

**MONASH UNIVERSITY
MONASH RESIDENTIAL SERVICES
MRS OPERATIONS COMMITTEE**

Minutes of Meeting no 4/2006 of the MRS Operations Committee held on Monday 18 September at 6pm in the Pavilion, Berwick Residential.

October 2006

Georgina James
Administration Officer, Telephone 57202

Present:	Vladimir Prpich ..	Chair & Director Monash Residential Services
	Andrew Marks ..	Community Services
	-- ..	Equity & Diversity Centre
	Charmaine Loke ..	RST Project Coordinator
	Tim Abbott ..	MRS Network Administrator

Berwick Residential	Karyn Lemon ..	Site Manager
	Edward Moore ..	Residential Supervisor
	Jeremy White ..	RA Representative
	Rielly Johns ..	Resident Representative

Caulfield Residential	-- ..	Site Manager
	Ingrid Bennett ..	Residential Supervisor
	Victor Juay ..	RA Representative
	-- ..	Resident Representative

Clayton Residential	-- ..	Administration Manager
	Jason Whitaker ..	Operations Manager
	-- ..	College Head Representative
	Bec Bowden ..	RA Representative
	-- ..	Resident Representative

Gippsland Residential	Leonie Chappell ..	Site Manager
	Alister Quinn ..	Deputy College Head
	-- ..	RA Representative
	-- ..	Resident Representative

Peninsula Residential	Tricia Thorne ..	Site Manager
	Cass Valentine ..	Residential Supervisor
	Tim Pethybridge ..	RA Representative
	Shayan Ekramullah ..	Resident Representative

In attendance	Georgina James ..	Administration Officer
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Apologies	Kristine Papadopoulos ..	Site Manager, Caulfield Residential
	Cassianne Martin ..	Administration Manager
	Anh Luong ..	University Crime Prevention Officer
	Mark Davison ..	College Head Representative
	Michael Petrovic ..	Resident Representative
	Wayne Tan ..	RA Representative, Gippsland Residential
	Rebecca Jones ..	Resident Rep. Gippsland Residential

Absent	Representative	Equity & Diversity Centre
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Mr Prpich opened the meeting by welcoming Ms Leonie Chappell, Site Manager Gippsland Residential.

1 APOLOGIES

As above.

2 MINUTES OF MEETING 3/2006 – Minutes of meeting no 3/2006 held on 31 July 2006 were confirmed and signed as an accurate record.

3 MATTERS ARISING FROM MINUTES OF MEETING 3/2006

3.1 Evaluation of lighting in the Clayton Residential car parks – Mr Whitaker thanked Ms Anh Leong, Crime Prevention Officer for conducting the audit and briefly outlined the recommendations contained in the report

3.1.1 Installation of high pressure sodium lighting

Fluorescent lighting would be increased from single to double at the entrances to Howitt, Deakin and Farrer Halls and the stairway area of Roberts Hall. Mr Whitaker said it was a cost effective solution and lighting would be increased in the areas.

3.1.2 Parking lots to be illuminated with bright white lights

Mr Whitaker said that Pappin Electrical had confirmed that orange light and white light had the same luminosity. Owing to the costs involved, the lighting would be left at orange in line with most of the university.

3.1.3 North East 2 car park, outside Roberts/Richardson – the bush covering car park light would be cut back.

3.1.4 North East 3 car park – whilst parking areas of car park at Normanby House was well lit, gravel overflow area and east side entrance drive darker but acceptable.

3.1.5 North East 4 car park – lighting adequate.

3.1.6 North East 5 car park - two additional lights would be installed on the roof of Farrer Lords to light up the area.

3.1.7 North East 6 car park – lighting adequate.

3.1.8 North East 7 car park – lighting good.

3.1.9 North East 8 car park – lighting adequate.

Evaluation of lighting in the Peninsula Residential car parks – Ms Thorne said Ms Luong had conducted a lighting audit in June 2006 and presented a report which recommended some improvements in lighting; the major goal was to work towards putting white light rather than orange light.

3.2 Residents' Ball, Thursday 10 August 2006 – Ms Loke said there had been a good turnout and thanked the other sites for their support. She said the band had been very good, 345 persons attended (21 persons from Berwick Residential and 25 persons from Peninsula Residential) the function and the Residents' Committee accounts remained in the black.

Ms Loke said organisation had started for the 2007 Residents' Ball which would be on Thursday 10 May. She then said that in the past Clayton Residential had organised and run the ball and asked whether the other sites would like to be involved in the organisation, running and other aspects of the ball.

Ms Bennett said most residents at Caulfield Residential were not interested in the ball; Ms Lemon and Ms Thorne advised that Berwick and Peninsula Residential would be happy to receive an invitation to the Residents' Ball rather than being a part of the planning process.

3.2.1 Tickets for non-drinkers - To attract and accommodate non-drinkers, Ms Bowden suggested that non-drinking tickets be offered at future balls.

Action: Charmaine Loke

3.2.2 After party – In response to Mr Ekramullah's suggestion to hold an after party after the ball, Ms Bowden said it was difficult to organise such an event on a Thursday night.

From feedback, Ms Loke said some residents and representatives felt it was good there had been no after party.

Mr Prpich then congratulated Ms Loke and the Residents' Committee on a very successful ball.

3.3 Date of next meeting – Mr Prpich said it had been decided that the next meeting would be held on Monday 13 November as originally scheduled. He suggested members contact their Manager, Head or Representative if they were unable to attend the meeting and wanted items tabled

- 3.4 27 April 2006 Blackout** – Mr Whitaker read a response dated 1 August 2006 from Mr Trevor Wilson, Acting Manager Electrical Services:

Quote - "Unfortunately the emergency lighting is exactly what it says it is. An emergency light battery will give light for 90 minutes to allow occupants to leave the building. It is not intended to replace normal lighting.

If it were possible to 'upgrade' the battery size, they would not fit into the light fitting and how long would you expect the battery to last? If the battery was able to generate lights for 9 hours, what happens if the power outage lasts 12 hours?

The emergency lighting (Australian Standard 2293) fulfils the AS requirements." - Unquote

Mr Whitaker said a generator for each of the seven buildings would cost \$300,000 per building.

In the event of blackouts, Ms Bowden suggested that the buildings be cleared.

In response to a suggestion that torches be given to every resident, Mr Prpich said that as part of their kit all RAs were provided with a torch. Mr Prpich would check with the university on funding possibilities for LED torches and Ms Thorne said the University Crisis Management & Recovery Team might also be able to assist.

Action: Vladimir Prpich

4 REPORTS

- 4.1 Manager & Residential Supervisor Berwick Residential** – The meeting noted the contents of distributed document **MRSOC 25/2006 – 18.9.2006.**

4.1.1 General operational issues – Ms Lemon said the gardens were completed on 4 August; the Pavilion was finished and opened on Thursday 10 August.

4.1.2 Bollard lighting - Mr Prpich said bollard lighting around the pathways would be investigated with the developer.

Action: Vladimir Prpich

- 4.2 Residential Supervisor Caulfield Residential** - The meeting noted the contents of distributed document **MRSOC 26/2006 – 18.9.2006.**

In response to Mr Prpich's query, Ms Bennett said the workshops organised by Caulfield Campus Careers had been excellent.

- 4.3 Administration Manager & Operations Manager Clayton Residential** - The meeting noted the contents of distributed document **MRSOC 27a/2006 – 18.9.2006.**

4.3a Beddoe Avenue - Mr Whitaker said the occupancy rate at Beddoe Avenue was 46.77% owing to 72 Beddoe Avenue being left vacant whilst a review on the future of the building was undertaken. He said asbestos had been found in the roof, tiles, lagging, etc. and in all probabilities the building would be demolished.

4.3b Internet charges – Mr Prpich said the average cost per student at Clayton for June 2006 had been \$17.70.

4.3.1 College Head – Deakin Hall - The meeting noted the contents of distributed document **MRSOC 27b/2006 – 18.9.2006.**

4.3.2 College Head – Farrer Hall - The meeting noted the contents of distributed document **MRSOC 27c/2006 – 18.9.2006.**

4.3.3 College Head – Howitt Hall - The meeting noted the contents of distributed document **MRSOC 27d/2006 – 18.9.2006.**

4.3.4 College Head – Roberts Hall - The meeting noted the contents of distributed document **MRSOC 27e/2006 – 18.9.2006.**

4.3.5 College Head – Richardson Hall - The meeting noted the contents of distributed document **MRSOC 27f/2006 – 18.9.2006.**

- 4.3.6 College Head – South East Flats** - The meeting noted the contents of distributed document **MRSOC 27g/2006 – 18.9.2006.**
- 4.3.7 College Head - Normanby House** - The meeting noted the contents of distributed document **MRSOC 27h/2006 – 18.9.2006.**
- 4.3.8 RST Project Coordinator** - The meeting noted the contents of distributed document **MRSOC 27i/2006 – 18.9.2006.**
- 4.3.8.1 24/7 Newsletter** - Ms Loke requested members to remind contributors that articles for the last 2006 24/7 Newsletter should be forwarded to her no later than the end of September 2006.
- Ms Chappell complemented Ms Loke on the professional manner in which the 24/7 Newsletter was done.
- 8.3.8.2 AFL football, Saturday 19 August** – Ms Loke said there had been an official welcome from an AFL representative and students received a show bag each.
- 4.4 Manager, Gippsland Residential** - The meeting noted the contents of distributed document **MRSOC 28a/2006 – 18.9.2006.**
- 4.4a Dinners** - Ms Chappell said the most important innovation were the dinners which had been going incredibly well. She said recently 73 persons had attended of which 60 had been residents.
- 4.4b 2007 RAs** – Ms Chappell and three other RAs presented information about being a RA in 2007.
- 4.4c College Head** – Ms Chappell said a College Head had resigned to return to Canada and the position had been advertised.
- 4.4d Funding in 2007** - Ms Chappell said that a request had been made for funding for 70 students for 20 meals for the year.
- 4.4.1 Deputy College Head** The meeting noted the contents of distributed document **MRSOC 28b/2006 – 18.9.2006.**
- 4.5 Manager, Peninsula Residential** - The meeting noted the contents of distributed document **MRSOC 29a/2006 – 18.9.2006.**
- 4.5a Bloom Street** – Ms Thorne said 20 beds had been leased by the Ambulance Services and there was unofficial word that they would not take up the lease for 2007. As such she said the normal student intake would be increased by 20.
- 4.5.1 Residential Supervisor, Peninsula Residential** - The meeting noted the contents of distributed document **MRSOC 29b/2006 –18.9.2006.**
- Mr Prpich said to undertake various projects, it had been agreed that the Manager from each of the residential sites would act as project leader. He said Ms Thorne was the project leader for the MRS promotional DVD and had been receiving assistance from the other Managers and MRS staff.
- 4.5.2 Promotional DVD Update** The meeting noted the contents of distributed document **MRSOC 29c/2006 – 18.9.2006.**
- Ms Thorne then spoke to the report in detail and said the DVD would be Monash friendly and the MRS Mission Goals had been used to develop the script.
- Ms Thorne said whilst the DVD would be completed by July 2007, a lot of input from the sites was still required. She said there would be an official film crew filming during the day but for after hours filming, a team of MRS volunteer camera operators would be required to capture some footage. Managers had been requested to:
- compile a list of events; all events did not have to be captured;

suggest persons that could be used as camera operators; training was simple and any interested persons should contact the Site Manager, etc.

Mr Prpich said the DVD was to enunciate the MRS Vision Statements and Goals. He said the DVD would go for approximately ten minutes, be used for pre-departure sessions, given to persons to understand and promote MRS accommodation, etc.

5 COMPUTER COMMITTEE The meeting noted the contents of distributed document **MRSOC 30/2006 – 18.9.2006.**

5.1 ITS Security Group - Mr Abbott said on scanning the MRS network, it had been noticed that there were machines that had not been patched.

5.2 Intercampus links – Mr Abbott said the network links between Clayton, Caulfield, Berwick, Peninsula and Gippsland had been examined and 90% of the traffic on the links was MRS. He would speak with Mr Myles Fenton about the slowness of the links and suggest:

- turning up the rate on the links to get more data flowing across it which would give MRS persons a small increase in bandwidth before the throttling occurred;
- that the routers be set where the policy could be time based so that inter-MRS throttling would only occur between 8am-8pm.

5.3 Wireless -The meeting noted that wireless had been trialed at the Clayton Residential dining room, central building and office areas and Mr Whitaker would trial wireless at the South East Flats and the Pavilion. As MRS had the VPN, Mr Prpich asked whether Berwick Residential would also be interested in the trial.

Mr Prpich said the Managers contact Mr Abbott for a quote and suggested that the common and computer rooms should also be looked at.

5.4 Berwick microwave link – Mr Abbott said ITS had received a quote for the link.

5.5 Computer Committee – Mr Prpich welcomed representation on the Computer Committee from the residential sites.

6 RESIDENTS' COMMITTEE – The meeting noted the contents of distributed document **MRSOC 31a-b/2006 – 18.9.2006.**

The meeting noted that with the restructure of the Residents' Committee Ms Loke would obtain assistance with the 24/7 Newsletter, etc.

7 FUNCTIONS - The meeting noted the contents of distributed document **MRSOC 32/2006 – 18.9.2006.**

8 ANY OTHER BUSINESS

8.1 Water flow restricting devices – In response to a query from Ms Bowden, Mr Prpich advised that at Clayton Residential and all the other sites there were water flow restricting devices in the actual pipes which restricted the amount of water that came out of the shower heads.

8.2 Hot water ban on washing machines – Mr Whitaker would investigate Ms Bowden's advice that some of the hoses had been moved around.

Action: Jason Whitaker

8.3 Washing machine breakdowns – Mr Prpich said MRS had service contracts and at all times were guided by the advice of the service technicians.

8.4 Washing machines – Mr Prpich proposed to introduce the same policy across all sites.

8.5 Level of water and energy efficiency – In response to a query, Mr Prpich said use of washing machines at Clayton Residential had always been free.

Mr Whitaker had been requested to indicate on the environmental website the savings that had been introduced i.e. hot water supply at the South East Flats had been changed from electric to gas, etc.

Action: Jason Whitaker

- 8.6 Summer storage** – In response to a query from Mr Juay, Mr Prpich said owing to insurance risk and compliance, summer storage facilities were no longer available at any of the sites and residents were unable to store their personal belongings.

However, Mr Prpich said some residents at Clayton Residential continued to pay rent for their room and allowed five or so other residents to store their belongings (provided access to the heater and other equipment was not blocked) and split the costs.

He said storage at Caulfield was difficult as it was not a MRS site nor did MRS control the Body Corporate.

9 NEXT MEETING – Monday 13 November 2006 at 6pm in the Function Room Clayton Residential.

CONFIRMED AS AN ACCURATE RECORD:

Chair..... **Date**

MEMBERSHIP:

	Chair & Director MRS Equity & Diversity Centre RST Project Coordinator Network Administrator University Crime Prevention Officer Community Services Representative	Vladimir Prpich TBA Charmaine Loke Tim Abbott Anh Luong Andrew Marks
Berwick Residential	Site Manager Residential Supervisor RA Representative Resident Representative	Karyn Lemon Edward Moore Jeremy White Rielly Jones
Caulfield Residential	Site Manager Residential Supervisor RA Representative Resident Representative	Kristine Papadopoulos Ingrid Bennett Victor Juay TBA
Clayton Residential	Administration Manager Operations Manager College Head Rep RA Representative Resident Representative	Cassianne Martin Jason Whitaker Mark Davison Bec Bowden Michael Petrovic
Gippsland Residential	Site Manager College Head Rep RA Representative Resident Representative	Leonie Chappell Justin Kohlman Melissa Turnbull Rebecca Jones
Peninsula Residential	Site Manager Residential Supervisor RA Representative Resident Representative	Tricia Thorne Cass Valentine Tim Pethybridge Shayan Ekramullah
In attendance	Georgina James	Administration Officer
For Information	Berchman de Rozario Ridwan Tandijono	Food Service Coordinator Dining Room & Function Coordinator