



**CHARLES STURT CAMPUS SERVICES LIMITED
MEETING AGENDA & MINUTES DOCUMENT**

MINUTE KEEPER PREPARES MINUTES AND DISTRIBUTES PRIOR TO MEETING

CHAIR CALLS EVERYONE IN AND GIVES A MEETING INTRODUCTION. (APOLOGIES ACCEPTED, COMMENCEMENT TIME RECORDED, PREVIOUS MEETING MINUTES ACCEPTED)

A REVIEW OF PREVIOUS ACTIONS ITEMS OUTSTANDING AND COMPLETED IS CONDUCTED

A REVIEW OF ANY TABLED DISCUSSION ITEMS IS CONDUCTED

A REVIEW OF NEW ACTION ITEMS AND ITEMS TABLED FOR DISSEMINATION CONDUCTED

MEETING CONCLUDED, TIME RECORDED, NEXT MEETING ORGANISED

NAME OF MEETING: CSCS Client Liaison Meeting with DFM	
DATE OF MEETING: 26/5/2015	
TIME OPEN: 3:30pm	TIME CLOSED: 5.00pm
ATTENDEES: Martin Dooner (General Manager CSCS), Barry Turner (DFM), Peter Scott (DFM) Simone Brown (CSCS Administration Assistant)	
APPOLIGIES: Wayne Millar	
CHAIR: Martin Dooner	MINUTE KEEPER: Simone Brown
ACCEPTANCE OF PREVIOUS MINUTES OF THE SAME MEETING: YES	

ACTION TABLE FROM PREVIOUS MEETING

ACTI ON ITEM	DESCRIPT ION	ACTION REQUIRED	BY WHOM	BY WHEN	STATUS
1)	DFM SLA	Discuss DFM SLA with Wayne Millar so that it can be finalised	Barry Turner Peter Scott	12/01/15 16/2/15 16/2/15: Will respond when Auxiliary Review outcome has been announced	26/5: See new Action Item
2)	Gutter Guards Wagga	Look at options to reduce the leaves filling up in the gutter guards at Wagga Campus	Barry Turner	12/01/15 16/2/15 12/3/15: By Next Meeting 2/4/15: By Next Meeting	26/5: Closed – Will assess on a building by building basis
3)	End of year cleaning status report	Provide table/report of End of year cleaning in progress – status report CSCS contact DFM CSM's to update progress on gutters and windows etc. – what was cleaned, costs and what was spent.	Martin Dooner	12/01/15 16/2/15: Will have update next week 12/3/15: By Next Meeting 2/4/15: By Next Meeting	26/5: Closed
4)	CSCS use of BIEMS for visibility	Discuss with Mark Chapman idea of putting all gutters, internal, and external cleaning into BEIMS	Peter Scott	12/03/15 12/3/15: By Next Meeting 2/4/15: By Next Meeting	
5)	Additional Work Requests	Talk to CSM's about developing authorisation	Peter Scott	12/01/15 12/3/15: By Next Meeting 2/4/15: By Next Meeting	26/5: Closed Additional Work

		process for additional work requests.			requests will be managed via CSCS's new Work Order System
6)	SLA at Grange	Discuss SLA at Grange area with Damien Blattman and define	Peter Scott	12/3/15: By Next Meeting 2/4/15: By Next Meeting	26/5: Closed
7)	Canberra Clean	Martin will send through response regarding cleaning next week.	Martin Dooner	12/3/15: By Next Meeting 2/4/15: By Next Meeting	26/5: Closed – response sent and now awaiting response back.
8)	Subcontracting gutter clean options	Discuss option of CSCS managing subcontractors for gutter cleaning with DFM	Peter Scott	12/3/15: By Next Meeting 2/4/15: By Next Meeting	26/5: Closed

MINUTES:

Reviewed last meetings minutes/actions

Discussed the following items;

- SLA Sign off – Barry Turner had discussion with Wayne Millar about the SLA Post Auxiliary Review. Need to go back and review again with Wayne Millar to finalise. Martin Dooner is re-wording the SLA including the Level 3 definition, retaining intent but making it simpler and clearer to understand. Martin will forward to Peter and Barry and once finalised submit to Wayne Millar. See Action Items
- Spoutvac is now engaged to contract clean gutters at Wagga and Albury campuses and discussions are progressing regarding cleaning in Orange and Dubbo. This is a more economical and professional solution. When Spoutvac attended Wagga campus they did mention that areas with gutter guards do cost extra to clean. Each building will need to be assessed on a building by building basis to ensure that if they do have gutter guards that they are still needed (eg: where there are a lot of eucalypt trees overhanging etc. and for fire safety reasons)
- CSCS have been developing a thorough procedure for managing gutter cleaning including processes to be initiated to manage contractor cleaning of gutters
- Beims Visibility – CSCS have developed an Operational Planning system which will greatly assist in the management of scheduled work orders for windows, gutters and cleaning schedules.
- Martin Dooner will provide a high level report at future DFM Client Liaison meetings which will be in line with KPI's in SLA. Additional Work will be included in this report.
- Sited SLA table which is available to DFM clients on the CSCS website. Variations listed in the table will be expanded on and are almost complete. Within the next 6 weeks CSCS is aiming to have agreement signoff at each campus with DFM. Barry Turner offered his support to make sure that DFM staff met the target date of 30th June for signoff.
- Canberra Cleaning – CSCS still waiting on response regarding Canberra cleaning. DFM believes that contract cleaning with Brisbane Avenue came with the building and will find out when it is coming to an end – if the contract will not be ending Martin Dooner requested that he is liaised with to ensure that the contractor is supplying adequate service.
- Inductions into Labs – Barry Turner would like a matrix of CSCS staff who are inducted into labs at each campus. Martin agreed to send matrix – see action item
- Port Macquarie Campus – Martin requested square meterage. See action item

- Martin provided overview of new DFM client Reporting spreadsheet
- Additional Work

ACTION TABLE THIS MEETING (INCLUDES ANY NON COMPLETED ACTIONS FROM PREVIOUS MINUTES)

ACTI ON ITEM	DESCRIPT ION	ACTION REQUIRED	BY WHOM	BY WHEN	STATUS
1)	DFM SLA	Discuss DFM SLA with Wayne Millar so that it can be finalised	Barry Turner Peter Scott	12/01/15 16/2/15 16/2/15: Will respond when Auxiliary Review outcome has been announced	26/5: See new Action Item below.
2)	DFM SLA	Finish revised summary of SLA and send to Peter Scott and Barry Turner for review, comment and submission of finalised document to Wayne Millar	Martin Dooner	9/6/15	
3)	CSCS use of BIEMS for visibility	Discuss with Mark Chapman idea of putting all gutters, internal, and external cleaning into BEIMS	Peter Scott	12/03/15 12/3/15: By Next Meeting 2/4/15: By Next Meeting	
4)	Contract Cleaning at Canberra Campus	Advise status of contract cleaning at Canberra	Peter Scott	2/4/15: By Next Meeting	
5)	Lab Induction Matrix	Supply Matrix of CSCS staff inducted into Labs	Martin Dooner	29/5/15	
6)	Port Macquarie Campus	Provide square meterage information to CSCS	Peter Scott	2/4/15: By Next Meeting	
7)	Additional Work Charging Options	Write proposal of options for charging of Additional work as well as provide an estimated quantity of extra work	Martin Dooner	2/4/15: By Next Meeting	

TABLED DISCUSSION ITEMS TO BE DISSEMINATED: