

MINUTES OF CLIENT LIAISON MEETING

ALBURY-WODONGA

HELD ON 22/01/2015

Present:

Shane Reeves (SR) CSCS Campus Coordinator

Mark Evans (ME) Manager, Campus Services

Apologies: Nil

Circulate to:

Attendees and apologies above and:

Wayne Millar (WM) Director, Operations

Barry Turner (BT) Manager, Operations & Maintenance

Richard Overall (RO) Client Services Coordinator

Ken Simpson (KS) Manager, OH&S

Peter Scott (PS) Campus Services Manager, Bathurst

Item 1	OPENING	Action	By When
1.1	Mark opened the meeting at 11.05am		

Item 2	WHS	Action	By When
2.1	<ul style="list-style-type: none">CSCS is currently 422 days Lost Time Injury (LTI) free.No injuries or incidents to reportAiming for 500 days LTI free		
2.2	Equipment <ul style="list-style-type: none">Unger pole from Wagga Campus has greatly reduced labour and time taken to clean high level windows. All windows will be completed by end of Jan-15Trial of Dyson rechargeable stick vacuums for lecture theatres. Should reduce time and risk of injury due to weight and no cords. One unit to be purchased for each campus to trial.	CSCS to quote on cost.	Next meeting

Item 3	SUSTAINABILITY	Action	By When
3.1	<p><i>Sustainability (CSU Green issues, progress / issues re recycling)</i></p> <ul style="list-style-type: none"> • True Green product not yet on Albury campus. Only ordering minimum quantities of chemical until roll out of True Green. All excess True Blue chemical will be sent to Bathurst Campus to use there. Roll out is in progress at Orange and Wagga. CSCS will post a notice on What's New next month detailing rollout and benefits to the company and the university. • After meeting with Cleanaway, greater volume of recycling is now going into co-mingle waste. 		

Item 4	PROGRAMMED CLEANING	Action	By When
4.1	<ul style="list-style-type: none"> • Gutter cleaning has been under way and will be completed. CSCS to look into boom hire for gutter cleaning, possible use in conjunction with DFM for any maintenance work required. 	Mark to speak to DFM staff re need for boom	Next meeting

Item 5	BUDGET	Action	By When
5.1	<p>Key points discussed were as follows:</p> <ul style="list-style-type: none"> • Figures for December have not been received from finance yet, but budget for 2014 looked ok. 		

Item 6	QUALITY	Action	By When
6.1	<p>Quality Recognition Checks</p> <ul style="list-style-type: none"> • All buildings were audited last year at least twice and targets were met. Only 3 complaints for year and 10 formal complements. • Mark commented on larger than usual number of spiders and webs on campus this summer. CSCS to look at additional work on exterior of buildings to combat webs. 	CSCS to allocate labour for removal of webs	Next meeting
6.2	<p>Adjustments to Academic Calendar</p> <p><i>Adjustments for academic timetable, e.g. buildings that do not require cleaning during the break and any additional cleaning required</i></p> <p>Nil to report at this stage</p>		
6.3			

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Item 5	OTHER ISSUES	Action	By When
5.1	Exams <ul style="list-style-type: none"> Exams ran well. No problems encountered Skills Centre will be used for exams in Feb due to work being carried out on C.D. Blake theatre. 		
5.2	Events <ul style="list-style-type: none"> Nil to report 		
5.3	Registration of Vehicles NTR		
5.4	Clivus Multrum Maintenance <ul style="list-style-type: none"> Pits have been emptied and all shutes will be cleaned before O Week. 		
5.5	New Business <ul style="list-style-type: none"> Canberra Campus – nothing to report 		

Item 6	CLOSURE AND NEXT MEETING	Action	By When
6.1	Closure <ul style="list-style-type: none"> Meeting closed at 11.26am. 		

Action Summary List

Item	STATUS	Action	By When