

Jaysat National Capability Profile



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Introduction

Jaysat has a long history in the design, selection and procurement of large-scale projects for many of Australia's largest companies.

In recent times we have been working with major construction and facility management organisations on both the bidding and operational phases of many Social Infrastructure Public Private Partnerships (PPP).

Our expertise has allowed us to manage the often difficult and complex procurement process, incorporating all phases of the supply chain from scoping and design through to procurement either directly, including acceptance of the risk of supply, or on a project management approach.



Scope of Services

Jaysat contributes to the Whole-of-Project processes. Our staff are experienced and motivated to assist with any of the following Project requirements:

- Bidding
- Review of Project Life Cycle
- Initial Selection (FF&E)
- Costing analysis
- Final Selection and Purchase (FF&E)
- Asset Register Creation including Bar-coding and Data Collection
- Risk Management
- Quality Management
- Data Integrity Review
- Adherence to Environmental Considerations
- Logistics
- Post Implementation Reports
- Close-out

Review of Project

Review of relevant documents in consultation with client and stakeholders to establish expectations of Project requirement – scope, risk management, quality management, financial and material resources of requirements relating to the project outcomes. This will enable the preparation of a preliminary purchase commitment report and schedule for OES (Optimum Effective Scheduling).

Financial Estimate

Jaysat will negotiate with the specified vendors to enable best pricing to be sourced.

Initial Selection

Jaysat will negotiate with suppliers/manufacturers on meeting specified criteria to enable purchase of items to ensure budget and design integrity. Formal feedback with alternate recommendations can be submitted to the clients for final approval.

Final Selection and Purchase

Un-biased reporting is provided to our client for approval to purchase. The respective purchase orders and contracts are prepared in accordance with all local, state, federal and international codes and regulations. Any other specific requirements pertaining to the project are identified and actioned. An updated purchase commitment report is reviewed and provided for our client's perusal and comment. All orders and contracts are submitted to our client for final review to enable collaborative decision making and sign off.

Financial

Reports will be generated and issued to the client at predetermined stages within the Project Life Cycle and prior to project completion. Reports will include status of purchased items and payments in accordance with budget compliance. All merchandise and freight invoices are received and verified by the project team. Payment requests are issued to the client with the original copy of the invoice or freight bill attached. Merchandise costs, and freight costs are accounted for and monitored on the invoice report by purchase order number.

Logistics

Jaysat ensures the purchased merchandise is shipped and delivered to the prescribed Project destination as outlined in project plan. A purchase commitment report is provided on a separate schedule in the following sequence: Transportation, Delivery and Placement. A final schedule for OES delivery is co-ordinated with the approved tender companies and documentation forwarded to project manager.

Close-Out

JAYSAT presents a manual with a complete set of documents to the client which includes:

- Purchased products with warranties
- Purchase orders
- Evidence of compliance with appropriate Australian or International standards
- Quality statements for individual products

Evaluation

Jaysat will provide a "feed-back" survey to assist with our ongoing commitment to quality service provision in line with best practice principles.

Resource Strategy “What we do”

Jaysat strives for excellence in all areas of our business. We have increased our level of client service provision, and we are now able to provide the following services as part of our business resource strategy:

- FF&E Schedule and Development Budgets
- Project Budgeting
- Global Sourcing
- Full Project Procurement Services
- Vendor Payment Systems
- Logistics Management
- Designing in consideration of lifecycle and recurrent costs
- Specifications for the nominated FF&E items
- Liaison with Consultant Team
- Consultation with the Principal and Client Representatives
- Liaison and Co-ordination with the Managing Contractor
- Ongoing attendance of relevant project meetings
- Inspection and approval of products and samples
- On-Site Project Management (oversee or assist with)
- Provide Warranty and Maintenance Documentation
- Australian Standards documentation
- Delivery, cleaning and placement of product
- Financial Close-Out Documentation, verification and confirmation of quality.

Value Adding

As part of Jaysat's commitment to our clients, we have developed methodologies and refined previous business practices to ensure that we provide quality services to our clients and their partners. We use the following key points to ensure we meet and exceed our clients' expectations.

1. People, People, People

- High calibre, experienced personnel, with a strong track record
- Record of value generation
- High energy, motivated and committed
- Diverse skill set and expertise
- Proven ability and success
- Consultative

2. Organisation

- Customer focus
- Quality focus
- Environmental understanding
- Flat, flexible
- Effective and streamlined communication channels
- Dynamic
- Stability

3. Company Culture – 'Responsible and Respectful'

- Flexible and responsive
- Question everything, do not accept status quo
- Entrepreneurial and hands-on
- Creative – out-of-the-box problem solving
- Team approach
- Respect and value others

Supply Chain

The Jaysat Supply Chain can be easily demonstrated utilising the following diagram. Our processes and increasing global supply network provide ready access to all types of items that are required by our clients.

Through this network we have provided large consignments, on budget and on time.




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Occupational Health and Safety Policy

Jaysat's OH&S Policy and Procedures have been developed between management and OH&S committees at each site to ensure, through an effective OHS&R Risk Management approach, the health, safety and welfare of:

- All members within the organisation
- People visiting
- Contractors/sub-contractors performing work on our sites

Jaysat understands that it is the duty of management at all levels to promote and maintain the health and safety of all persons in the workplace through effective implementation of OHS&R Policy. OHS&R responds to issues involving:

- Work design, workplace design and work methods
- OHS&R training and education
- Safety roles and emergency procedures

Should any aspect of OHS&R's policies be unclear these resources will be made available to comply with all relevant Acts and Regulations and provide appropriate safety equipment, services and facilities in line with the importance the Company attaches to OHS&R.

Environmental Statement

Jaysat Pty Ltd is committed to operating our supply chain and maintenance services safely, reliably and efficiently, delivering products and services in a manner that meets clients' needs and expectations. Accordingly, business activities will be planned and conducted to minimise and, where possible, avoid adverse effects on the natural environment and social surroundings for the benefit of current and future generations.

Wherever possible, Jaysat will contribute to repairing damage through the Carbon Credits Scheme. Jaysat has the ability to purchase Carbon Credits to offset vehicle and business carbon emissions via the NSW Government Green House Gas Abatement Scheme. We are also able to offer our clients the opportunity to neutralise Carbon Emissions involved in the manufacture of their order by purchasing Carbon Credits.

Our Environmental Objectives

In implementing this policy we will:

- Ensure that environmental considerations form part of our business planning and decision-making processes
- Promote a culture of responsible environmental management
- Protect the natural environment and social surroundings, preserve biodiversity, prevent pollution and minimise waste
- Comply with applicable environmental laws and aspire to higher standards within the business
- Continually improve our environmental performance
- Communicate openly and transparently with stakeholders on environmental matters

Our expectation of our clients is that they will be:

- Aware of Jaysat Pty Ltd environmental policy and applicable environmental legislation
- Aware of Government agency obligations
- Aware of the environmental issues and risk associated with the work / project / site

Relevant Experience and Capability

Jaysat has had the privilege of providing services to some of the world's largest organisations. We have demonstrated to our clients a capability that has created a corporate profile that is second to none. We continue to assist these clients on a weekly basis with large or small additional services.

The list below is an example of the experience and capability that Jaysat is able to provide:

Project	Location	Value \$ excl. GST
Southbank TAFE PPP	South Brisbane, Queensland	\$15,000,000.00
VIC Schools PPP	Victoria	Bid Assistance with FF&E
QLD Schools	Queensland	Procurement Proposal for Stage 2
Blayney and Oberon Hospitals	New South Wales	Bar Code and Set up Asset Register
Orange Hospital	New South Wales	Bar Code and Set up Asset Register Procurement Proposal with Builder for Non Clinical FF&E Conditional Assessment
Commonwealth Bank 600 Branches	South Australia, Victoria	\$8,000,000.00
Park Hyatt Hotel	Circular Quay, Sydney, New South Wales	\$2,300,000.00
Telstra Joint Venture	2 Park St, Sydney, New South Wales	\$2,300,000.00
Salamander School	Nelsons Bay, New South Wales	\$1,000,000.00

Asset Management

Asset management is a systematic process of maintaining, upgrading, and operating physical assets cost-effectively.

Jaysat are able to develop an asset management process to help clients build and maintain their FF&E portfolios. We are able to assess client needs and attitudes toward risk minimisation, develop an Asset Register, determine a suitable location for individual assets, and monitor performance and make adjustments. We are also able to provide assistance in developing active and passive asset management approaches including Conditional Assessment.

Jaysat are able to assess our clients' performance goals and align an asset management strategy that works conversely with our clients' expectations.

Jaysat's Asset Management Processes are:

- Customer focused
- Mission driven
- System oriented
- Long-term in outlook
- Accessible and user friendly
- Flexible