

P.S.....

Have You Heard?

Letter to Staff

As the year rapidly draws to a close I would like to take this opportunity to reflect on the past twelve months. We have had successes and we have had disappointments. We have not achieved as much as we would have liked but we have achieved a great deal, of which we can all justifiably be proud.

This year we have completed the Biosciences Building at Bundoora and have contributed to the successful opening of both this building and Building 3. Our Construction branch has been extremely busy with a variety of projects and we have begun the first phase of a new campus in Ho Chi Min City, Vietnam.

This year has seen the finalisation of the Facilities Services restructure. Our Facilities Services staff have worked hard, with limited resources, to meet the needs of our campus community and we have seen some major changes, one example being the improved cleanliness of the City Campus since the cleaning contract was re-tendered.

Space Management has also had a busy year with increased demand for space from the University community as teaching programs have grown and expanded, necessitating a number of juggling acts and magic tricks. I am very pleased to report that our own space needs have also been progressed with the move of Phil Manser's area to Level 4 and the imminent temporary move of Building 17 staff into Building 15.

Client Relations Managers have done an excellent job this year providing the interface between Property Services and the rest of the University community, despite being one position short. I appreciate the way they have pulled together to fill this gap and hope that the vacancy will be filled early in the New Year.

Client Relation's loss was Campus Planning's gain as Campus Planning welcomed the addition of Graham Bell this year. His physical relocation to be with the rest of the group has now been achieved for the benefit of the branch and the entire Group.

In addition to keeping a careful eye on our expenditure, Finance have held regular casual dress days this year which, together with a number of other initiatives, have helped them to raise over \$1,000 for the *Kids with Cancer* Foundation.

I also appreciate the many contributions of the staff of the Director's Office notably the management of the *Building Internal Customer Relationships* Program and supporting the *Staff Representatives Group*. This Office also organised the elections for vacant Health & Safety Representatives within re-structured Designated Work Groups and is to establish a Property Services OH&S Committee early in the New Year. The new look Staff Newsletter we produce has been well received.

In addition to the above, Property Services has held a successful program of social events this year, which contributed to our cohesiveness as a group. We have played golf, followed the exploits of Ned Kelly, consumed large amounts of pizza, celebrated the Grand Final and christened the new Beer Garden at the Oxford Hotel with our Melbourne Cup Day celebrations. I congratulate all those people who helped to organize these events and thank everyone who helped to make them so successful by their support. We will look forward to the continuation of this program in the New Year. I also want to congratulate and thank those staff that worked hard to organize our Christmas party this year. Rosie did a great job and was ably assisted by the efforts of Gail Birchall and Chris Box. (see also story on page 3)

As we all contemplate some well-deserved rest and relaxation, I would like to take this opportunity to thank each of you for the contributions that you have made this year to Property Services and to the University as a whole. I hope that you are all able to spend some time catching up with friends and family and I wish each of you a happy and safe holiday season. Regards, Best Wishes for the Season and an Elephant Stamp for 2001.

Chris White

ISSUE 2001- 12
DECEMBER 2001

INSIDE THIS ISSUE



Message from Chris White1

Staff Issues 2

HBTY 2

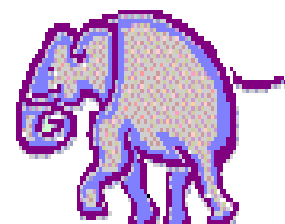
What the? 2

Christmas Function 3

Any News?

For next year?

Email or ring **Chris Box**
ext 52797



Staff Issues

Appointments :

Fiona Macrae	Coordinator, Public Programs, Education and Media Liaison	RMIT Gallery
Neil Rodriguez	Electrician	Facilities Services

P.S. Have You Heard sends best wishes to everyone who had a **Birth**day in December

Ray Azzopardi, Wayne Chan, Jason Harrison, Don Ibrahim, Margaret Kimball, Kay Kinder, Gary Lugg, Trish Mitchell, Adrian Neems, Robyn Oswald-Jacobs, Gary Prentice, Stephen Too, Jim Walker, Peter Wilson (Gallery) And anyone we've missed.



WHAT THE.....???

Doing it big

Two U.S. Universities announced plans for major capital works recently. Wayne State University, Detroit, announced plans for \$650m in capital improvements over three years. This includes things like an \$18m 'Welcome Centre', \$18m new student residence, \$64m School of Pharmacy & Allied Health, \$150m in renovations to research labs, etc. Not to be outdone though, the University of North Carolina in Chapel Hill are proposing a \$1b (yes, billion) expansion plan.

To give all of this some balance it is worth noting that Martin University, founded 25 years ago for low-income students, is to build its first new building. Up until now they have used an abandoned church, a school and some old houses.

Contributor : Garry Bradley

Some Virus Protection *(Thanks to Terry King and Gavin Baumanis for this tip!)*

This does not deal with the issue of the fact that viruses exist in the first place, but it does help you protect your email software and contact list. This is how to do it:

Create a contact in your email address book with the name 0000 with no email address in the details. This contact will then show up as your first contact in your address book. If a virus attempts to do a "send all" on your contact list, your PC will pop up an error message saying that:

"The Message could not be sent - One or more recipients do not have a e-mail address. Please check your Address Book and make sure all the recipients have a valid e-mail address."

You click on OK and the offending (virus) message would not have been sent to anyone.

Of course, no changes have been made to your original contact list. The offending (virus) message may then be automatically stored in your "Drafts" or "Out box" folder. Go in there and delete the offending message.

Your problem is solved and the virus will not spread. This little trick can save you a lot of trouble later. Hope this works for you!

Property Services Christmas Function

With more behind-the-scenes organisation than you might realise, this year's Property Services Group Christmas function on Tuesday 11 December went over well. Rosie Pacelli arranged the marquee and umbrellas/tables. Liz Pettenon and her team took much care to dress up the garden at the sundial courtyard ensuring it looked its best for the day. A new fence was installed too it was noticed. AVS wired us up for sound with a PA and CD player. The CDs were sourced by several staff members from Construction, Security, Maintenance Operations and the Director's Office. Janet Burton advised in the choice of wine. Most of the muscle power to cart furniture and ice and so forth was supplied by the Men From Finance. Di Elliot, Ted Allen and Steve Gounaris rustled up the ice containers for us. Gail Birchall worked with the FS *sparkys* to arrange power. Mark Gunther was our photographer (again) for the day – see sample snaps below. So all in all it was the combined enthusiasm of the whole Group working in partnership that resulted in such a fantastic outcome. Thanks to everyone who contributed and to everyone that attended the event.



The sun finally shines on the over 80 PS people that attended the Christmas Function



The self service line moves quickly through the hot and cold buffet and then back to demolish the sweets.



Even though gifts for the Salvo's ANGEL's Christmas Charity drive are still arriving at Veronica Acs' desk, the response has already been fantastic. Thanks to all donors for your generosity.



The United States Postal Service assures its customers that they will not get fat licking stamps. There is no more than one-tenth of a calorie's worth of glue on every stamp.

**Merry Christmas
and a Happy and Safe
New Year. Please be
careful when you are
driving any where
over the University's
Close Down Period
and Beyond.**

CLASSIFIEDS.

PS Staff are welcome to submit brief notices to the Newsletter advertising items for sale on the understanding that all negotiations for the purchase of the item/s will be direct to the person selling the item/s.