### Business from Previous meeting

#### 1. Hancock West Chiller
- Ben Crossling to organise a focus group and prepare a project brief to determine what needs to be done to make it through the summer.
- Ian Duff advised that a link up from Hancock West to Central Plant is approximately $200k.
- Ben Crossling is aware of the constraints and as there is not money in the budget it is important to assess energy efficiencies.
- Solomon Elijah and Ben Crossling are writing a project brief on air compressors.

#### 1.2 The Green Shed at MSO
- Lisa Brown advised that final report will be sent to the client on the 31 August 2012.
- Wayne Ford will be presented with outcome on the 1 September 2012 to test space and configuration options.

#### 1.3 Q94/Asset Management Plan
- Ben Crossling and Wayne Ford spoke last week and are struggling to obtain the Asset Management Plans off the Colleges.
- Michelle Searle is working to get completion and all others are nearly done. Workshop being held this Friday 31 August 2012 to look at consolidated AMPs and a series of package of works to be delivered (What’s in/What’s out).
- Q94 paper has been issued to College General Managers/Service Division Directors and they have responded to Q&A.
- Q94 will be referred to in the future as the Building Levy.

### Project Delivery – (projects for review / discussion, by exception):

#### 2.1 Brunel Project Report
- Current projects were discussed and Matt Smith confirmed some project information required updating. This is the same for feasibility on hold, DLP and completed workbook.
- Matt Smith has requested that Managers review and update their projects (areas highlighted in yellow, red and green) no later than Friday 14 September 2012, so the spread sheet can be circulated one week prior to the next meeting.

**Action:**
- All Yellow squares to be updated with dates, times and costings.
- Marianne Behnke to send the hyperlink to Committee Members and also enter an ‘as at date’ on the spread sheets.

#### 2.2 Discuss Report Format and Improvements
- As previously discussed in item 2.1
### Facilities Planning (topics for discussion, by exception):

- **3.1 Asset Management Plans**
  - Nil to report

- **3.2 Space data / planning**
  - Nil to report

- **3.3 Engineering & Technical Services**
  - Nil to report

- **3.4 Sustainability**
  - Presentation on the Sustainability Dashboard was presented by Wayne Ford and John Sullivan in ‘Other business’

### Campus Services (topics for discussion, by exception):

- **4.1 Service Arrangements**
  - Nil to report

- **4.2 Cleaning**
  - Nil to report

- **4.3 Energy**
  - Nil to report

- **4.4 Maintenance**
  - Nil to report

- **4.5 Security**
  - Security tenders were released for the external security on campus.
    - The configuration of the contract will be $3 + 1 + 1$.
    - The coverage of the new Security contract does not include coverage for the Exchange.
    - A decision has been made as to the successful tenderer and a recommendation will be presented to the Director, Facilities and Services.

- **4.6 Gardens and Grounds**
  - Nil to report

### Finance Report

- **5.1 Finance Report Design**
  - A report was forwarded to Committee members.
  - Tim Bateman's report gives a snap shot of the budget by expenditure to date and surplus/deficient.
  - All negative (deficit) areas should be reviewed.
  - Tim Bateman requires feedback in relation to the format of the report, its effectiveness and usability.
  - Format split into two (2) sections – BIF and Capital Projects.
  - It was agreed the projects cannot be closed off until all financial aspects have been completed.
  - Financials still need to be reflected even if projects are not yet completed.

**Action:**
- Matt Smith and Tim Bateman to meet to discuss financial on projects (completed) and how they are to be removed from the report.
- Tim Bateman to review duplication in project descriptions and/or project numbers.

### Other Business

**Presentation by Wayne Ford and John Sullivan on Sustainability**

- The Sustainability Dashboard has been designed to reflect how buildings are performing ie Energy Consumption, Waste/Recycling. These will be placed in the majority of building foyers over time.
- System will determine how the University will spend the money whether it be on PV Cells or Lighting Upgrades
- This will also provide opportunities for key projects to enhance energy efficiencies in buildings
- The Sustainability Guidelines formerly known as “ANU Minimum Green Standards” – All key stakeholders have been consulted and first round of
training has taken place.
- Engage a Subject Matter Expert (skill sets to establish refurbishment requirements)
- Feedback will be received through the dashboard.
- A brief on Sustainability Specifications will be rolled out to Project Coordinators

Next Meeting: 21 September 2012