



Director's Report

GJK have enjoyed a very progressive and successful journey in the 2003/2004 financial year experiencing continued growth within our business. The gaining of significant new contracts and the appointment of two senior management positions stand as testimony to the company's progress. This is only possible with the contribution made by all our employees in providing outstanding customer service. I thank you for your past and ongoing support.

George Stamas, Director AIMM

GJK Achieves OH&S and Environmental Systems Accreditation

GJK are very proud in achieving Accreditation in Occupational Health and Safety and Environmental Management Systems, incorporating IOS 9001 (2000 Version) giving GJK an Integrated Management System in May this year.



"Our staff have shown strong commitment in achieving national standard accreditations in the past twelve months", said Mario Vella-West (CEO).

The systems GJK has in place, as the way of doing business, ensure the interests of our staff, customers and the business risks are managed by all stakeholders.

Training for GJK Personnel

Extensive training through Allianz has been undertaken for GJK Administration, Managers, Operational Personnel and Site Supervisors. The objective was to further enhance their awareness and knowledge within the workplace on major aspects covering:

- Risk Management;
- Manual Handling and Ergonomic Risk Assessments;
- Occupational Health & Safety Overview;
- Managing Workplace Stress and Bullying;
- Role of Return to Work Coordinator;

GJK Implements an OH&S Central Committee

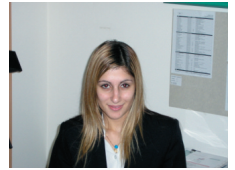
Management at GJK Facility Services take seriously its responsibility in providing a safe work environment for our employees, customers, sub-contractors and the public. To this end, an OHS Central Committee has been established and meets on a 3 monthly basis.

The meeting discusses various OHS issues such as:

- a) Proposed changes to the work environment.
- b) Proposed changes to the processes.
- c) Proposed changes to the work practice.
- d) Any accidents and near misses.
- e) OHS information displayed on notice boards to employees.
- f) Evaluating all incidents, accidents and near misses.
- g) New business.

If you have any items that require discussion in this meeting, please contact your supervisor or Maria Panayi to ensure the item is raised through the appropriate OHS Representative for inclusion at the next OHS Central Committee meeting.

Copies of the OHS Central Committee minutes and a list of who is your OHS Representative shall be displayed on the notice boards of your work site. Please contact your Supervisor or Maria Panayi, Head Office OH&S Representative on (03) 9763-0999 for further details.



Multi Service Contracts GJK - Huntsman Chemicals Australia Ltd

George Tsimbouris, Service Manager for Huntsman oversees a multi service contract working closely with the customer at Huntsman Chemicals

Australia Ltd. George oversees a range of seven support services at Huntsman of which he says the success is only possible with the great support of the Site Supervisor, John Spencer and his Team and the partnership approach by Huntsman Australia.



Gerard Signode

GJK Facility Services as the prime Project Member and the Service Alliance Group Members were successful in being awarded the contract for Gerrard Signode commencing July 1.

After meeting with the client representative from Gerrard Signode it was a pleasure to hear compliments about how smooth the transition occurred between outgoing companies and incoming SAG Members.

The range of support services provided are:

- Cleaning
- Security
- Fire Protection & Mechanical
- Pest Control
- Hot Beverages
- Horticultural
- Waste Collection
- Wash Room Services



Above: Kersten Bader (Plastic Manufacturing Manager - Gerrard Signode) together with Don Wilson (General Manager, Operations - GJK Facility Services) shaking hands to the beginning of a long business relationship

New Senior Appointment

GJK Management welcomed the appointment of Kaye Jowett as Financial Controller heading the Administration Team at GJK. Kaye has been working in the cleaning industry for 30 years, experiencing all aspects of the industry. Her knowledge of the Company's requirements for reporting of the financial, administrative, managerial and operational structure of the business is extensive. Kaye is a former member of the BSCAA Executive Committee and has certification as a VTAB accredited Workplace Trainer. She is a registered WorkCover Rehabilitation Coordinator.



Website: www.gjkfacilityservices.com.au
Email: info@gjkfacilityservices.com.au
Telephone: (03) 9763 0999