Have You Heard?

Sojourn in San Diego..... SCUP Conference

Garry Bradley and Laurie Cuttiford represented Property Services at this year’s Society for College and University Planning Conference in San Diego. This year, the Conference theme was “Mission and Change” which addressed the continuing challenge of balancing tradition with modernity. Given the historic significance of many of RMIT’s buildings, this issue holds much interest for Property Services. Planning for the future entails responding to changing needs but in a way which respects our heritage.

Conference presentations covered a broad range of topics: Changing Methods in Building Project Delivery, Master Planning, Implementing Strategic Plans, Benchmarking for Sustainability, High Performance Green Buildings, Leveraging Campus Assets (to raise funds), Evaluating the Utilisation of Facilities and many more.

P.S. looks forward to Garry and Laurie sharing with us the insights they gleaned from the Conference’s busy program.

FINANCE CONFERENCE

Property Services’ Finance Branch was invited by the RMIT’s Financial Services Group to make an inaugural presentation at the University’s annual Finance Conference held in June.

Colin Shiel conducted the presentation, with a significant level of contribution by his staff. The presentation was recognized as extremely professional and informative by the Conference delegates (Faculty Finance personnel).

Topics covered included the following:

- Property Services Branch structure
- SAP Project Systems Module
- Occupancy & Charge back methodology
- Activity Based Costing
- Capital Planning
- Building Leases/Utilities Costs
- Fleet Management
- Property Services Web Site
- Relationship between Financial Services and the Finance Branch of Property Services

Question time was very busy, and was a valuable exercise in promoting and explaining the role of our group a little better. Many questions on our Finance procedures were asked directly to Property Services Finance staff – all of whom were in attendance.

Overall the session proved to be an excellent way of bridging the gap of understanding between the Faculties and Property Services.

We look forward to contributing to next year’s conference.

Contributor: Colin Shiel
P.S. Have You Heard sends best wishes to everyone who had a Birthday in July
Veronica Acs, Ender Altinay, Gary Burley, Joanne Farrugia, Fiona Hallam, Rod Hoyle, Frank Kosmidis, Roy Notini, Nicole Powell, Harvey Sowerby, John Thorne, Paul von Gassmann….
And anyone we’ve missed.

Staff Issues

Appointment:
- Ian Heywood : Security Officer : Facilities Services
- Paul von Gassmann : Security Officer : Facilities Services
- Louise White : Security Officer : Facilities Services
- Dick Oliver : Senior Project Officer : Construction

Promotion:
- John Tucker : Senior Security Officer : Facilities Services

Retirement:
- Steve Kelly : Plant Supervisor : Facilities Services
- David Wright : Senior Security Officer : Facilities Services
- William Johnston : Security Officer : Facilities Services

* Correction from last month’s Newsletter

The feedback from the recent official opening of the lift in building 9 was extremely positive. Staff who attended were quite delighted that we had taken the time to provide 'closure' to what has been a very difficult and often contentious project.

Some staff working in the Academic Registrar's area, although their lives have been severely disrupted over the last little while, felt that the addition of the foyer and lift, and the extra light they have gained, has been of great benefit.

Thanks to Gail Birchall, Brian Gallacher Gary Lugg, Ron Crellin, Chris Box and Rosie Issa for their assistance to ensure this event was a successful PR exercise for PS - it worked!

It was terrific that the DVC (R) also saw the event as significant and we appreciate his time to cut the ribbon and give the lift a test ride.

“Client Service … Going Up”…

Thank you for the image and to Gail for most of the text.

Lyndal Lewis from Space Management is managing a little more space since the arrival of Bridie – a sister for Cooper and a daughter for proud parents Lyndal and Brent. Congratulations to all.

Click this link to open new distribution of clients/buildings to Client Relations Managers
M:\Shared\New Share\PhoneDirectory\DATABASE\Client Alignment-Buildings July 2002 1.doc
(you may need to hold down Crtl and then click)
RMIT Hamilton is now emerging from an extensive refurbishment that has seen the transformation of a tired, old and institutionalised veterinary laboratory, to a modern learning institution complete with the most up-to-date education facilities. Little evidence is left of the building’s former role in the Western District’s agricultural industry. The second stage of the extensive redevelopment of RMIT Hamilton has just been completed under the guidance of Construction’s Graeme Martin with the support of the project team. The works included the fit out of four of the existing buildings on the site; some of which were not in a desirable state for occupation given their former uses as vet laboratories, animal holding sheds and a vehicle garage.

Nursing at RMIT Hamilton is now located in a clinical nursing environment where the latest in educational technology enables students to study in a rural setting. The first group of nurses completed their degree whilst the first stage of building took place. Now in 2002, 78 first, second and third year students are enjoying the new facilities which enable them to study using online computers, through video conferencing, together with practical clinicals in regional hospitals, and support by mentors and face-to-face teaching.

Another significant function of RMIT Hamilton is as the home of the newly established Centre for Regional and Rural Development. This centre will coordinate much of RMIT’s research into the solutions, issues and opportunities confronting regional communities locally, nationally and internationally.

RMIT Hamilton houses many other activities including Koori textiles courses in the well appointed Textile Centre, a Health and Community Care program, and expanded educational opportunities both at RMIT Hamilton and in the community. A significant part of RMIT Hamilton’s role is its engagement with the community, as many of the programs operate outside of the site.

An innovative landscaping proposal that will complete the project is now underway. This final stage will include paving, new lawn and tree planting and rebuilding an existing dam on the site to collect and store water from the extensive roofing and paved areas to assist with watering the new garden areas.

Contributors: Graeme Martin & Kaye Schofield

P.S. Congratulates FELCS’ Elaine Henry for achieving the Teacher of the Year Award 2002 for both her Faculty and for the University’s Category A Student-Centred Teaching Award. Elaine’s talents stretch far beyond being the big sister of the editor of a popular staff newsletter.

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.
STAFF DEVELOPMENT and PROPERTY SERVICES STAFF

Property Services Branch Heads and staff have already begun considering their participation in the University’s OPEN PROGRAM of staff development activities. The titles of all activities for the rest of the year are reproduced below but please go to the appropriate page of the People Service’ WebSite for complete details. (click on the link at foot of page.) These programs are on a no-fees basis but attract a $75 cancellation fee. In response to the availability of the Program, Chris Box has revisited the on-going process of recording:

- the training needs of all managers and staff
- the involvement by staff in training (and tertiary studies) to meet their needs
- details of both the needs and the training activities to SAP

However, please ensure you submit your Open Program application forms to the activity provider (once the form is approved by your supervisor) as soon as possible. Do not send the originals to Chris but please send a copy to Chris Box, Staff Resource Planner, Level 2 Building 15.

August 2002

- Coaching skills for leaders
- Leading and building a successful team
- Leading staff through change
- Negotiation for leaders
- Presentation skills for senior leaders and managers
- Assertiveness and effective communication
- Business writing
- Negotiation for leaders
- Leading and building a successful team
- Negotiation for commercial outcomes
- Skills for new leaders and managers
- Coaching for executives
- Finance for non-financial leaders and managers
- Leading staff through change
- Presentation skills for leaders
- Strategic planning
- Assertiveness and effective communication
- Breakthrough strategies for women
- Customer service
- Effective meetings

Customer service
Managing upwards
Negotiation skills
Presentation skills
Problem solving
Project management
ESOS and you: Implications of the revised ESOS Act
Emergency control
organisation (warden) training
Financial services
New GroupWise user
New InfraActive user
New SAP user
Occupational health and safety awareness
Recruitment processes: from need to fulfilment

September 2002

- Building links with industry
- Communication skills for women who lead
- Skills for academic leaders
- Skills for new supervisors
- Strategic alliances and entrepreneurship in the university environment
- Strategic leadership and influence skills
- Supporting and managing work performance
- Think on Your Feet
- Clear writing
- Identifying and managing stress
- Resolving conflict
- Working in a team
- Writing contracts
- Advanced GroupWise user
- Advanced InfraActive user
- Attracting the right candidates
- Delivering the privacy act at RMIT
- Emergency control
organisation (warden) training
Equal opportunity today
Financial services
Mentoring trends, practices
and program design
New GroupWise user
New InfraActive user
Orientation: Campus tour
Orientation: Staff ambassador’s scheme
Orientation: Welcome event
Planning the right workforce
Staff mentoring program
The way we work: quality systems at RMIT
Trade Practices Act

October 2002

- Facilitation skills for leaders and managers
- Leadership styles
- Leading and building a successful team
- Negotiation for commercial outcomes
- Skills for new leaders and managers
- Coaching for executives
- Finance for non-financial leaders and managers
- Leading staff through change
- Presentation skills for leaders
- Strategic planning
- Assertiveness and effective communication
- Breakthrough strategies for women
- Customer service
- Effective meetings

Dealing with difficult customers
Facilitation skills
Managing time in an academic and teaching environment
Speed reading
The exceptional assistant
Assessing the right candidate
Emergency control
organisation (warden) training
Financial services
Interviewing skills and techniques
Introduction to employee relations at RMIT
New GroupWise user
New InfraActive user
New SAP user

November 2002

- Negotiation skills
- Personal productivity
- Presentation skills
- Problem solving
- Advanced GroupWise user
- Advanced InfraActive user
- Equal opportunity today
- Financial services
- Mentoring skills
- New GroupWise user
- New InfraActive user
Financial services
Orientation: Campus tour
Orientation: Staff ambassador’s scheme
Orientation: Welcome event
Planning the right workforce
Recruitment processes: from need to fulfilment
Staff mentoring program
The way we work: quality systems at RMIT
Trade Practices Act

http://www.rmit.edu.au/ps/openprogram