings in the Move Management system. • Work on new cleaning procedure for all labs on the Cairns Campus. • Completed annual carpet cleaning for the campus. • Chairs in common areas and class rooms cleaned. • Commenced of site-specific security information manual.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • AITHM has been occupied – Cleaning contractors and Mail and Freight services have commenced with no problems to date. • New cleaning contract starting to take effect as of 1st September, Biniris have been given until 1st week in October to finalise staff and schedules for buildings, they have been trialling for the past month. • Paula has met with Security and Campus service Manager at TGH to discuss hospital staff smoking and leaving rubbish at the entrance way to JCU, EO of the hospital is aware the problem and the hospital board is working on an action plan.
	<p>Environment</p> <ul style="list-style-type: none"> • National Greenhouse and Energy Report prepared for 2015-16. • Indigenous Reference Group formed to advise the Natural Assets Management Plan. First meeting held 29th September. • Sustainable Office Accreditation Program launched to staff via TropEco. • Rotary Community garden drip irrigation and orchard installed. • Cairns community garden commenced operations. Official opening on October 19th. • TropEco Awards call for nominations completed. Ceremony on 12th and 13th October. • 2016 transport survey completed – 3550 respondents. Academics to help with analysis of results. • Arranged environmental permits for Student Accommodation in Cairns. Mapped trees for Townsville Student Accommodation and arranged wildlife survey of site. • Investigated clinical waste practices for Vet Science. Currently in breach of regulations. Working with Drew Kleir to rectify. • Met with wild dog controller to discuss control program for Townsville campus. • TropEco ran Professional Development training for student volunteers.

	<ul style="list-style-type: none"> • Gave a lecture to second year marketing students on Sustainable Marketing for TropEco. • Undertook lunch room waste audits and provided scorecards as part of War on Waste campaign.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Draft time table for Teaching Period 1 2017 completed and ready for review by Colleges. • Townsville AITHM building setup in FM:Interact and MEX systems. • Briefing for Cairns A1 class room upgrades complete and handed over to PM. • Townsville Space Rationalisation presented to VCAC and FIAC.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • Continued project management and maintenance team support, notably The Science Place (142) and Student Accommodation for Cairns and Townsville campuses. • Commercial vehicles in place for Chiller 3 remediation. • Commercial vehicles in place for CHWQ sidestream filtration equipment. • Progressed D&C documentation for CHWQ sidestream filtration serviced site. • Received part delivery dates for Chiller 1 Stage 1 impeller seal and planned CH3/CH1 interfaces. • NMI letter to AER drafted and in for legal opinion. • Progressed methodology for CNS TESS leak rectification. • Progressed HV designs for Uni Halls and TSA.
	<p>Planning & Development</p> <p>Project list</p>
	<p>Security</p> <ul style="list-style-type: none"> • International Student Barometer results delivery • Final edits Weapons Policy Coppola/Galvin. • Meeting Behaviour Risk Group • Tender Assessment Student ID – SAAS • Cultural Fest Post Event Meeting
2.0	Planned for Next Month
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Further work to program the end of year maintenance and asbestos work for Halls of Residence. • Work to finalise items in the Op Plan. <p>Building Services</p> <ul style="list-style-type: none"> • Continue with rolling out and completing 2016 team project spend. • Complete OIRS planned works • Initiate OIRS diesel tank certification • Complete Fume cabinet rectification works • Complete Lab 129 heater bank install • Continue with return air project Building 71 Marfu • Initiate side stream filtration project in consultation with Infrastructure Services Manager <p>Compliance</p> <ul style="list-style-type: none"> • Develop and finalise procurement plan for fire services and lifts and auto doors for next contractor period i.e. 2017 to 2022. • Finalise the 2016 fire services program. <p>Property Services and Projects</p> <ul style="list-style-type: none"> • Work to plan and deliver the Turtlery extension if approval provided i.e. Bldg 85 external area for UV exercise area for turtles. • Work to complete the Duty of Care issues with the Bldg 27 internal stair balustrading upgrade approx. cost \$20,000.

	<p>Electrical</p> <ul style="list-style-type: none"> • RCD, Thermal, Test and tag regime – On-going. • General MEX work – on-going. <p>Mechanical and BMS Systems</p> <ul style="list-style-type: none"> • Complete the upgrade for Bldg 26. • Work to finalise the side stream filtration program.
	<p>Cairns</p> <p>Maintenance, Minor Works & Grounds</p> <ul style="list-style-type: none"> • Installation of auto doors in A2. • Completion of the A2 PCOA project. • Complete Test & Tag programme on the campus. • Contractors to repair of the flooring in the staff bathrooms at the DRO. • Remove all in D1.201 to create open plan office. • Install indoor/outdoor carpet in the A4 ground floor centre foyer to prevent a slip hazard on the vinyl during wet weather. • Repainting the parenting room in A4 • Paving pathway on the western end of E4 to allow better access during the construction of E5 • Repairs to the HV sand filled pit between D1 & D2 to fox the damage pit covers. <p>Campus Services – Security, Parking, Cleaning & Waste</p> <ul style="list-style-type: none"> • Bin audits in A1 & 2. This will complete this work on the campus. • Complete key audit in E4 & Student Association after the student elections. • Completion of site-specific security information manual. • Continue lab cleaning procedure roll out, contractor training. • Completion of inputting of the floor coverings in the Move Management system.
	<p>Campus Services Townsville</p> <ul style="list-style-type: none"> • Finalise staff and schedules for each building on campus and notify building owners once confirmed for cleaning services. • Update website with accurate information for all campus service activities. • Roll out of eco bin system across all areas of the University (a few areas to complete) • Begin scheduling end of year major cleaning.
	<p>Environment</p> <ul style="list-style-type: none"> • TropEco Awards ceremony on 12th and 13th October. • Deploy Eliminate Dengue Mozzie Boxes on Townsville campus. • Continue War on Waste campaign – public waste audits. • Hold a campus clean up event on Saturday 22nd October. • Annual review and update of relevant management plans.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Complete 2017 TP1 draft timetable review and revision ready for 2nd review. • Finalise relocation plan for The Science Place • Finalise relocation plan for Centre of Excellence in The Cairns Institute • Commence process to bring The Science Place into Estate systems • Update Townsville City Campus in Estate systems. • FM:Interact training for system users. • Complete timetable system review.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • <i>Op Plan Action</i> Continue working with EECL on NMI options • Commence St Marks HV design • Finalise Uni Halls and TSA HV designs • Continue support for 048 and 142 project teams as buildings come on line • Finalise D&C brief for serviced site. • Progress decision on Chiller 2 options.

	<ul style="list-style-type: none"> • Arrange engagement to rescan TEST and update model in November. • Commission Chiller 3 once compressor remediated. • Commission Chiller 1 once seal is replaced. • Continue improving infrastructure asset registers and DIF Part C actions. • Support Student Accommodation Project Managers with infrastructure and services requirements on both campuses. • Facilitate OIRS solar power integration with current diesel generator system investigation • Continue BAU project management and maintenance team support.
	<p>Planning & Development</p> <ul style="list-style-type: none"> • AITHM Townsville opening 7 October 2016 – Arrange Plaque • Finalise TIC Siting Study • Finalise TIC Procurement Plan and EOI (Design Competition) • Finalise Verandah Walk Landscape Scope • Finalise Master Plan Aspiration Brief • Award/commence Townsville Campus flood modelling (STF) • Invite Traffic Study • Complete CDC Chiller 3 rectification – engage external PM and SR • Complete Design Construct tender documents for University Halls A/C , HV, LV • Award Design Novate Construct tender for Cairns City Campus • Award Fully Documented Construction Tender for IOT Cairns
	<p>Security</p> <ul style="list-style-type: none"> • Further work on CCTV outcomes. • AITHM Opening • Continue Student Behaviour Management issues.
3.0	Staffing Update
	<p>Asset Strategy & Maintenance</p> <ul style="list-style-type: none"> • Continue with Bi weekly team toolbox and safety meetings • Key and Lock position being backfilled whilst Charlie Debono on leave.
	<p>Cairns</p> <ul style="list-style-type: none"> • Nil to report.
	<p>Campus Services</p> <ul style="list-style-type: none"> • Geoffrey Allison has been on 3 weeks leave with Carol Bocking covering the leave. • Roberta Curnow has been on long service leave for a month.
	<p>Environment</p> <ul style="list-style-type: none"> • Lucy Graham to finish on 18th November.
	<p>Information, Space & Timetabling</p> <ul style="list-style-type: none"> • Some workplace and team issues in Cairns are being worked through with HR.
	<p>Infrastructure</p> <ul style="list-style-type: none"> • G Zonneveld on leave
	<p>Planning & Development</p> <ul style="list-style-type: none"> • Skeletal Staff through September School holidays. • Clerk of Works contract extended.
	<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 to Report.
	<p>Cairns</p> <ul style="list-style-type: none"> • Nil to report.

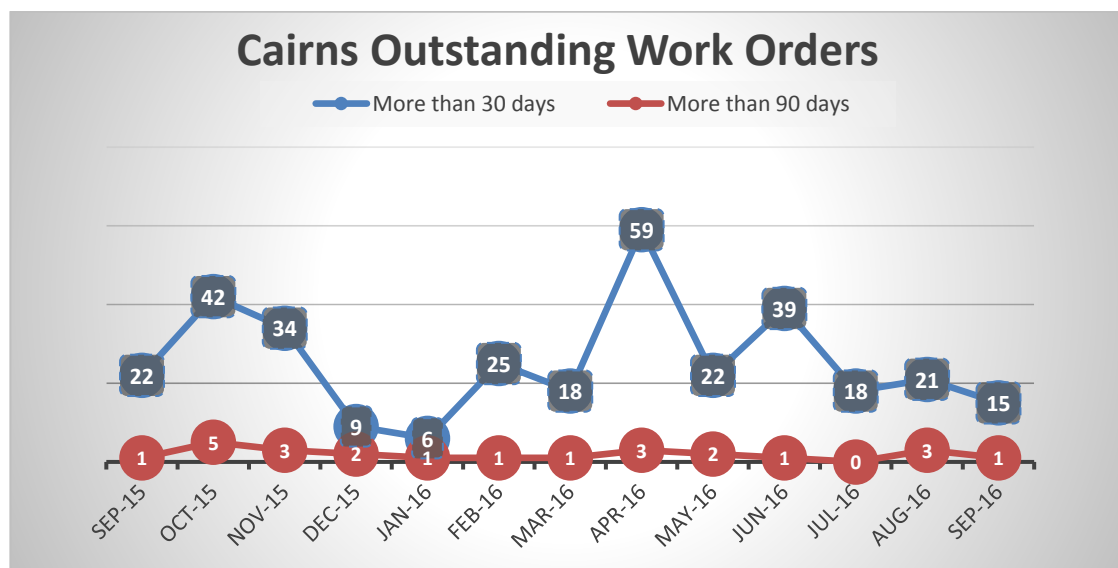
	Campus Services <ul style="list-style-type: none"> •
	Environment <ul style="list-style-type: none"> •
	Information, Space & Timetabling <ul style="list-style-type: none"> • Further delay to The Science Place will require revision of the 2017 timetable as it is now in completed draft form.
	Infrastructure <ul style="list-style-type: none"> • Uni Halls US28 and chiller replacement orders. • TSV TEST leak rectification. • CNS TESS leak rectification. • TSV Chiller 1 commissioning • TSV Chiller 2 remediation decision • TSV Chiller 3 commissioning
	Planning & Development <ul style="list-style-type: none"> • CEP Cairns. Methodology for repair agreed. JCU preparing Deed binding the parties. Work to commence onsite immediately after main exam period concludes in November.
	Security <ul style="list-style-type: none"> • Sep 1 - Theft of Property Building 15 • Sep 18 – Theft of Property Building 14 • Sep 19 – Property Damage Building 17 • Sep 26 - Theft of Property Building 34
5.0	HSE
	Asset Strategy & Maintenance <ul style="list-style-type: none"> • An issue with the internal stairwell of Building 27 has been raised as an issue that requires immediate action – current balustrading is below 900 mm with lack of infill on balustrading – quote being developed upgrade stairwell with in fill glass approx. costs \$20,000.
	Cairns <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"> • Clinical waste management not compliant for Vet Science. Currently addressing with help from HSE.
	Information, Space & Timetabling <ul style="list-style-type: none"> • Potential for HSE issues to arise from workplace issues in Cairns office. These are being worked through with HR.
	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"> • DVC S&R site visited The Science Place for scheduled HSE walkthrough. No issues identified.
	Security <ul style="list-style-type: none"> • NTR
6.0	Budget
	Asset Strategy & Maintenance

	<ul style="list-style-type: none"> Budget being driven to zero with current overrun in Corrective reducing activity across the team for corrective works.
	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"> 2/09/16 Building A4 Over cooked muffin in microwave. 5/09/16 Building D1 Triggered by steam. 21/09/16 Building E1 Gnd floor manual call point.
	Townsville <ul style="list-style-type: none"> Nil reported to QFRS – internal alarms only.
8.0	Training Attended & Planned
	Asset Strategy & Maintenance <ul style="list-style-type: none"> Simon Leavers attended TEFMA in Auckland New Zealand including delivering paper at conference.
	Cairns <ul style="list-style-type: none"> All Cairns staff have completed Code of Conduct and Bullying and Workplace Behaviours training.
	Campus Services <ul style="list-style-type: none"> All campus service team members have now completed Code of Conduct and Bullying, harassment and intimidation in the workplace training.
	Environment <ul style="list-style-type: none"> Adam Connell - ACTS Conference – 2nd – 4th November.
	Information, Space & Timetabling <ul style="list-style-type: none"> Matthew – Code of Conduct Simone – Code of Conduct & Bullying & Harassment
	Infrastructure <ul style="list-style-type: none"> JCU CNS and outstanding TSV Key holder training to be arranged. G Zonneveld attended Down to Earth training course, G Zonneveld and C Frauenstein completed Code of Conduct and Bullying, Harassment and Intimidation training.
	Planning & Development <ul style="list-style-type: none"> Procurement Training attended by P&D Townsville staff.
	Security <ul style="list-style-type: none"> W Martin Contracts presentation

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
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
September 2016	296	2769	128	109	31	15	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>
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
September 2016	907	9416	97	97	3	0	0

