



PLEXAL GROUP

Our Capacity to Deliver - Overview | June 2005

Introduction

Plexal Group applies a strong focus to maintaining a flat, lean, efficient infrastructure. We believe this attitude provides the support our people need to effectively deliver our services to Clients.

All personnel have direct access to the Office Administrator and the directors, ensuring prompt decision making and implementation.

Quarterly internal performance reviews are an integral part of Plexal Group's Operations Manual (compliant to ISO9001:2000). These regular reviews create opportunities for personnel development, as well as allow consideration of current and expected future demands on office, IT infrastructure and resources.

Plexal Group's budget allocates funding to improve and expand our infrastructure as we grow in a sustainable manner. We believe investment in the right technologies improves the efficiency, effectiveness and quality of our systems and procedures.

Operations Manual and ISO 9001:2000

Company wide prescriptive processes and procedures for projects can impede the introduction of smarter ways to deliver outcomes. The effort to implement change can lead to reluctance and lost opportunities to improve the business.

Nevertheless, internal activities such as managing accounts and payroll require robust and stable processes and procedures.

Plexal Group has developed its Operation Manual recognising that every project has requirements that differ within and across Clients. Differences can include:

- Technical scope.
- Implementation methods.
- Client standards.
- Client preferred work processes and procedures.
- Contract terms and conditions.

In some instances, specific projects or internal one off activities may not warrant compliance to the Operations Manual. An example may be a small consulting project that only delivers a short report.

When determining if compliance is required, the following questions are considered:

- Client preference?
- Risk to Plexal and Client if not compliant?
- Total value of project?
- Expected number of outputs?
- Duration of project?

Plexal Group also has in place a series of internal company wide procedures and policies such as OHSE, Accounts, Payroll, Training, Business Improvement, Grievances, Internal Procurement, Document Control, Backups/DRP, Travel and Evacuation.

Project Execution

For project delivery, the majority of the processes and procedures are encapsulated in the specific Project Execution Plan (PEP).

Our PEP template is customised and aligned to the particular project demands and Client expectations. Potential efficiencies can be readily captured and implemented for the project.

The PEP has the usual scope, schedule and other normal project activities. It can also include project specific procedures such as Change Control, Cost/Time/Resource Allocation and Reporting, Procurement, Implementation Management, Site OHSE, Inspections and Handover/Closeout.

For small projects or where the Client has no particular preferences, our PEP template is pre-defined for immediate, cost effective implementation with supporting standard forms.

All our personnel are trained for applying the Operations Manual and PEP.

Office Infrastructure

Head Office

Our Perth office is located in the CBD at Level 18, 140 St Georges Tce, Perth 6000. The floor space is leased by Plexal Group until mid 2010 with a 5 year option. We have office and open floor space that can comfortably accommodate eighty people.

Apart from the great view overlooking the Swan River, the location was selected for the following reasons:

- Close proximity to many of our Client's premises.
- Rent comparable to other inner city suburbs.
- Central to many Vendors.
- Close to Airport.

Other Locations

City based projects outside of Perth requiring a semi-permanent presence are catered for using Serviced Offices. Plexal Group has used this service in the past with great success.

Within 48 hours our people will be located in a local office with full IT capabilities, project support personnel (on an as needed basis) and all the office equipment required in today's work environment.

Site infrastructure requirements are assessed on a case by case basis.

Office Setup

- Dedicated floor with 800m² floor space.
- Reception Area.
- 3 Conference Rooms.
- 2 Utility Rooms.
- Kitchenette and male/female toilets.
- Fire Detection System and Fire Fighting Equipment.
- Security on front entrance, Lift and Floor.
- Workstations.
- Prototype/ Equipment Test Room.

Hardware

- File Server.
- Internet Firewall
- Mail Server with remote access.
- Backup Server
- CAT5E network cabling to 200 ports, with 100MB Ethernet Switch.
- P4 desktop computers.
- P4 notebook computers.
- A4 and A3 two tray duplex photocopier.
- 2 x A4 LaserJet printer.
- 1 x A4/A3 LaserJet printer.
- 1 x A4/A3 colour inkjet printer.
- Combination fax, scanner and LaserJet printer.
- Commander phone system.

- Permanent direct connect ADSL internet connection.
- Web site hosting by Vianet.
- Support such as binder, shredder, filing cabinets, and technical library.

Software

- MS Windows 2003 Server.
- MS Exchange Server 2003.
- Symantec Anti-virus.
- Windows XP Professional for all PCs.
- Windows XP Office Professional for all PCs.
- MS Project.
- AutoCAD 2002.
- Microstation.
- Visio Professional Version 2002.
- MYOB Accounting Plus V12.

Other packages such as InTools are quickly mobilised when required.

Insurances

- Workers' Compensation for State of Western Australia. Plexal Group will obtain the relevant state insurance for this type of cover as required.
- Public Liability to Au\$10,000,000.
- Professional Indemnity to Au\$5,000,000.
- Broadform Liability (e.g. theft, fire, business interruption).

Additional coverage can be sourced. Workers Compensation and Public Liability include Blanket Indemnity.

Contracting Strategies

Plexal Group can provide services and integrated packages via a number of contracting methods:

- Reimbursable hourly rates.
- Risk/reward model.
- Combination of lump sum and reimbursable rates. This can be an effective model where portions of the scope cannot be well defined.
- Secondment at reimbursable rates.
- Lump sum.