

DATALEC

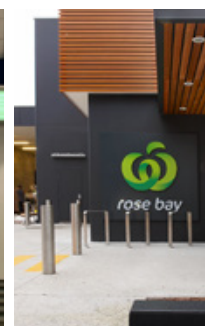
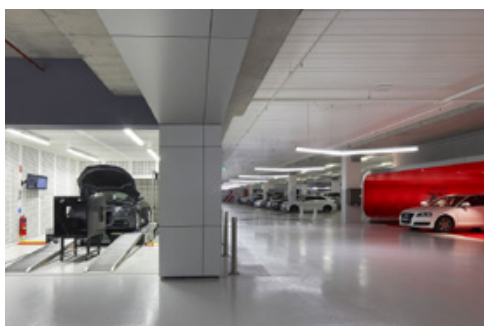


Company Profile

2017

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Section 1

Organisational Capability

We are Leading contractors for electrical installations, ICT services, ongoing maintenance and more

Whether you're at the planning and design, construction, renovation or emergency support stage of your project, we can help.

Our services are designed to improve the efficiency of your workplace, to keep costs low and to ensure you have the most current and sustainable ICT practices in place.

With Datalec, you're a client for life because our service extends beyond the delivery of your project. From installation to maintenance and ongoing support, we ensure your electrical, data and communication capabilities run at the most efficient levels.

Electrical Services

- Project Management
- Power Reticulation
- Electrical Installations
- Lighting Integrations Systems & Energy Management
- Uninterruptable Power Supplies (UPS)
- Security / Access Control
- CCTV
- Audio Visual Services
- Dry Fire Services
- Building Maintenance
- Routine Service & Maintenance
- CAD & Schematic Documentation
- Certification & Warranty

Telecommunication Services

- Project Management
- ICT Services
- DAS – Distributed Antenna Systems
- Wi-Fi Solutions
- Managed Services
- Optical Fibre
- Structured Cabling Solutions
- Voice Infrastructure
- Design, Plan & Install
- Testing Copper & Fibre
- PABX Solutions
- CAD & Schematic Documentation
- Certification & Warranty

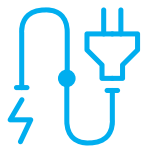
Section 1

Technical Capability

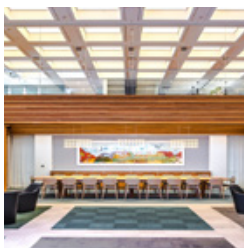
A company founded on quality, dedication, skill and innovation

For over 20 years, we've provided leading edge electrical, data cabling and security services for an impressive list of corporate clients.

As one of the leaders in our field, our experience covers a variety of projects including hospitals, universities, childcare centres, shopping centres and entertainment venues. These large-scale, often complex projects range from installations and set-ups to ongoing maintenance and technical support.



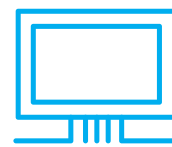
Electrical



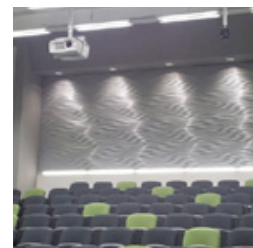
Data



Security



Audio Visual



Datalec's long-standing position in the industry comes from our highly skilled workforce. We make it our priority to look after our employees so we continue to offer leading edge, superior service to clients. Our workforce is kept healthy and stable through regular employee reviews and career advancement opportunities.

Our vision for the future is to accelerate our position as leaders within our field, to deepen our relationships with valued stakeholders and to deliver diligent, innovative services, which are always one step ahead of our competitors.

Project Experience

University of Technology Sydney, Ultimo, NSW



UTS Chancellery

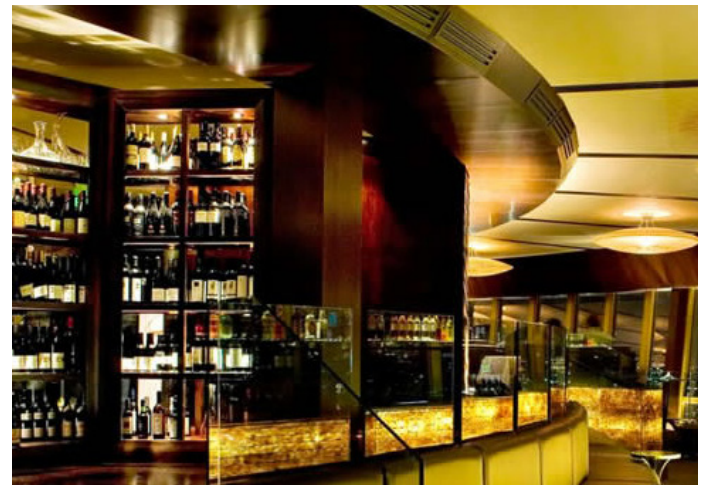
Size: 1500 sqm
Budget: \$630,000
Category: Education

The aim of the project was to ensure that the Chancellery's facilities in the heart of the University's campus reflect its use as a venue for many external engagement events and activities as well as ensuring meeting spaces for visiting dignitaries and other important guests are available.

The project features offices, breakout areas, meeting rooms, reception, extensive AV services and a new facade.

Project Experience

Centerpoint 360 Bar and Dining, 100 Market Street Sydney



Centerpoint 360 Bar & Dining

Size: 1050sqm
Budget: \$1.4M
Category: Hospitality

From furnishing to lighting, no expense was spared to achieve the unique lighting affect created at the iconic Centrepoin's 360 Bar and Dining.

This exquisite rotating restaurant was fitted with laminated tortoise shell bar tops, glass shelving and handmade pendants to name a few, these outstanding finishes come together nicely to create this five star look.

Project Experience

St George Hospital, Gray Street Kogarah



St George ASB Hospital Kogarah

Size: 24,000sqm
Budget: \$2.1M
Category: Health

Datalec Services was awarded a contract to design and complete data communications services to St George Hospital working as a sub-contractor to the Heyday Group. Located at Grey Street Kogarah, NSW

The project commenced in August 2016 and reached practical completion in October 2017 with a total project value of \$2,100,000.00

Scope of Work: Multi-user University of approx. 24,000 square metres over 8 floors. Approximately 5,600 R&M Cat6a F/UTP communications outlets.

Section 2

Organisational Quality



Section 2

Organisational Quality

2.1 Research & Development

As an electrical and communication contracting business, Datalec Services Pty Ltd has not normally been involved in research and development. We have though, on many occasions, developed specific products to solve problems in formulating solutions to customer requirements. This includes the development and manufacture of testing devices, product adaptations and implementation procedures.

2.2 Human Resource Management

Datalec Services Pty Ltd is a privately owned business and has developed a very stable staff and long-term staffing complement.

2.3 Process Indicators

2.3.1 Consultative mechanisms

As a close-knit organisation, our company works on an open door policy and all staff have easy access to management which promotes communication and consultation. Regular staff meetings are held for all staff down to supervisory and foreman level. There are also a number of consultative meetings where all staff members are present.

2.4 Outcome Indicators

2.4.1 Lost time due to industrial disputation

The company has not had lost time due to industrial disputes generated by Datalec Services staff.

2.4.2 Absenteeism

Our levels of absenteeism are low which can be substantiated from our computer records.

Section 2

Organisational Quality

2.5 Culture Indicators

2.5.1 Selection criteria/promotion planning

Great emphasis is placed on keeping a stable long-term workforce. The consequence of this policy is the need to have well planned career opportunities for our staff members. Regular reviews are conducted by management of staff members enabling opportunity for staff development and progress.

2.5.2 Equal employment opportunity plan

It is company policy that no one is judged for any reason other than the ability to perform the particular task required. All staff members have equal opportunity for promotion. There is no discrimination for issues relating to race, religion, colour, creed or gender.

2.5.3 Information sharing

Information is shared within the company on two broad bases. All technical staff have access to information in the computer system for all project related issues. Financial information is made available to the financial management of the company. All policy and planning issues are made available to staff for comment, discussion and implementation.

2.6 Skill Formation

2.6.1 Skill formation philosophy

It is the philosophy of the company to employ multi-skilled staff members. The electrical contracting industry is essentially a multi-skilled industry and electrical mechanics on completion of their apprenticeships, have wide skill bases, e.g. our staff members are trained in high voltage, medium voltage and low voltage installations, data cabling and security cabling across a range of industrial, commercial and mechanical electrical installations.

2.6.2 Skill formation policy

All staff members are encouraged to consider further training. There is both voluntary and compulsory training. Formal training is complemented by informal on the job training and is achieved by regularly rotating staff members across a wide variety of projects.

Section 2

Organisational Quality

By consistently rotating staff across a wide range of tasks, we ensure that we have a multi-skilled workforce.

2.6.3 Skill formation strategy

2.6.3.1 Analysis: determining current skills

From apprentice stage, regular reviews are conducted to determine both current skills and the need for additional training. The need for training is also determined by changes within the industry, e.g. currently emphasis has been placed on training all staff members in various aspects of data cabling, both copper and fibre optic.

2.6.3.2 Delivery: programs to reduce skill gap

Both internal and external resources are regularly used to deliver specific programs. External resources include specialist suppliers as well as industry bodies.

2.6.3.3 Equality of opportunity

Training programs are available for all staff members. From time to time, specialist training is offered to staff members where ability and desire have been indicated, e.g. we recently advertised for the position of Trainee Estimator internally within the company, and we are currently training an electrical mechanic in this area.

2.6.3.4 Assessment: procedures to assess skills acquired

Regular staff reviews are conducted on both a formal and informal basis by senior managers of the company. At these reviews, both formal training and informal training will be decided upon. As part of the same review, evaluation of skills programs will be conducted to assess effectiveness of programs instituted.

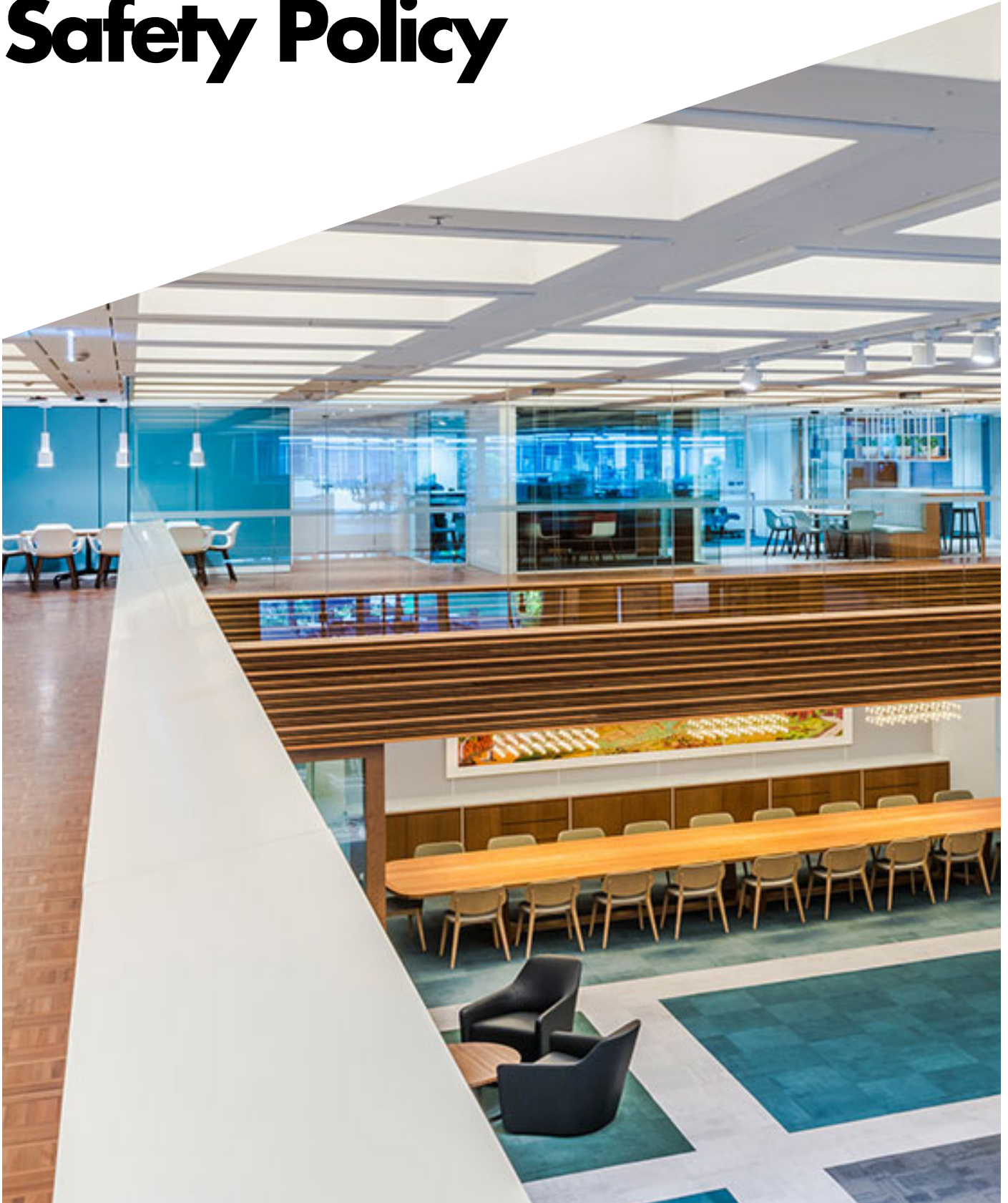
2.6.3.5 Records: management information systems

Fully computerised records are maintained of all staff. These records are utilised as a means of obtaining information on skill formation.

Section 3

Company

Safety Policy



Section 3

Company Safety Policy

It is a policy of Datalec Services management to run the business with a total adherence to procedures that result in safe working practices. Safety policy will be supplemented with detailed site instructions from time to time, but in general terms, employees will be expected to:

Strictly adhere to safe working procedures at all times.

- Use any safety equipment which is supplied for their use.
- Attend training courses from time to time when required and make every effort to absorb and implement training as received.
- Tools and equipment are expected to be maintained in good and safe working order.
- Work areas must be kept clean, orderly and in a manner conducive to safety.
- All employees will be expected to report any potentially dangerous situations to their supervisors to assist in prevention of accidents.
- Safety policy is designed to ensure that life and health are not endangered by any means.

3.1 Safety Procedures

The following procedures are to be carried out by the individual using equipment or performing work and overviewed by the foreman, supervisor and management during site inspections;

3.1.1 Prerequisites

- All employees are to be safety trained immediately after commencement with Datalec Services and retrained at minimum intervals of 12 months.
- No employees shall work on “LIVE” equipment

Section 3

Company Safety Policy

- All power tools are to be electrically checked each month after initial testing prior to use.
- Protective eye, ear and breathing apparatus is to be used at all times when applicable.
- All employees shall wear appropriate clothing and safety boots.

3.2 Safety Kit

A Company safety kit shall be located in the storage area and maintained at all times.

Any employee using any item shall notify the foreman or supervisor. The foreman and/or supervisor shall check the kit on a daily basis.

3.3 Safety Kit

- Ensure that all rubbish is removed from the immediate work site and deposited in the designated container at the end of each day.
- Ensure that NO rubbish/materials are stored or left in passageways or stairs.
- Ensure that safe access to emergency exits is maintained.
- Change & messing sheds shall be cleaned daily or whenever necessary. All food scraps and rubbish must be placed in bins located outside the entrances.
- The equipment must be in a safe state to allow the removal of the tag.
- The injury, or absence of the person from site, must be positively established.
- Removal of the tag can only be carried out by the Foreman in Charge or his nominated Deputy

Section 3

Company Safety Policy

3.4 Induction & Training

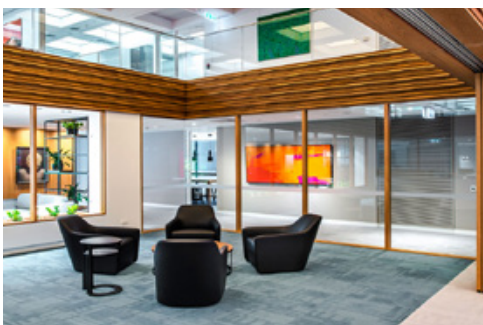
Prior to each employee commencing on site, that person shall attend a comprehensive safety Induction. This procedure shall be repeated on a 52 week rotation.

All employees are to be issued with these safety procedures and all safety clothing and equipment. A copy of these safety procedures shall be kept in the messing shed.

3.5 Licensed Operators

Unlicensed persons shall not operate any plant which requires the use of a license.

FOR ADDITIONAL INFORMATION /
CLARIFICATION PLEASE CONTACT
OUR OFFICE.



Insurances

Public Liability

GARD INSURANCE
Policy No: GAR-NECA-0005827
Cover Per Incident: \$20,000,000
Expiry: Certificate of currency provided

Professional Indemnity

GARD INSURANCE
Policy No: GAR-NECA-0005827
Cover Per Incident: \$5,000,000
Expiry: Certificate of currency provided

Workers Compensation

iCARE
Policy No: 119116401
Cover: \$2,225,000
Expiry: Certificate of currency provided

Superannuation Scheme

Cbus Industry Super
Policy No. 148188



Technical Licenses

Gold Electrical Contractors License

Policy No: NSW 176710C



ACRS Licensed – A006781



KRONE

Krone 15 Certified Installer



Panduit Certified Installer



Molex Certified Installer



Clipsal Certified Installer

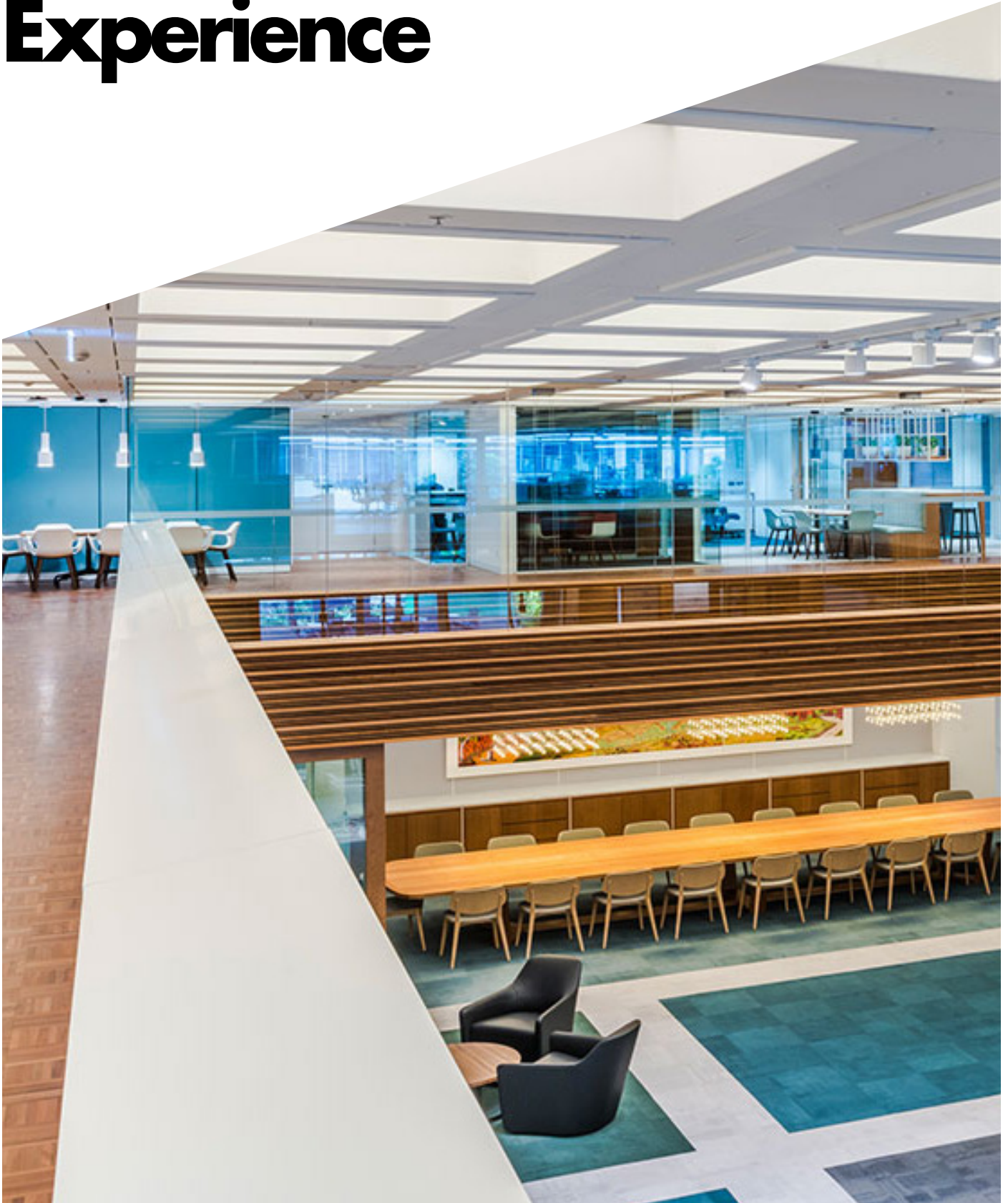


AMP Certified Installer



Molex Certified Installer

6. Project Experience

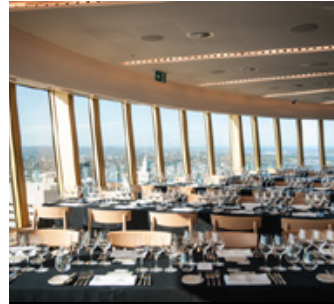


Datalec Services

Electrical & Data Fitout Capability



Centerpoint 360 Bar & Dining



Centerpoint 360 Bar & Dining



Centerpoint 360 Bar & Dining



Argyle Restaurant



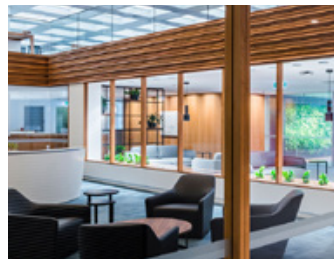
Argyle Restaurant



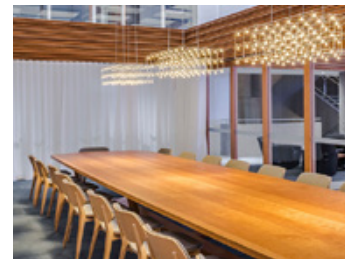
Argyle Restaurant



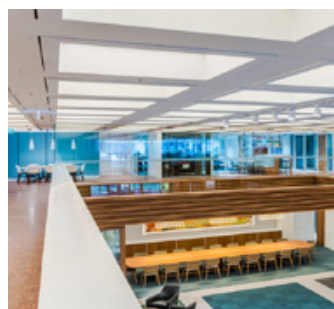
UTS Chancellery



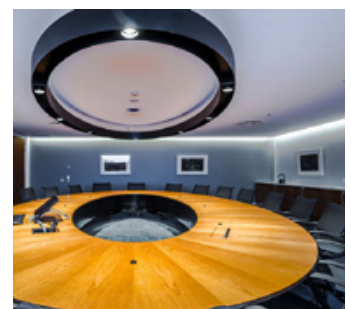
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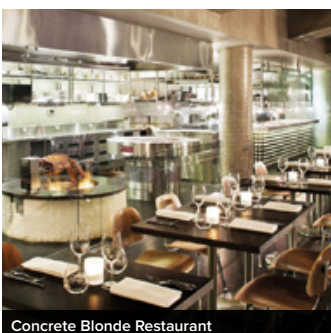
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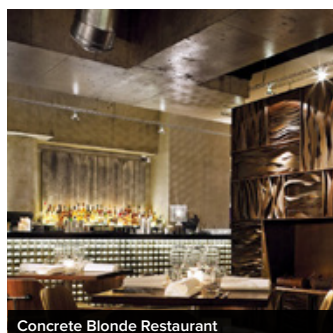
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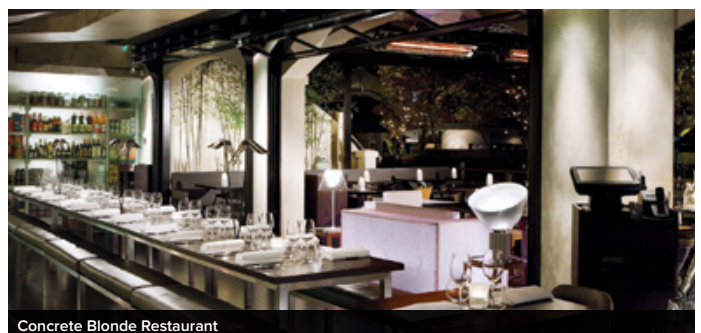
UTS Chancellery



Concrete Blonde Restaurant

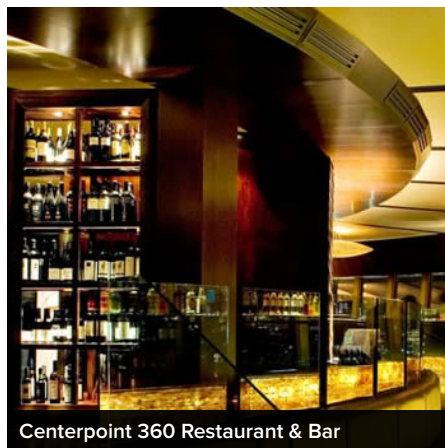
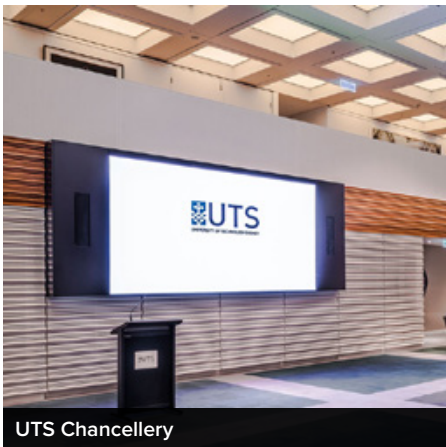
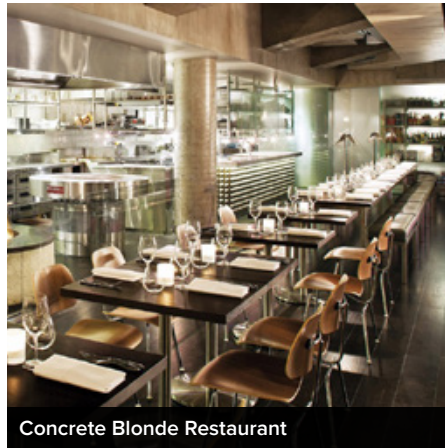
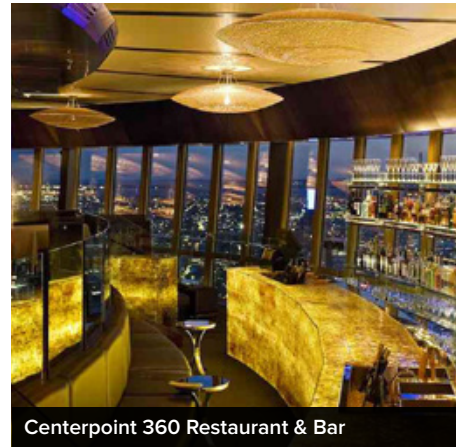
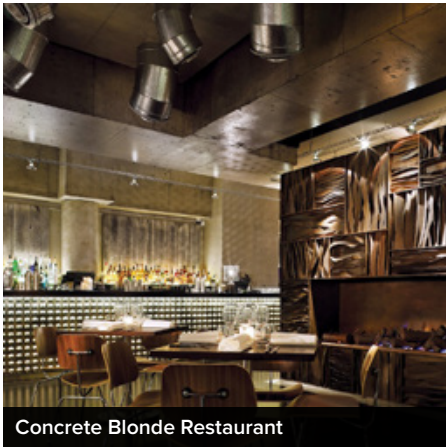


Concrete Blonde Restaurant



Concrete Blonde Restaurant

Electrical & Data Fitout Capability



Contact Information

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