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November

Issue No. 27

TOK STEAMIES

News for Staff and Friends of Steamships Trading Company

PPP & CSH partners with OTDF to build and lease Kiunga's new hotel

Steamships, through its businesses Pacific Palms Property and Coral Sea Hotels, in partnership with Ok Tedi Development Foundation (OTDF) will be constructing a hotel in Kiunga in the Western Province.

Pacific Palms Property, responsible for developments such as Waigani Central, Windward Towers, Grand Papua and the Harbourside Development, will be managing the construction of the hotel on behalf of OTDF. It is anticipated to start early 2015 with completion in mid-2016, following which Coral Sea Hotels will lease and operate the hotel on behalf of OTDF through its Community Mine Continuation Agreement (CMCA).

The project, to be called the Cassowary Hotel, will have 45 rooms together with a meeting room, restaurant, bar and shop conveniently located on the outskirts of Kiunga.

The Coral Sea Hotels chain has the largest network of hotels in the country and is able to draw from its expertise and offer this partnership to support business in Kiunga.

The signing was done by Steamships Finance Director Sean Pelling and Ian Middleton, Ok Tedi Development Foundation Chief Executive Officer and witnessed by Middle Fly Trust Chairman Robin Weke, North Fly Trust Chairman James Assan, South Fly Trust Chairman Buruga Saso, CMCA Trust Administrator Renagi Koiro and the Western Province Governor Hon. Ati Wobiro and Dr Modowa Gumoi the Provincial Administrator.

Continued page 2



Front L-R: Western Province Administrator Modowa Gumoi, OTDF CEO Ian Middleton, Steamships Finance Director Sean Pelling, Western Province Governor Ati Wobiro and Pacific Palms Property Development Manager Sanjeeva Ratnayaka.

Standing L-R: Middle Fly Trust Chairman Robin Weke, North Fly Trust Chairman James Assan, South Fly Trust Chairman Buruga Saso and CMCA Trust Administrator Renagi Koiro

Updates on the 2015 Pacific Games



Steamships is a proud Gold Sponsor of the 2015 Pacific Games

Provinces to be part of the 2015 Games

All Provincial Governors have been urged to support the Games to create an atmosphere for celebrations during the 2015 Games in their respective provinces. Through a presentation to all the Governors during the Governors Conference held in Kavieng this month, the Game's Organising Committee sought support from all provinces to engage and connect with the Games. One of the programs is the Live sites, where people in the provinces can gather to watch the Games on big screens but at the same time get to celebrate in a program of cultural events.

The Festival of the Pacific which will be held in Port Moresby during the Games is the other major event that will require the involvement of cultural groups and performers.

Plans for the Relay are being firmed up and shared with the Governors. This 100 day long journey commencing in March 2015 will travel throughout every Province is hoped to touch millions of PNG citizens. Games Organising Committee CEO Peter Stewart says the 2015 Pacific Games is an event for all of PNG.

"We are looking for provincial governments to work with the Games Organising Committee to support initiatives that bring the Pacific Games to all, said Mr Stewart. "We cannot show case the splendid diversity of PNG culture to the world without the tangible support of our Governors and their administrations".

STC partners to open Kiunga Hotel

From page 1

Ok Tedi Development Foundation is the legal entity that manages community development benefits from the Ok Tedi mine operations on behalf of the 100,000 residents living in the 156 villages throughout Western Province.

It is an exciting opportunity for OTDF and Steamships to partner in a project that will benefit the people of the Kiunga and Western Province.

OTDF is committed to realizing the development aspirations of the community in the Western Province and through the Cassowary Hotel it hopes to bring more development into the area through its other partners and stakeholders.

OTDF Chief Executive Officer Ian Middleton said Steamships was the preferred partner because it has been operating in the country for more than 90 years and has vast experience in property and hotel investments.

Western Province Governor Ati Wobiro commended the OTDF and Steamships for the initiative saying it was such partnership which the province was looking to get into with the private sector to develop the province.



Steamships appoints new chairman, MD and board director



Above L-R: Peter Langslow - the incoming Managing Director for Steamships, Geoff Cundle - the outgoing Managing Director and newly appointed Steamships Board Chairman, retiring Steamships Board Chairman Bill Rothery, Peter Aitsi - the newly appointed board director and James Hughes-Hallett retiring Steamships Board Member

The Steamships Board of Directors recently appointed Peter Langslow to succeed Geoff Cundle as the Managing Director of Steamships with effect from 12 January 2015.

Mr Cundle will remain as a director of the company and will succeed Bill Rothery as Chairman with effect from 28th February 2015.

The recommendation was approved at the Board of Directors meeting held in August this year.

Mr Langslow is a senior executive from the Swire Group of companies. John Swire & Sons (PNG) Ltd is the majority shareholder of Steamships Trading Company Ltd.

Mr Langslow was with Cathay Pacific as General Manager Cargo Services before joining Steamships. During his year with Cathay Pacific he had also served as the General Manager In-flight Services.

Steamships also in October 31 appointed Peter Aitsi as an additional independent non-executive director with effect from 17 November 2014.

Mr Aitsi is from Bereina in the Central Province and is currently the PNG Country Manager for Newcrest Mining Limited. He has held various senior positions including Program Director of Strongim Pipol Strongim Nesen, an AusAID funded community development program, Country Manager of GHD, an engineering firm and General Manager of PNGFM a media organisation. He was the former Chairman of Transparency International PNG (TI PNG) and still remains a board member. He was also the former President of the Media Council of PNG, a position which he held from 2000 to 2008 and was the founding Chairman of the Digicel Foundation.

Peter was awarded an MBE in 2007 for services to the PNG media industry and community. He currently serves on the boards of PNGFM, City Pharmacy Group Ltd, Leadership PNG, IPBC (as the nominee for TI PNG) and holds the position of Deputy Chair. In addition he serves as a Director for various Newcrest PNG entities including the position of Chairman of Lihir Gold Limited.

Training Update

Safety Officer (SO) Level II Training was conducted in POM on the 03 – 07 November 2014. There were 11 participants who attended the week long training and below are some of their comments in regard to the training.

- ◆ “This training has helped me to know the importance of planning, auditing and documentation of safety. It also helped me to identify health and safety policies and procedures that are lacking in our division and the importance of restructuring.”
- ◆ “All aspects of this training/program has given me knowledge and ideas that I can use in my division to increase our safety programs.”
- ◆ “To be trained by a professional and someone with a wealth of experience in safety has given me the confidence I need to go back to my division and educate the respective members, who will drive safety.
- ◆ “I’ve learnt a lot of new concepts in safety that will help me improve safety in my division.”



Participants that came from within the Steamships Group to take part in the SO I & II training

Training Dates

The Training and Development team would like to announce its training schedule for the month of December.

1. Business English by WINGS Education

Wk	Date	Location	Venue
1	01– 04 Dec	POM	STC HO

2. Effective Communication by WINGS Education

Wk	Date	Location	Venue
2	08, 10 & 12 Dec	POM	STC HO

Training for the year will end at the end of the second week of December and will commence again in January due to the Festive Period.

The HR Training team will have the schedule for next year’s training out in the January issue.

The December issue will have highlights of their training plans for 2015

HR Policies & Procedures

Sexual Harassment

STC is committed to creating a workplace that is free from bullying, harassment and discrimination, where people are respected, and diversity is embraced. STC will maintain a work environment which is free from coercion, intimidation or harassment, including sexual harassment.

STC will treat all complaints of sexual harassment seriously, and ensure they are dealt with promptly, impartially and confidentially.

It is STC’s legal obligation to investigate all complaints of sexual harassment, whether they have been brought to our attention formally or informally.

Policy Guidelines

1. Sexual harassment is a general term covering many forms of unwelcome behaviour of a sexual nature or having sexual connotation. Harassment may be constituted by unwelcome or uncalled for acts of physical intimacy, unnecessary familiarity, requesting sexual favours, creating a climate of sexual innuendo, or making repeated sexual remarks, so that the other person reasonably feels offended, humiliated or intimidated.
2. Sexual harassment includes the sending of unsolicited emails containing explicit and/or offensive sexual references and/or pictures, and the display of explicit and/or offensive pictures, texts and objects within the work environment.
3. Subjecting another to sexual harassment in the course of offering or supplying goods or offering or performing services is also illegal and prohibited.
4. Reprisal or retribution against an individual who makes a sexual harassment complaint is victimisation; it is illegal and strictly prohibited.
5. Individuals who think they have been sexually harassed are to follow these procedures:
 - 5.1. An individual should immediately raise a complaint or question regarding harassment with their Line Manager. If the individual is not comfortable raising the matter with their Line Manager it should be raised directly with the Human Resource Manager.
 - 5.2. The person whose conduct is complained of has a right to be informed. The conduct complained of may not have been intentional, or may have been in ignorance of prevailing standards. The individual should be given an opportunity to correct or retract the situation. The individual who is making the complaint of harassment is advised to tell the individual concerned that the conduct or behaviour is unwelcome and harassing. The complaint may be communicated verbally or in writing. A copy should be retained of any complaint made in writing. If the individual is not comfortable raising the issue directly with the person whose conduct or behaviour is complained about, the matter may be communicated by the Line Manager or Human Resource Manager, on behalf of the individual.
 - 5.3. The Human Resource Manager must be informed of the complaint of harassment prior to or concurrently with the issue being raised, either by the individual making the complaint or by the Line Manager with whom the issue is raised. The matter (if warranted) may be brought to the attention of more senior management and the organisation’s lawyer.
6. An investigation into the complaint will be made immediately after a complaint is lodged. The investigation will include discussions with the individual lodging the complaint, the person whose behaviour or conduct is complained of, and witnesses, if any, to the conduct or behaviour.
7. Upon consideration of all the facts of the complaint, a determination will be made about whether or not sexual harassment has occurred.
8. If sexual harassment has been found to have occurred, appropriate disciplinary action will be taken. Disciplinary action may include counselling or formal warning. Sexual harassment is also grounds for termination of employment.
9. A right of appeal exists in relation to any decision arising out of the investigation of a sexual harassment complaint. An appeal may be made by either the person lodging the complaint or the individual whose conduct is complained of.
10. The appeal should be in writing and delivered to the Human Resource Manager within 14 days of delivery of the decision which is appealed against.

Safety Statistics Board

Incidents Statistics Summary for the month of October

Division	FAI	MTI	LTI	Total Injuries	Fatality	Total Incidents					Days Lost	LTI Free Days	LTII R	LTI SR	Head Count
						TI	F	PD	NM	S					
Consort	4	0	0	4	0	4	0	0	6	0	0	31	0	0	633
Corporate	0	0	0	0	0	0	0	1	0	0	0	31	0	0	83
Hotel	0	1	0	1	0	1	0	0	0	1	0	31	0	0	1176
Laga	0	0	0	0	0	0	0	0	1	2	0	31	0	0	525
Property	0	0	0	0	0	0	0	0	0	0	0	31	0	0	68
Shipping	1	2	0	3	0	3	0	4	5	3	54	13	0	0	1017
Transport	1	1	4	5	0	5	0	11	2	1	36	0	0.72	9	556
Group	6	4	4	14	0	14	0	16	14	7	90	0	0.10	23	4058

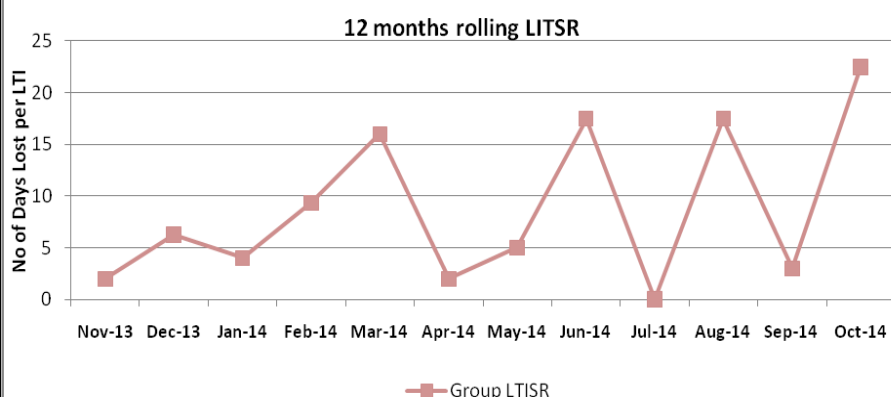
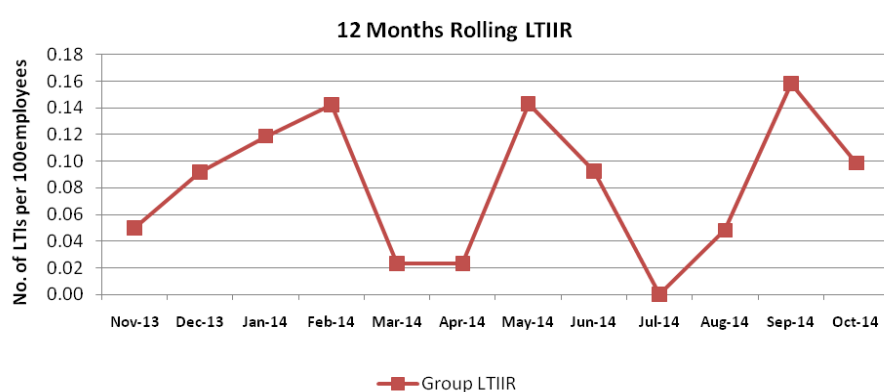
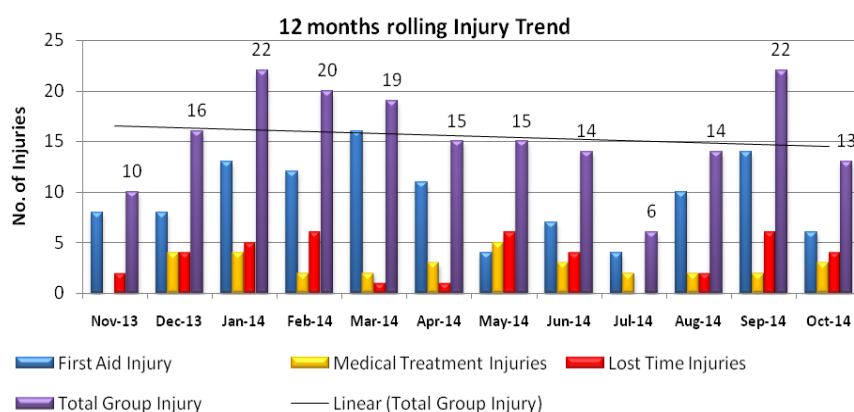
FAI – First Aid Injuries, MTI – Medical Treatment Injuries, LTI – Lost Time Injuries, TI – Total Injuries, F – Fatality, PD – Property Damage, NM – Near Misses, SI – Security Incident, LTII R – Lost Time Injury Incidence Rate, LTISR – Lost Time Injury Severity Rate

There's been a decline in First Aid Injuries (57%) and Lost Time Injuries (33%) compared to the previous month (September) whilst Medical Treatment Injuries increased by 33%. This contributed to 41% decline in Total injuries as compared to September.

Generally, the 12 months rolling trend showed a declining trend for Total Injuries. To address this, further emphasis on improving safety performance through the monitoring of lead & lag indicators against monthly targets would help.

The Groups trending rate shows fluctuations over the 12 months rolling. This implies that the management of safety programs may not be firmly handled. Approaches have been taken to monitor and improve through setting of targets for lead and lag indicators. This is to focus more on pro-active measures (e.g. inspections, toolbox, safety observations, prestart checks, near miss reporting and reactive safety measures such as root cause analysis etc) so potential hazards and situations can be managed before incidents can occur.

Throughout the 12 months period, the LTISR trend fluctuated. Again, emphasis should be made on monitoring lead and lag indicators to be effectively managed and having effective back to work programs in place and implemented to reduce incidents as well as days lost.



HSSE announce winners of 2nd poster competition

“Safety In Action” was the theme of the 2nd Safety Competition aimed at educating Steamships employee’s children about the unsafe and safe practices in the workplaces.

Under the theme Safety in Action, five subthemes were given; Fire Safety, Electrical Safety, Vehicle Safety, Manual Handling and Personal Hygiene. The children were asked to draw or portray safe and unsafe practices related to the subthemes.

The 2nd poster competition produced a total of 50 entries from Laga (22), Shipping (5), Hotels (14) and Transport (9). There were no entries from Consort, Corporate, Property and Pactow. A judging panel from Corporate (HSSE & HR) screened and selected the winners.

Three winners were selected for each of the following categories;

Category 1– Grades 1 to 4

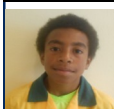
Category 2– Grades 5 to 8

Category 3– Grades 9 to 12

Below are the winners of the 2nd Poster Competition.

Note: The winner from Laga was not available for this publication.

Placing	Winners	Topic	Business Unit
Category 1: Grades 1 - 4			
3rd	Mosa Jack	Vehicle Safety	Laga Lae
2nd	Gerrad Henry Hamena	Manual Handling	BoP - Gka
1st	Trevor Andrew	Vehicle Safety	BoP - Gka
Category 2: Grades 5 - 8			
3rd	Jonathan Tumbe	Personal Hygiene	Laga Lae
2nd	Ian Kinsim	Vehicle Safety	Laga Lae
1st	Fredderick Wahune	Fire Safety	Laga Lae
Category 3: Grades 9 - 12			
3rd	Cedrick Kadai Maboi	Electrical Safety	EWT Pom
2nd	Givisa Kaupa	Personal Hygiene	Laga Lae
1st	Jonah Michael Wanemba	Fire Safety	BoP



Trevor Andrew
1st Prize Cat 1
Prize: Nintendo with 2 free games



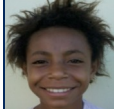
Jonathan Tumbe
3rd Prize Cat 2(Laga Lae)
Prize: K300 SVS S/V



Gerrad Henry Hamena
2nd Prize Cat 1
Prize: K500 Theodist S/V



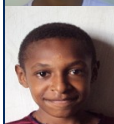
Jonah Michael
1st Prize Cat 3
Prize: Brand New Laptop



Mosa Jack
3rd Prize Cat 1
Prize: K300 SVS S/V



Givisa Kaupa
2nd Prize Cat 3Prize: K500 Theodist S/V



Fredderick Wahune
1st Prize Cat 2
Prize: Play station 4 with 2 free games



Cedrick Maboi
3st Prize Cat 3
Prize: K300 SVS S/V

Contractor Management

Steamships consider and places higher value on its Contractors and Suppliers as being the key partners in its operations. As such Steamships encourages involving contractors in its operational control programs so that they understand and see the bigger picture in which Steamships tries to attain with regards to “SAFETY” whilst conducting its operations. Involving and making sure Contractors comply with Steamships Safety Programs for their employees safety at work is what Steamships encouraged.

That can only be achieved when necessary rules, policies and procedures are understood and followed at all times whenever contractors are engaged within any Steamships operations throughout the country.

At times, monitoring contractor compliance to Steamships operations may not be easy. A simple and easy way to manage is through the process of “**Contractor Inductions**”. Bigger contracted projects can be managed through detailed Contract Agreement requirements followed by various verification inspections of projects to be done periodically by Steamships. Smaller contracts or projects can be managed through the use of this Contractor Induction process as in “**Checklist**” or “**Classroom Presentations**” organized by business units/divisions.

Contractor Induction Checklist

Contractor Induction Checklist is a tool used to check and verify if engaged contractors comply with Steamships HSSE policies and procedures in making sure they perform their jobs safely. The checklist makes sure the required and appropriate tools and equipments are used, there is a safe working environment and competent staff are engaged so that no hazards and incidents are experienced.

The contractor induction checklist is usually a binding tool or document that the contractors pledge to and will form the basis of their contractual agreement before implementing their tasks on Steamships premises and equipments.

Induction checklists should be as simple and clear for contractors to understand and comply. Some of the basic items to be covered in this checklist include;

- ◆ Company Name, Type of Working & Duration
- ◆ Insurance cover
- ◆ Job or Trade Certification
- ◆ HSSE Policy/Regulations Compliance
- ◆ Hazards/Incidents Identification & Reporting
- ◆ First Aid & Incidents Management
- ◆ Emergency Response & Evacuation
- ◆ Job Specific Permits (Hot Works, Heights, Confine space, etc)
- ◆ Fire Fighting Equipments
- ◆ Waste & Environmental Management
- ◆ Smoking & Chewing Betel Nut
- ◆ General House Keeping
- ◆ Declaration and Signing with Date
- ◆ Waste & Environmental Management
- ◆ Smoking & Chewing Betel Nut
- ◆ General House Keeping
- ◆ Declaration and Signing with Date

Steamships encourages all engaged contractors to be inducted either by way of checklist or classroom presentations, but either way must at least cover the mentioned areas. Site specific inductions may vary for each operation, and thus we encourage operations to include in their inductions the site specific requirements.

Life at Sea

Meet the staff that weather it out at sea and read what they have to say about their life and experiences



Meet Sylvia Kivali who is the crew on-board Steamships Shipping Coastal vessel, *Lahara Chief*.

Sylvia who is from Central and Manus found her love for boats when she did her part time with PNG Ports Limited's Pilotage Department after completing year 12 at Port Moresby National High School. "That's when I became fascinated about ships and wanted to know how I could pursue a career in that direction. Soon I went to Maritime and in 2011 was selected by Coastal Shipping to join a training batch that they were working with.

"It's been like three years now where I've been working on and off the vessel but I enjoy every minute of it when I'm out at sea. I can say that I'm privileged to be able to work onboard the vessels because most shipping companies don't recruit female crew members. I'm fortunate because Steamships recruits female crews on its vessels and is a gender equality employer."

Asked about how she gets along with her male colleagues. "Actually, we get along quite well. It's all about respect and I think my male colleagues have come to understand and appreciate the fact that there are females that can do the job and are very supportive.

Coastal Shipping adds MV Balimo to its fleet



Yona Destin Blanchard in the process of breaking the champagne on the vessel as is the tradition during christening of vessels.

Coastal Shipping in November christened its new vessel, *Balimo Chief*. The christening was done in front of invited guests comprising Steamships Shipping's clients and staff.

The christening of Balimo chief was done by Yona Destin Blanchard, wife of the Total Exploration & Production PNG Limited Managing Director, Philippe Blanchard.

Balimo is 45m in length with a 480 deadweight tons (dwt). She has a container capacity of 19 TEUs with cargo fuel capacity of 233,000 litres. She can carry a crew of 12 men.

She was built in Sibul, Sarawak in Malaysia and a 12 men crew were flown Sibul to bring her over.

She left Sibul on 21 October arriving in Port Moresby two weeks later on 3 November.

Steamships General Manager, Susana Germino said it was an exciting year as this was the second vessel brought in to add onto Steamships Shipping coastal fleet.



Replica of containers to train staff about lashing

Lae Port Services has built a replica of a bay of containers on a ship to teach its staff how to safely lash containers.

Lae PSL manager Peter Staples said different vessels had different types of twist-locks and lashing bars, and it was very important that the right equipment were used in the right place. He added that it was also important that lashing is conducted to standard operating procedures in order to keep the job safe.

Mr Staples thanked Denis Speyer China Navigation for their support and for providing samples of the lashing gear they used on their vessels.

"Training with the actual equipment used on ships is fantastic and a good way to practise so that we can get the job done in a rightly manner," Mr. Staples said.

Steamships Shipping HSS&E Manager Jerry Fareho commended Lae Port Services on their initiative saying records of all training would be kept so that similar trainings can be held at the other ports.

"We are now planning on rolling this concept across all the other JVS Ports," Mr. Fareho said.

Left: The replica of bay of containers that will be used to teach staff how to safely lash containers

Steamships Shipping hosts a successful 'Safety Day' for its staff

The Shipping office last Friday closed its doors to businesses with all its staff spending a whole day learning about health, safety and security issues as part of the annual 'Safety Day' program.

The first half of the day had speakers from various organisations come in to talk to the staff about; using initiative to improve safety, mental health, fire safety, through the eyes of safety (inside a port), security awareness, healthy living, manual handling and road safety, insurance processes and the outdoor activities.

The fun part was in the afternoon when staff were given scenarios of HSSE risks or hazards that representatives from each of the 10 teams had to identify and address appropriately. There were seven risks created and the teams were to address each issue before moving to next scenario to complete all seven. The seven scenarios were the positioning of a Fire Extinguisher, Cleaning up an Oil Spill, A Laptop on fire (appropriate actions to take), Manual Handling (use of proper lifting technique), Raging Fire, Tag Out and use of PPE at Wharf.

HSSE manager Jerry Fareho said the day went well and thanked all the staff and the speakers for their support towards the program.

"A big thank you to Port Managers and their Safety Officers from the outer JVS Ports who took time to be part of the day," he said.

He extended his appreciation also to the management of Laga for allowing their HSSE manager, Freddy Joe to attend their Safety Day program.



Consort continues to empower its HSSE staff with training

Consort is always focussed and committed to promoting a safe working environment for all its employees, therefore it gives priority to safety.

To continue maintaining and improving their trend of safety culture, the Consort HSSE section has taken the initiative to identify a number of HSSE courses to be provided through in-house consultative trainings. These trainings were given to all its HSSE representatives and employees within its various departments. The first two courses were given to 11 of its HSSE representatives. The two courses were; Emergency Evacuation - **Building Fire wardens** and **The Operation of Fire Alarm systems**. These courses were also provided to the other employees outside of the HSSE area.

Training is the most effective tool in disseminating knowledge and skills that will enhance employees to improve and implement the safety culture both at their workplaces and homes.



Medical Insurance awareness for Pactow



Left: Steamships Group HR Manager, Monica Toisenegila with the Pactow staff onboard MV Wombi.

Staff at Pacific Towing in Lae sat in for an awareness talk about Steamship's medical insurance policy and how they could benefit from it.

The awareness conducted by Steamships Group HR Manager, Monica Toisenegila was conducted onboard Pactow's tug boat, *MV Wombi*.

It was attended by most of the staff who were eager to learn about the policy and how they could take advantage of it.

Ms Toisenegila said having them understand the policy will enable them and their families to benefit fully.

CONSORT EXPRESS LINES LIMITED
For Coastal Shipping

TEAM BUILDING PROGRAM 2014



Opening ceremony—traditional singing by Container Repair Maintenance department—ship presentation to managers, thank you Gibson & team



Ule Gumbion posing in his traditional attire



Opening Remarks by Cletus Yendetuo (HR Manager), other line managers look on at TISOL



Closing remarks by Brian Thorpe, Lae Agency Manager



Officials prepare for event



Team Total Techno Control — soccer



CFS vs Operations — basketball



USL vs CRM 1 — volleyball



Workshop vs CRM 2 — touch rugby



CRM 2 vs Operations—soccer



Total Techno Control (TTC) —Champions



Workshop vs CFS — volleyball



Team Building Officials



USL Solwara Man team — Quiz



CFS Compact Power — Quiz



Presentation of shield to TTC captain Philip Chalapan



Officials—busy organizing the event, THANK YOU to all who participated!



HR team—Grateful People, Quiz champs

Ela Beach & Gateway hosts APEC delegates

Renovation work underway at Ela Beach Hotel

Ela Beach and Gateway hotel were proud to accommodate and host the preliminary meetings held by the Asia Pacific Economic Cooperation (APEC) delegates.

The weeklong meeting of 21 countries at Gateway Hotel took place between the 17 and 22 November.

The info desk was set up to give the foreign delegates a point of contact in the hotel where they could get information about the meeting as well as about the city of Port Moresby itself.

This meeting is the first of a series of meetings that will take place over the next three years leading up to the APEC 2018 hHeads of State meeting, which PNG is proud to be hosting.

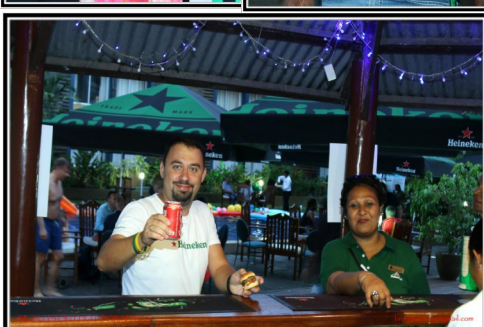


Renovation work is being done to Ela Beach Hotel with builders working on the North Wing side of the hotel. Work on the first four (4) rooms are nearly completed – with 46 still to go.

Heineken pool party hosted at the Melanesian Hotel in Lae

Melanesian Hotel in Lae was proud to host the 2nd Heineken Pool Party recently.

Everyone that attended the evening enjoyed themselves and had a great time.



Harbourside soon to be completed

The harbourside project is soon to be completed with tenants ready to move in during the second quarter of 2015.

The Steamships board of directors last week held a sunset drinks at the ground floor of Harbourside and got a glimpse of how the setting would be like upon completion.



Glamouring up for Harbourside

Uniforms are a way of identifying and promoting the image of an organisation.

PPP has ordered new uniforms to get them into the new year. The Harbourside staff were the first to show off their tailored suits and dresses in preparation for their move into Harbourside upon its completion.

Pacific Palms Property staff especially the ladies are looking forward to their new uniforms.



Harbourside staff in their new look uniforms

PPP puts a team in for NCD PCNC

Pacific Palms Property has put in a team for the NCD Private Companies Netball Competition.

This is the first time PPP has put up a team to participate in the tournament. In the past, its staff wanting to play netball had to join other Steamships business entities to take part in the tournament.

The proposed idea was agreed upon by the General Manager Andrew Potter who said it was a great way to get staff to promote PPP and mingle among employees from other corporate organisations.

The trials began successfully for PPP coming out on top with a satisfactory draw. As the games continue into the premium division, PPP is preparing the team well. Practise makes perfect and that is what the team is doing. The ladies train at the back of their office on Tuesdays, Wednesdays and Thursdays.



Staff undergo medical checks



The staff of PPP undertook medical checks and blood tests as part of the company's commitment to ensuring all its staff were fit and healthy for duties. The medical checks were carried out at Kaugere clinic by the medical doctors stationed there. Staff were happy with the service saying that many organisations do not give such opportunities to their staff.

Lotus Notes - Email Tips

Short cut to Change Unread emails to Read Status?

If you have many “Unread” emails and you do not 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

How to Scroll Through Your Calendar? Use the Page Up and Page Down to scroll by month or Ctrl + Page Up and Ctrl + Page Down to scroll by week

~ SA

How to Quickly Create a New Email?

Use the Ctrl+m short on the keyboard shortcut to create a new email. Press and hold the Ctrl button and click the letter “m”.

~ SA

Need to assign a task to someone or a group?

You can create a group ‘To Do’ item and assign it to one or more people. Assignees receive an assignment notice, similar with meeting notices, they can respond to the notice by accepting it, declining it, and so on. To create a new ‘To Do’ item you click Create > To Do. Under Assign to, select Others, and enter names into the Required, Optional, or FYI fields.

~ AW

How do I create a repeating to do item?

You can create a To Do item that repeats daily, weekly, monthly, yearly, or by a time period you specify. Create a new To Do item by clicking Create > To Do. Click the Repeat link, and choose how often the To Do item should repeat and how long it should repeat.

~ AW

How to View the Size of Your Mail Quota

A quota limit is set for the size of all the mail application for every user. To view the size of your mail quota: Open your mail box Go to Tools -> Quota Information. A dialogue box then pops up and tells you your mail quota (Example: 1516 MB of 4098 MB i.e. 1516 MB is used space)

Therefore, if your mail box size nears the threshold limit set for you, you will start to receive messages warning you that “Your Mail File Is Getting Close To Its Maximum Size”. In addition, “If your mail file reaches the maximum size, you will no longer be able to send mail.”

~ GS

What Can I do if I’ve gone over My Mail box Quota Limit?

1. Archive emails - This is the recommended step to take.

Note that once you have completed archiving your emails; contact your CSD’s Lotus Notes Support staff to compact your mail file on the email server to free up space on your mail box.

2. Delete emails - Be totally sure about the emails you wish to delete.

Delete emails in your INBOX as well as SENT folders that you are totally sure are no longer needed in order to reduce the size of your mail file.

After deleting messages, make sure you go to the Trash folder and empty trash. Care must be taken when choosing this option because you will not be able to restore emails that are emptied from Trash.

~ GS

Note: You can print this page out and keep it for reference when you have doubts about the process of going about the steps.

Swire hosts STC Golf Axe and Swire Cup comp



Top: The golfers that took part in the tournament

Above Right: Swire Shipping's Lea Henao receiving his Nathan Swain Memorial Trophy and Don Harvey Bell Trophy from Sam Blackwood

Above Centre: Pacific Palms Property, National Property Manager Noel Richards prizes as Scott Cup winner.

Above Left: Pacific Palms Property receiving their prizes.

A small but enthusiastic group of STC and Swire employees assembled at the Royal Port Moresby Golf Club at 8.00 a.m. on Sunday 16th November to take part in the three STC golf events for 2014. The format for the day was Stableford, which did present scoring challenges for the non-golfers in the group, and three trophies were up for grabs.

The team event was the Axe Challenge, with Pacific Palm Properties and Corporate attempting to take the trophy off last year's winners, Swire CNCO. This was not to be with the Swire trio of Lee Ingram, Lea Henao and Sam Blackwood, defending their title and winning the privilege of playing host in 2015.

The non-golfers and higher handicappers were all playing for the Nathan Swain Memorial Trophy, in honour of a former Swire employee who tragically lost his life in the Bali bombing some years ago. Waluka from PPP was an early front runner, demonstrating some remarkable shot play for someone who was playing his first game, but in the end, the consistent Lea Henao of Swire prevailed over a fast finishing Michael Saunders to win with a great score of 38 points. Lea also took out the Don Harvey Bell Trophy for the best performance of the day, a great effort!

less, all vying to represent PNG at the regional event in Hong Kong in early 2015. New boy, Lee Ingram of Swire was looking to take the honours off past winners Brent St Hill, Noel Richards and short priced favourite, and defending champion, Jamie Brazier. St Hill was impressive out of the blocks with a par, par, birdie start, but nerves and fatigue proved too much in the middle of his round, although he came back strongly to finish with a birdie on the last, his tee shot, hitting the pin and almost dropping in the hole for a rare 'hole in one'. Ingram and Brazier traded booming drives and battled bravely but eventually came up short, settling for the minor places. This left the consistent Noel Richards champion for 2014 with a great round of 37 points.

The day was a success, thanks mainly to the great efforts of Lee Ingram, who organized shirts and prizes and generally put the day together. A fun day was had by all and finished off with a delicious BBQ and presentations.

Note: Thanks to all the players and hope to see more participants in 2015!