



MAKING A DIFFERENCE

CONSORT HELPS YOUTH
MAKE A DIFFERENCE

- Pg 2

HR KONA

20 STAFF GET LONG
SERVICE RECOGNITION

- Pg 3

SHIPPING NEWS

KPS GETS A SIDE
LIFTER TRAILER

- Pg 5

SHIPPING NEWS

FIJIAN CREWS JOIN
COASTAL SHIPPING

- Pg 6

July 2014

Issue No. 23

TOK STEAMIES

News for Staff and Friends of Steamships Trading Company

Laga Industries wins 2014 STC Softball Tournament



Winners of the 2014 STC Intra-Company Softball tournament, Laga Industries.

The STC Intra-Company Softball tournament held on 26 July at the University of Papua New Guinea was a success.

Laga Industries took the Managing Director's Cup from Swire Shipping who were last year's winners, when they went into the finals with Coral Sea Hotels. The General Manager's Cup was taken by East West Transport Gold who played against Consort Express Lines.

Coral Sea Hotels was awarded the 'Best Dressed' team while STC Slammers took out the 'Entertainment' award.

The individual award went to; Bernadine Cheun (EWT Gold) for Best Female Batter, Raymond Diou (EWT Gold) for Best Male Batter. The Best Female Infielder again went to Belinda Lowon (Swire Rebels) while the Best Male Infielder went to Sammy Sogai (Laga). The Best Female Out Fielder was given to Bernadine Cheun (EWT Gold) and the Best Male Out Fielder went to Wagira Ambrose (Coral Sea Hotels 2).

The Umpire of the tournament was Connie Tera while the Female Player of the Tournament was awarded to Lena Laki (Coral Sea Hotels 2) and Male Player of the Tournament went to Dick Bart (Laga).

With Softball over, preparations are now underway for the STC Rugby Sevens which will see 20 teams, 18 men's team and two women's team battle it out at the UPNG oval on 13th September.

A team from Kavieng will be participating for the first time including Consort POM.

Building the momentum towards 2015 Games

As Gold sponsors of the 2015 Pacific Games, *Tok Steamies* will be featuring highlights from the 1991 South Pacific Games when it was last hosted in the country.

Steamships is really proud to have some of its staff training to qualify for the Games come 2015 and efforts are being made to assist the athletes.

Through our sponsorship, various divisions have been asked to give time off to their staff provided that they provide a letter from the sporting body confirming their participation in the training squad. Managing Director Geoff Cundle during his speech at the announcement of the company's sponsorship towards the event said, It is the sense of being part of the 2015 Game that the company wants to help create for the staff of Steamships through the company's gold sponsorship of the Pacific Games.

Therefore, in coming issues, we will highlight some of the memorable moments for Papua New Guinea as well as feature a number of our staff who had experienced the South Pacific Games when it was held in the country in 1991 as well as speak with the staff who will be taking part in the 2015 Games.



Support for the establishment of Kavieng's rural mobile dental clinic

The Rotary Club of Kavieng in conjunction with the New Ireland Provincial Rural Health are embarking on setting up a mobile dental clinic to enable volunteers and local dentists to travel out to the remote islands of the province.

The project is called Rotary Against Decay program and is one of the many projects that the Rotary Club of Kavieng is undertaking.

As is the case, funding is required to roll out the program and other projects. Every week the Rotary Club of Kavieng tirelessly organises fund-raising activities to raise as much funding as possible to get the project off the ground.



Kavieng Port Services & Swire Kavieng Manager, Henny Taurakava with wife, Leanne and Jacqueline



Left: Swire Kavieng's Cynthia Penias handing payments for the Night of Glamour ticket to Rotarian Peter McEwan.

Last month, the Rotary Club of Kavieng put together a dinner dance themed "A Night of Glamour" at the Kavieng Hotel. Kavieng Port Services and Swire Shipping Kavieng contributed by purchasing tickets and donating a shopping voucher.

"Big thank you to Kavieng Port Services, Steamships Shipping, as well as Swire Shipping Kavieng for the kind donations of prizes", an elated outgoing president of Kavieng Rotary Club, Peter McEwan said during his speech that evening.

"To see all you people representing business houses in Kavieng gives us a feeling of working together to help the less fortunate," he said.

PST sponsors Alotau's junior basketball team



Palms Stevedoring and Transport handed over two sets of basketball jerseys to the Alotau Junior Girls and Boys team who travelled to the Madang Province for the Junior's Basketball Championships early this month. This was the first time for a junior team from Alotau to travel outside of the province and the Alotau Basketball Association was very pleased to receive the uniforms from a local company, PS&T.

Consort empowers youths to help other unfortunate youths

Supporting community initiatives that focus on Health, Sports and Education for Papua New Guinea's youth is very important to Consort Express Lines Limited (CEL). Because of these, CEL recently donated K5,000 to the Anglican Youth Project.

The Anglican Youth Project is focused on three key elements, increasing awareness on healthy lifestyles, generating and maintaining engagement through competitive sports and training in the art of music.

CEL's National Lines Manager, Warwick Morgan in presenting the cheque to the youths said, "The beauty about this project is that it does not only focus on the youth in the church but it extends its support to all other youths showing interest to participate."

Mr Morgan commended the youth leaders and the church for providing an avenue for these projects to be carried out and also taking a leading role in designing projects for the betterment of the community.

CEL is committed to working closely with the Youth Project and is delighted to be supporting such an outstanding program.



Consort's National Lines Manager, Warwick Morgan presenting K5,000 cheque to Pastor & Youth Project leader, CEL Lae Office.



Cheshire disAbility Services



Safety Audit-A Continuous Improvement Process at Workplace

Importance of Safety Audits

Safety audits are pro-active measures taken by an organization as in *checking and verifying the implementation and effectiveness of their HSSE management systems*. This process assists in *providing continuous improvement of business activities and HSSE management systems*.

Steamships has been embracing this process through conducting its internal and external audits in all its operations as a *way to identify gaps and mal practices*, thus implying a pro-active approach in *preventing accidents, incidents and systems/process failure* from occurring within its business units.

Audits within Steamships as much as possible tries to base its criteria's within the following pillars;



Source: HSE Auditing Fundamentals, Skills and Techniques for Team Members :2005

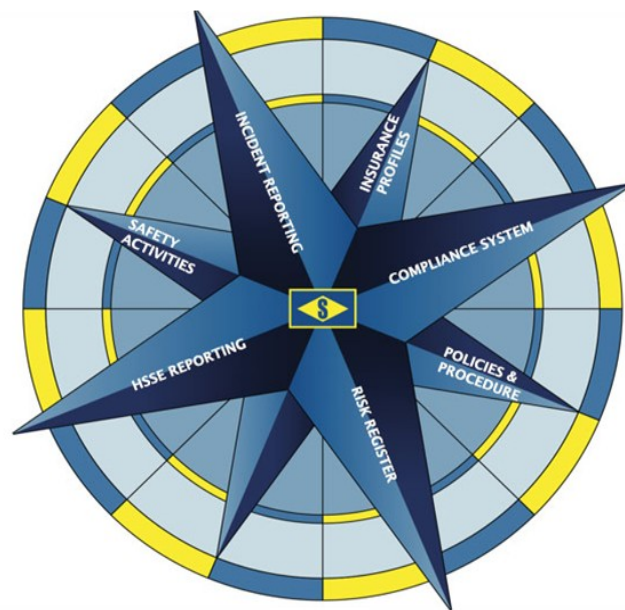
Safety audits tries to address stakeholder needs through;

1. Improved public image
2. Reduces community and employee exposure to hazards
3. Reduces cost by operating efficiently and safely
4. Improve compliance to national and international legislations and code of practices
5. Increase awareness and understanding of workplace health and safety and related hazards

Refer to the generic STC HSSE Audit Procedure on portal for more information on audit protocols and how they are to be managed

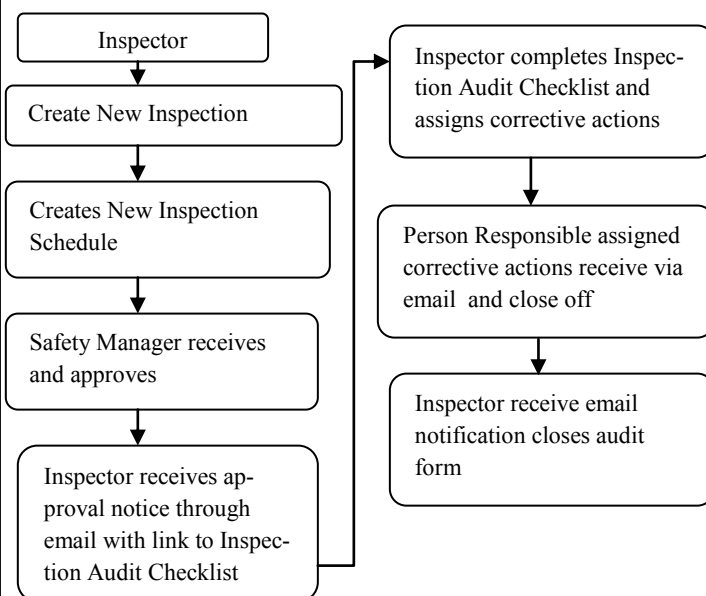


Managing Safety Audit Records using HSSE Portal



HSSE portal being an integral component in managing Steamships HSSE programs, Safety Audits are and can also be managed effectively through the Compliance Arm of the portal. Divisions apart from Consort are encouraged to use this arm of the portal when ever they are doing inspections and managing audit action items.

Below is the process/workflow initiated after the creation of a division specific safety audit checklist in the portal.



HSSE Portal User Manual - Inspection Checklist Audit Workflow :2013

Benefits of managing audits on portal:

1. Periodic System generated audit summaries updated
2. No more spreadsheet updates within corporate/divisions (big time saved)
3. Easily accessible of statistics/status for management reviews
4. Reduces errs in statistics and descriptions of audits
5. Transparent

20 staff awarded Long Service Awards



A total of 20 staff received their long service award from the Steamships Managing Director Geoff Cundle.

These long serving staff had been with the company for more than 20 and 30 years. These loyal members of staff work in the various business units of the Steamships Trading Company.

The management took the staff onboard the Steamships entertainment boat, Moresby Chief and awarded them their long service medal as well as thanking them for their loyalty and commitment to the company.

Congratulations to the following for their 20 years service to STC;

Tony Gaho - 20yrs (Datec), Maria Awai - 20yrs (Datec), Kasio Kopere - 20yrs (EWT), Ben Bagelo - 20yrs (EWT), Patel Kari - 20yrs (Shipping), Morea Avuru - 20yrs (Shipping), Thea Topai - 20yrs (EWT), Kelly Tupon - 20yrs (EWT), Martha Foster - 20yrs (EWT), Joe Batari - 20yrs (EWT), Varari Samoa - 20yrs (EWT), Dotty Kerro - 20yrs (EWT), John George - 20yrs (EWT), Donald Andrew - 20yrs (EWT), Herman Tulie - 20yrs (Shipping), Sam Mantok - 20yrs (Shipping)

Congratulations to the following for their 30 years service to STC;

Vagi Rario - 30yrs (STC Corporate), Ila Poleni - 30yrs (Shipping), Wari Sere - 30yrs (Shipping), Nick Sapeng - 30yrs (PSL).

Training Updates

Training and Development team would like to announce its IT training schedule for the month of July, as part of its weekly PC & Pronto-Xi trainings. IT Training Calendar for the month of August.

Wk	Date(s)	Program	Location	Venue
1	4th - 8th Aug	PC	POM	STC HO
1	5th Aug	Corporate Induction	POM	SCT HO
2	11th - 15th Aug	PC	LAE	Melanesian Hotel
2	12th Aug	Corporate Induction	LAE	Melanesian Hotel
2	13th-16 Aug	Leadership Skills	LAE	
2	(TBA) Aug	Effective Communication	POM	TBA
2	(TBA) Aug	Business English	POM	TBA
3	18th - 22nd Aug	PRONTO	POM	STC HO
4	25th - 29th Aug	PRONTO	LAE	Melanesian Hotel

HR GENERAL ANNOUNCEMENT

Public Holidays

The following days will be observed as public Holidays throughout Papua New Guinea:

- ♣ Wednesday 23rd July 2014 – National Remembrance Day
- ♣ **Tuesday 26th August – National Repentance Day**
- ♣ Tuesday 16th September 2014 – Independence Day
- ♣ Thursday 25th December 2014 – Christmas Day
- ♣ Friday 26th December 2014 – Boxing Day

Payroll Update

- ♣ Bank account changes still providing incorrect account numbers advise to HR Officers to confirm with the banks before updating in the system.
- ♣ Payroll processing function to Print Pay slip & Other ,which is the access given to the F&A Managers in their absence must advise the backup person before the payrolls are completed from the Divisions – this is to avoid delays for the banking
- ♣ Salary advances for funeral expenses still the HR Managers not checking to find out the relationship to the deceased before approving and been queried from the Head Office again to confirm and it is once again we are not following the policy in place.
- ♣ Updating of Nasfund Membership numbers – Apology to the Divisional HR Managers & Officers for the follow up emails and have realized delays are also with Nasfund Office by not responding on time. It is our responsibility to follow up time to time to get the clean data and send out for allocation.
- ♣ IRC Tax & Nasfund Forms – Reminder to employees that if you are to do changes for your dependants or beneficiaries, please fill the correct required forms so the records can be updated on Pronto.
- ♣ Sick Leave Credits - is paid fortnightly when you provide the doctors medical certificate & unpaid with no medical certificate. If you provide the medical certificate and is not paid reason is because the credits have been used up for the year and will be due again coming anniversary date.

Frequently Asked Questions

Does the company allow men to take leave when their wife is expecting?

Yes, male employees are entitled to take up to five working days of unpaid paternity leave from or immediately following the birth of their child or the successful placement of their legally adopted child under the age of five.

The employee must notify his Line Manager of his intention to take paternity leave. Applications for parental leave must be then submitted via the HR Portal Leave Application Form.

What should I do if a colleague is seen to be violating the code of conduct?

For any such concerns it should be raised in the first instance by the staff with their immediate superior. If no action is gained with the head of the department then it should be reported to the Internal Audit (stcia@steamships.com.pg). An impartial and prompt investigation will be held if substantive complaint is received. Unresolved concerns will further be taken up with the relevant business units.

Please contact your HR should you need more information

Kavieng Port Services brings in a 3 Crane Side-Lifter Trailer

Kavieng Port Services (KPS) is now able to move its client's containers with the latest addition to its fleet, a 3 Crane Side-Lifter Trailer.

The Side-Lift Trailer is capable of moving two 20foot containers at one time or a 40foot container.

The trailer will service clients requirements of 40ft containers which KPS were not able to do in the past years.

"We aim to reduce costs and increase productivity and enhance service delivery to our clients with this new equipment," KPS Manager Henny Taurakava stated. "A number of our clients have been enquiring about our capacity to handle 40footers, and this will surely be good news to them," he added.

For its maiden trip, the side-lifter trailer transported a

40footer consigned to New Britain Palm Oil Limited's Po-liamba/Lakuruamau Oil Palm plantation which is 45 minutes out of town on the Bulumunsky highway.

The sight of the trailer in town and on the highway got positive buzz from the locals as well as the business community.



The new 3 crane side lifter which will assist KPS in moving its clients containers

CEL continues its support to Lahi Soccer Association in Lae

Consort Express Lines Limited (CEL) has in the past two years supported the Lahi Soccer Association (LSA) & this year was no different when it gave LSA K5,000.

The funds will be used for the hire of Balob Teachers College soccer field for their remaining competitions because the previous venue, Sir Ignatius Kilage Stadium is undergoing maintenance in preparation for the PNG Games in November.

Consort has been supporting community initiatives and sports such as soccer. It is a way CEL can generously give back to the community. CEL National Sales and Marketing Manager, Ken Lennie stated that Consort was very happy to assist the young men and women develop their young and raw talents as well as become productive citizens in their communities.

Dr Polapoi Chalau, Vice President of Lahi Soccer Association, upon receiving the cheque gratefully thanked Consort and its management for their continued support towards the association saying it will go a long way in supporting the community as many unemployed



Top: Ken Lennie, National Sales & Marketing Manager, CEL, handing over the cheque to Dr Chalau, V/President Lahi Soccer Association while Geob Gariki from CEL Soccer Club & also LAHI treasurer, looks on.

youths and students can have the opportunity to show their talents and skills through sports but importantly reduce negative social issues in the communities & eventually build a better future through soccer..

EWT HSSE team develops safety initiatives for its staff

Health and safety is a major part of the East West Transport (EWT) culture.

Because of the different operations run by the division, the HSSE team has adopted a number of safety initiatives under risk assessment to safeguard the workers.

These programs include the safety observations, Take-5, safety toolbox meetings and medical awareness conducted on site.

The safety observations is generally everybody's responsibility which includes all managers down to employees while the Take-5 is at the moment conducted mostly by the operations team.

Both programs are used for the purpose of identifying and controlling hazards to create a safe working environment.

The safety toolbox meetings are conducted weekly by the safety representatives of each department to address safety issues.

HSSE also makes arrangements for medical awareness to be carried out on site by certified health educators from the Lae International hospital, Red Cross and other certified organisations.



Gina Kipuo Philip (HSSE dept.) who has recently completed her training with BABA and is seen conducting her first training lesson on HIV/AIDS awareness to 10 EWT staff from the various departments.

Compliance Manager Paul West taking a time off his busy day in the office to do Safety Observations to one of the Semi-Trailers

Workshop staff Lina Bula checking off her TAKE 5 while her co-worker Ledisha Bula organizes the materials they are going to be working on.

Workshop Safety Rep (Peter Lucas) and a workshop employee in a discussion with a HSSE officer (Eunice Jinumbo) on safety procedures at EWT, Lae Regional Central workshop

Shipping recruits six Fijians



Six Fijians have been recruited by Shipping to boost their manpower.

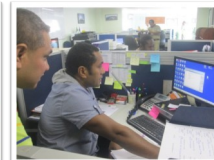
Captain Kryz Orłowski, DPA / Marine Quality & Crewing Manager said the reason behind bringing in manpower from the neighbouring island country was because of the huge shortage of officers. The shortage of manpower resulted in continuous straggling to find relievers for the officers onboard the vessels. Capt Kryz said the new Fijian crew are well trained and believe that they can also help their PNG counterparts in upgrading their abilities.

Prior to boarding the vessels, the six men underwent training with the Coastal Shipping team. They went through an induction training which involved the Steamships Shipping's procedures which included the Safety Management System.

The new members to the Coastal Shipping crew are;

1. Captain Usungafono Tofinga (Kiwai Chief)
2. Patili Kanawale, Chief Officer (Hiri Chief),
3. Chief Engineers Eroni Bolalevu
4. Gabiriele Saulekaleka (Kiwai Chief and Hiri Chief)
5. Telava Tofinga, 2nd Engineer (Hiri Chief)
6. Joshua Dovutuisau, 2nd Officer (Kiwai Chief)

The six crew have gone through all the training and are now onboard their respective vessels.



LOTUS NOTES - EMAIL TIPS

Looking for an email?

Here's a quick tip on how to find that one email you need.

Click on your **Inbox**

Click on the **Who** tab to arrange your emails by sender

Start typing the **sender's name** and

Press **Enter** on your keyboard

You should be able to quickly find that one email you need.

You can also find your emails by subject and date sent. Just like the above tip, click on the **Subject** tab to arrange your emails by subject or **Date** tab to arrange emails by date.

Type the subject or sent date and press Enter on the keyboard.

~ KJ

View full thread or conversation of emails?

Enable the **Thread** option in your Lotus Notes to view full conversation of an email at one glance.

Click on an email

Click on the **Display** tab just above your email and

Select **Thread**

Re-open an email and you should be able to view the full email thread

Double click on the sender at a time to view his/her response for that one email conversation.

~ KJ

Phone Message for someone?

If you want to leave a message for a co-worker when he/she wasn't available when the message came in you can use "Phone Message" feature of Lotus Notes. Follow these steps to create one to your intended recipient.

Click "Create": on the menu bar. Where File, View, Edit are viewable.

Select "Special".

Click "Phone Message"

Fill in the wizard and your message will be sent to the recipient.

~ AW

Short cut to Change Unread emails to Read Status?

If you have many "Unread" emails which you don't want to open each one of them to change its status to "Read"; you can just select the email you don't need to read completely and just press the "Insert" button "on the keyboard to change it to "Read" status. You may change an email status from "Read" to "Unread" using the same keyboard key.

~ AW

.....Picture Board.....Picture Board.....Picture Board



If you have any staff pictures you would like to share with the Group on the Picture Board of Tok Steamies then email it to toksteamies@steamships.com.pg and we will publish it for free. Some images here are from staff's FB pages.

STC Inter-Co Rugby 7's Fundraiser

RAFFLE TICKETS
K30.00

KPS
DOCKERS



Tickets Drawn On 05th Sept 2014

Minor



**2 x SAMSUNG GAL-
S3 MOBILE
PHONES**

Prizes

MAJOR PRIZE

**Weekend for 2 at the Kavieng Hotel
in Beautiful New Ireland Province**



ALL your expenses paid for...Just Fly!!

**To get yourself a ticket, call 984 2599 / 70319926 or
email: HTaurakava@steamships.com.pg**

Deposit Payments

BSP Acc. # 1009371475

Forward deposit slip to get your ticket



KPS
DOCKERS

