

Green Star – Office Interiors v1.1

Management

Man-5 Environmental Management

Points Available	Points Claimed	CIR Submitted
4	4	N

Credit Criteria

Up to four points are awarded as follows:

- 2 points are awarded where it is demonstrated that the contractor implemented a comprehensive Environmental Management Plan for the works in accordance with Section 4 and Appendix C of the NSW Environmental Management System Guidelines (1998);
- 2 points are awarded where it is demonstrated that the contractor had ISO 14001:2004 Environmental Management System certification for the tenancy fitout.

Documents Provided

✓	A copy of the ISO 14001:2004 certification by an accredited certifying body Man-5: 1
✓	Letter of acceptance of Schiavello's project proposal Man-5: 2
✓	A copy of management review minutes Man-5: 3
✓	A copy of internal audit reports Man-5: 4

Discussion

- Because no formal contract was signed between the GBCA and Schiavello Project Solutions VIC, we have provided the letter of acceptance of their project proposal. While this documentation is not required by the Technical Manual, it was included to demonstrate that this Contractor, based in Victoria, is indeed the main contractor charged with delivering the fitout.
- Man-5: Technical Clarification 1 states:
Projects automatically qualify for full credit (3 points) if their EMS is certified under ISO-14001. Hence, projects qualify either for 2 points (without ISO-14001) OR for all 3 points (with ISO-14001).

Once sufficient time has been allowed for organisations to obtain a more recent version of ISO-14001 certification, Green Star will require ISO-14001/2004 certification (not 1996).

The contractor must have valid ISO14001 accreditation throughout the construction phase of the project.

ISO 14001:2005 does not exist - only the abovementioned certification will be acceptable.

Update: This CIR previously stated ISO-14001/2001 certification. It has been amended to reflect the proper ISO version ISO-14001/2004



CERTIFIED QUALITY
MANAGEMENT SYSTEM

ISO 9001

Accreditation number: 01220192AS



CERTIFIED
ENVIRONMENTAL
MANAGEMENT SYSTEM

ISO 14001

Accreditation number: E161016AS



CERTIFIED SAFETY
MANAGEMENT SYSTEM

AS/NZS 4801

Accreditation number: 01020186AS

Schiavello Project Solutions Pty Ltd ***Southbank Vic***

operates a Management System
that complies with the requirements of

AS / NZS ISO 9001:2000
AS/NZS ISO 14001:2004
AS/NZS 4801:2001

As detailed in the accompanying Scope of Certification.

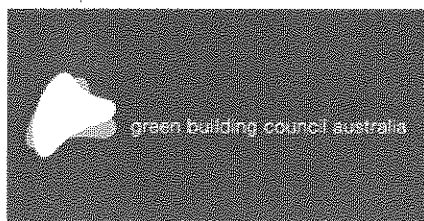
SChapman

on behalf of the Board of Directors

Certification Number: 7178
Certificate Number: 7178-104
Issue Date: 19 July 2006



This Certificate remains the property of NCS International Pty Limited ACH 078 659 211
A wholly owned subsidiary of The National Association of Testing Authorities, Australia ACH 004 379 748
Accreditation by the Joint Accreditation System of Australia and New Zealand (www.jas-anz.com.au/register)



Green Building Council of Australia Limited ABN 43 100 789 937

Phone 61 2 8252 8222

Fax 61 2 8252 8223

Email info@gbcaus.org

Address Level 4 249 Pitt Street Sydney

Postal Address PO Box 078 QVB NSW 1230

Web site www.gbcaus.org

Thursday 12 October 2007

[Redacted]
Schiavello Project Solutions Pty Ltd
31-49 Queensbridge Street
Southbank Victoria 3006

Green Building of Australia Sydney Office Fitout
Letter of Engagement

Dear Peter

Please accept this letter of engagement for Schiavello Project Solutions Pty Ltd to supply construction work and furniture requirements for the abovementioned project.

Schiavello Project Solutions will work closely with Bligh Voller Neild and Lincoln Scott to provide the Green Building Council of Australia with the completed office fitout located at Level 15, 179 Elizabeth Street Sydney and within the scheduled time limits outlined by Bligh Voller Neild..

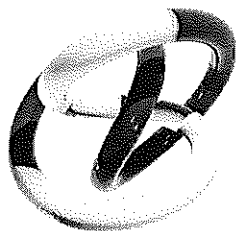
All services etc will require an invoice to be issued to the Green Building Council of Australia or GPT Funds Management Pty Ltd prior to payment.

Please contact me if you have any questions regarding this or any other matter concerning this project.

Regards

A handwritten signature in black ink, appearing to read "Carol Lane".

Carol Lane
National Operations & Office Manager
Green Building Council Australia



PROJECT SOLUTIONS

SUBJECT: Project Solutions "Management Review Meeting" #55 Pages 3

Minutes of Meeting held on Monday 22/02/2008 1.30 pm at Southbank Showroom

Persons Present: Peter Thompson, Adam Terrill, Daniel O'Connell, Charlie Zammit, Tim Grant

Apologies Received from:

Minutes Distributed to: ALL ABOVE, Michael Pitcher, Peter Schiavello.

Priority Rating: A: for immediate attention B: to be implemented within 24 hours
C: to be implemented within one week D: to be implemented by nominated date

Agenda Item No.	Subject and Action	Priority	Person Responsible	Date to be Completed
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55.1	<u>Corrective Action Requests review:</u> • Nil			
55.2	<u>OHS</u> • OFSC Certificate received • 6 Month report submitted		ALL	
55.3	<u>EMS & QMS</u> • Sub contractor register • EMS GBCA Project management implemented EMS and WM in accordance with ISO 1401 • GBCA project completion document's being formatted & submitted		ALL	On going
55.4	<u>Current Projects:</u>			
	<u>PID FLINDERS STREET</u> • Notice of acceptance to be received	D	TG	April 08
	<u>MEDIBANK – Retail</u> • Ongoing minor alterations	D	TG	Ongoing
	<u>BLACKIE GROUP</u> • Site inspection Monday 25 th Feb • Fitout to be used in Details	D	CZ / DO	Feb 08
	<u>E & Y</u> • Perth stage 1 completed • Proposed fitout of 8 floors in Melbourne	D	CZ	Ongoing
	<u>ELOC</u> • Minor FFE items to be completed	D	AT	May 08
	<u>MEDICARE MELBOURNE</u> • AC alterations complete • Minor additional work ongoing • IA – Gerald to submit price to Medicare	D	AT	March 08
	<u>TELSTRA</u> • Ongoing quotations for minor works • Orders for 2 small jobs	D	CZ / DO	Ongoing
	<u>MEDICARE – Canberra</u> • Near completion – Invoicing to be advised by I.A	D	PT / AT	March 08
	<u>DEWR MELBOURNE</u> • Orders placed for workstations, SCHI T31 to confirm costs • Approx. \$35,000.00 to be invoiced. I.A to confirm	D	AT	Mar 08

	<u>MEDICARE BRISBANE</u> <ul style="list-style-type: none">Client has moved inJoinery installation in progress	D	TG	5 th March 08
	<u>IRT DOCLANDS</u> <ul style="list-style-type: none">Design completeResolving design issues with building owner	D	AT	June 08
	<u>GREEN BUILDINGS OF AUSTRALIA</u> <ul style="list-style-type: none">Documentation for Green Star Rating under review for submission	D	AT	March 08
	<u>RINNAI</u> <ul style="list-style-type: none">2 quotes submitted, waiting for approval	D	CZ	March 08
	<u>HYDER Level 3</u> <ul style="list-style-type: none">Completed by end of March	D	CZ	March 08
	<u>SP AUSNET – Thomastown</u> <ul style="list-style-type: none">40 WorkstationsFitout	D	DO	March 08
55.5	<u>Proposed Projects:</u>			
	<u>Department of Defense</u> <ul style="list-style-type: none">Documentation due by the end of the month		PT	March 08
	<u>IA Sydney</u> <ul style="list-style-type: none">Completion end of April, waiting for documentation		PT	April 08
	<u>Denton Corker and Marshall</u> <ul style="list-style-type: none">Pricing 2 Floors on 49 Exhibition StStart April		CZ / DO	April 08
	<u>Centro Stage 4</u> <ul style="list-style-type: none">1.5 mil Refurb (on hold)		CZ	April 08
	<u>Medibank - Brisbane</u> <ul style="list-style-type: none">Fitout Approx. 6000m, commencing April		TG	April 08
	<u>Medicare Adelaide</u> <ul style="list-style-type: none">7.5 MillionDesign has started, conducting a feasibility study to remain on site		PT	June 08
	<u>SP Ausnet – Field Services</u> <ul style="list-style-type: none">150 workstationsStorageChairs		DO	March 08
	<u>DATA 3</u> <ul style="list-style-type: none">Fitout in Hawthorn		PT	March 08
	<u>Medicare – Retail</u> <ul style="list-style-type: none">Meeting with MCA next week		PT	April 08
	<u>Bensons</u> <ul style="list-style-type: none">FitoutWaiting for documentation		CZ / DO	April 08
55.6	<u>SPS Staff</u>			
55.7	<u>Project Review</u> <ul style="list-style-type: none">Tender quotation requestFull documentation option – New Job Setup Note		AT / TG	Ongoing
55.8	<u>Administration</u> <ul style="list-style-type: none">Charlie waiting for laptop, expected in a week		CZ	
	<u>Upcoming Leave Dates:</u> <ul style="list-style-type: none">PT 5th April – 1st May 08AT 13th July 08 - 8 weeksTG 11th March – 14th March 08			
55.9	<u>Training:</u>			
55.10	<u>Client Payment:</u> Outstanding payment from:			

	<ul style="list-style-type: none"> Refer to current 'Age Summary Analysis' – 60 Days and over 		NOTE TO ALL	Ongoing
55.11	<u>Sub-Contractors:</u> <ul style="list-style-type: none"> Project Manager to make sure they follow up any 'Credit Application' from new sub contractors 		CZ/TG/AT	On going
55.12	<ul style="list-style-type: none"> Meeting Closed at 2.30 pm 			
	<ul style="list-style-type: none"> Minute Completion and distribution to all as per above. 	B	Minutes Secretary	26/02/2008

Secretary Signature: Daniel O'Connell

Title: Administrator

EMS Internal Audit Checklist -
Auditor(s) *M. PITCHER*

Interviewees *P. Thompson*
C. Egan
A. Smith
Date: *10.8* / 200*7*

Division

Prosser Sections

Dept.....

Topic	Manager (Observations)	Operators (Observations)	Recommendation
3.1 Environmental aspects			
a. Is the list of Environmental Aspects the current issue (see impact Action Plan Summary)	<i>Printed off Computer</i>	<i>10/8/06</i>	
b. Do personnel know the significant impacts?	<i>materials, energy, waste, emission</i>		
3.2 Legal and other requirements			
a. Are there Acts and Regulations relevant to the Section's operations?	<i>- Comply with Building permits, a Noise in Commercial/Residential blocks</i>		
Prima & Schiavello Vic, Melcoat: Records of prescribed waste collections kept current? Annual report to EPA?	<i>N/A</i>		
Melcoat: Sampling and Analysis of waste water according to Trade Waste Consent?	<i>N/A</i>		
3.4 Environmental management program(s)			
a. Are the Impact Action Plans being progressed?	<i>Yes. ongoing</i>		
b. Is there R&D activity aimed at improving the environmental performance of materials?	<i>not applicable to SPS. corporate activity for R&D.</i>		
4.3 Communications			
a. Is there a regular agenda item for environmental issues at the Department and Section meetings?	<i>Yes. - sighted minutes.</i>		

Interviewees: P. Thompson
C. Zamboni
A. Terrell
Date: 10/8/2007

Division Project Solutions

EMS Internal Audit Checklist -

Auditor(s) M. Pitcher

Dept.

Topic	Manager (Observations)	Operators (Observations)	Recommendation
c. Is the most recent Green Bulletin displayed or has it been distributed?	Distributed by Computer (last on July 25)		
d. Have external requests for information on environmental impacts and issues been handled according to the procedure in Section 4.3.1? (referred to EOHSC)	No recent requests		
New and Positive Impacts			
b. Are there any new environmental impacts which are not already identified within the EMS?	no changes		
c. Are there any new things which are having a positive environmental impact?	no changes		
4.7 Emergency preparedness and response			
a. The emergency incidents with environmental impacts have been identified and there is an Incident Response Plan for each, which includes the prevention actions.	- None in office, managed on site by PSA, Environmental		
b. The equipment for the Emergency Response is complete and accessible.	on site when required -		
7. Other			
a. Specific Operational Issues			
Spray painting areas			
b. Are the filters in place and effective?	N/A		

EMS Internal Audit Checklist -
Auditor(s) *M. P. Hester*

Interviewees: *P. Thompson*
C. Zama
A. Terrell

Date: *10/8/2007*

Division *Robert Williams*

Dept.

Topic	Manager (Observations)	Operators (Observations)	Recommendation
c. Is there replacement filter material available? Waste reduction	<i>N/A</i>		
d. Off-cuts are being re-used. Energy Conservation	<i>N/A</i>		
e. Machines are turned off when they are not f. Lights are turned off or left off when not required.	<i>N/A</i> <i>- done in office</i>		
Litter and Rubbish			
g. External extractor (blower) bins are not over full	<i>N/A</i>		
h. There are sufficient litter bins and they are emptied regularly. Soil contamination	<i>Yes for office</i>		
i. Containers of liquids (thinners, oils, wastes) are stored in secure containers, away from stormwater drains, and on something, so they cannot leak into the ground.	<i>Yes when required on site</i>		
Paper Use Reduction			
j. Actions are being taken to reduce paper use (photocopying, faxing, forms). Recycling	<i>- Re-use one sided sheets</i> <i>- print double sided</i>		
k. Relevant waste materials are collected and recycled effectively. (cardboard, paper, plastic, packaging, steel, aluminium, cable, copper, fabric, etc.)	<i>- Office paper/cardboard</i> <i>- Site - paper cardboard, Copper wire, Aluminium, steel -</i>		

EMS Internal Audit Checklist -

Auditor(s) M. Pitcher


Interviewees - P. Thompson
C. Mann
A. Terrell

Date: 10/8/2007

Division Project Solution

Dept.

Topic	Manager (Observations)	Operators (Observations)	Recommendation
l. Re-usable materials are separated and collected and returned to the relevant Department/Factory.	not relevant to lead contracting (SPB)		
m. A person is responsible to manage the recycling (e.g. by calling for collections)?	in office by Schwartz Vici (G. Pedraza)		
Emissions			
n. On site MDF is cut with proper containment and filtered extraction,	when required is in		
o. Vehicles - No vehicle emits visible smoke for more than 10 seconds?	3 cars only.		
5.2 Monitoring and measurement			
a. Where it is practicable, are there identified ways to measure and monitor the significant impacts?	Recycled waste & recycling management on site		
b. Are these records up-to-date?	Yes.		
Contractor Management			
Are Contractors informed about relevant environmental aspects and the requirements of the EMS?	Yes. - Communicated in Induction & toolbox meetings		
Other			

 10/8/07

SCHIAVELLO (sales) QUALITY AUDIT REPORT (FINDINGS)

PROJECT NAME: GBCA - Sydney DIVISION: SPS
AUDIT DATE: 28 Nov 2007 AUDIT NO: Part

CATEGORY OF FINDINGS

1	2	3	4	5
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1. Total failure to meet requirements of procedure. 2. Minor section of procedure not met or incorrectly applied.
3. Deficiency identified that is not addressed in procedures but that will require action. 4. Recommended improvement.
5. Conformance to the system

CORRECTIVE ACTION NO(s): 0

COMMENTS (including summary of follow up required)

Signed Auditor: [Signature] Date: 3/12/07 Signed Auditee: [Signature] Date: 3/12/07

Note A: The integrity of audits is based on objective evidence e.g. Job no's, purchase order no., and must be indicated on audit sheets.

Note B: To Operations Managers: This audit is being prepared to ensure ongoing continuous improvement processes are in place.

Note C: Auditors - your role is vital to the ongoing continuous improvement process.

Distribution:

Manager
Quality Manager

Team

SPS

CODES

1. Total failure to meet requirements of procedure. 2. Minor section of procedure not met or incorrectly applied. 3. Deficiency identified that is not addressed in procedures but that will require action. 4. Recommended improvement. 5. Conformance to the system

PREPARED: By Auditor

APPROVED: P Empey

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SCH/73F

December 3, 2007

SCHIAVELLO (sales) QUALITY AUDIT REPORT (CHECK LIST)

STAGE ONE – PLANNING

PROJECT RELATED INTERNAL AUDIT

DIVISION: SPS
 AUDITOR: DANIEL O'CONNELL / ALEXA WESTCOTT
 JOB NO: SSVL07 VL026700
 AUDITEE: SSVL07 VL026700

AUDIT DATE: 28 NOV 2007
 JOB NAME: GBCA - Sydney
 FILE NO: _____

3.01 – CONTRACT REVIEW (TENDER)

REASON FOR AUDIT	GUIDELINES	CODE	FINDINGS
To ensure client expectations can be met	1. Have all incoming documents been date stamped ?	5	
	2. Have tenders over \$ 100,000 been reviewed by M.D or S.M and documents signed ?	5	
	3. Have all tender requirements been met ?	5	
	4. Has all tender documentation issued to client been page numbered, date and sufficiently identified ?	5	
	5. Prior to issue of tender, has quotation register been completed + quote no. allocated ?	5	
	6. Has tender been reviewed for OH&S and environmental requirements ?	5	
	7. Has all client feedback been addressed prior to completion of tender acceptance ?	5	
	8. Has tender been analysed for need of specific project quality plan ?	5	
	9. If tender unsuccessful, has post tender been carried out & calculate % of jobs won for year	5	
	10. Is successful tender on job register SCH/08	5	

3.02 – CONTRACT REVIEW

REASON FOR AUDIT	GUIDELINES	CODE	FINDINGS
To ensure order requirements can be met.	10. Are orders and doc's date stamped?	5	
	11. Were all documents received checked against document transmittal ?	5	
	12. Are orders reviewed against tender documents stamped and signed off ?	4	live document, needs to be updated.
	13. Are quotations filed and given quote number and placed on SCH/60 ?	5	
	14. Are orders examined for capacity and meet delivery requirements?	5	
	15. Are job files indexed and set up with all required forms in use SCH/36 ?	4	(No A, B, C's)
	16. Are variations on register SCH/57 ?	5	
	17. Is variation confirmation sent back to the customer?	5	
	18. Are Project Data Sheet, Project Finishes Schedule and QPIR's being used ?	5	
	19. Are labour hrs against hrs used inserted on data sheets	N/A	
	20. Are start and completion dates entered on data sheets	N/A	
	21. Are doc's on file job register, quote, client order, ext/int orders, dwg's, sketches, transmittal, variations, correspondence ?	5	

CODES

1. Total failure to meet requirements of procedure. 2. Minor section of procedure not met or incorrectly applied. 3. Deficiency identified that is not addressed in procedures but that will require action. 4. Recommended improvement. 5. Conformance to the system

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December 3, 2007

SCHIAVELLO (sales)

QUALITY AUDIT REPORT

(CHECK LIST)

5.01 - DOCUMENT CONTROL

REASON FOR AUDIT	GUIDELINES	CODE	FINDINGS
To ensure that all documents, drawings, work instructions, etc. are the latest issue and proper control methods are being adhered to.	1. Is a master list of documents available?	5	
	2. Are your work instructions approved?	5	
	3. Are all your documents/drawings (site & office) the same issue as the Document file Register ?	5	
	4. Are obsolete documents/drawings stamped superseded?	5	
	5. Are all documents/drawings affecting quality approved for required use	5	
	6. Are drawings + sketches date stamped, signed and kept in project files?	5	
To ensure that all documents, drawings, work instructions, etc. are the latest issue and proper control methods are being adhered to.	7. Are all documents stamped for required use ie; tender, estimate/budget, contract review, for construction use, uncontrolled copy, superseded, document distribution ?	5	
	8. Are document transmittals, e-mails or faxes used to identify and record all documents sent to Client, Arch, Subcontractors/Suppliers kept on job file ?	5	
	9. Are all revised documents/drawings (site & office) issued to required personnel ?	5	

6.01 - PURCHASING

REASON FOR AUDIT	GUIDELINES	CODE	FINDINGS
To ensure purchase orders have adequate information to enable correct supply and ease of manufacture .	1. Is there Approved Suppliers List SCH/33 ?		
	2. Are purchase orders correctly documented with all required info including, where applicable, relevant environmental and OH&S specifications ?		
	3. Are suppliers with whom order is placed on Approved Suppliers List ? If not, has QA questionnaire been sent ?		
	4. Are pink copies of purchase orders SCH/03 in job file ?		
	5. Do purchase orders give full description of required product, state relevant documentation, state price, state GST amount, state liquidated damages, delivery address, required delivery date, applicable retention, and are signed by authorised personnel ?		
	6. Have QBR's been sent with order ?		
	7. Has copy of order been given to persons receiving the goods ?		

CODES

1. Total failure to meet requirements of procedure. 2. Minor section of procedure not met or incorrectly applied. 3. Deficiency identified that is not addressed in procedures but that will require action. 4. Recommended improvement. 5. Conformance to the system

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December 3, 2007

SCHIAVELLO (sales)

QUALITY AUDIT REPORT

(CHECK LIST)

STAGE 2 - DESIGN**4.01 - DESIGN CONTROL**

REASON FOR AUDIT	GUIDELINES	CODE	FINDINGS
To ensure adequate planning and satisfactory trained staff maintain the procedures described in Procedure Manual, thus ensuring specified requirements are met.	1. Is a Drawing Register available (SCH/27) ?	5	
	2. Are client details and deadlines documented on brief ?	5	
	3. Is the brief presented to client/initiator for approval ?	5	
	4. Is a design plan available ? Are activities planned and documented ? Are drawings prepared ?	5	
	5. Are critical dimensions indicated ?	5	
	6. Is there a review of prototype or final design against original specification ?	5	
	7. Has a design process master document been raised and filed ?	5	
	8. Are transmittals available for release of drawings (SCH/05) ?	5	
	9. Has product/part approval form been completed and signed off ?	N/A	
	10. Are Review meeting minutes documented ?	5	
	11. Is Drawing Register maintained ?	5	
	12. Are Australian Standards controlled? Master register, QA Manual ?	N/A	
	13. Has the design process considered the environmental implications of design decisions ?	5	

STAGE 3 - SITE CONTROL**8.01 - PRODUCT IDENTIFICATION AND TRACEABILITY**

REASON FOR AUDIT	GUIDELINES	CODE	FINDINGS
To ensure during dispatch and site that goods are identified and the documentation is traceable back to an order.	1. Are goods/production suitably identified during the site process?		

IN-PROCESS INSPECTION & TESTING & FINAL INSPECTION

REASON FOR AUDIT	GUIDELINES	CODE	FINDINGS
To ensure site personnel are visually inspecting goods on site to work instructions and signing off QPIR's to indicate satisfactorily checked prior to release.	1. Are first off checks being recorded as per work instructions ?		
	2. Are inspection results being recorded on QPIR's and signed by site personnel ?		
	3. Have goods been satisfactorily inspected in-process prior to release ?		
	4. Have records, QPIR's, Job No's, Work Order No's been recorded on documentation?		

CODES

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December 3, 2007