ZENITH
DOMESTIC & COMMERCIAL

# CAPABILITY STATEMENT

## BUILDING NEW PERSPECTIVES.

### DOMESTIC & COMMERCIAL CONSTRUCTION

Quality work.  Safe delivery.  Clear accountability.

# 01 WHO WE ARE

ONE ACCOUNTABLE PARTNER. PRACTICAL CONSTRUCTION CAPABILITY. DISCIPLINED DELIVERY.

**Zenith Commercial is the commercial construction and project-delivery arm of Zenith Design & Construction Pty Ltd**, a **Melbourne-based registered building company** operating since 2009. We deliver commercial construction, refurbishment, fit-out, building services, maintenance and asset-renewal projects across Victoria. Our capability is supported by experienced construction and project leadership, registered building credentials, an **ISO-aligned Integrated Management System** and a coordinated **network of specialist trades, suppliers and consultants.**

***Building New Perspectives*** reflects how we approach every project — looking beyond the immediate scope to improve buildability, sequencing, efficiency, lifecycle value and client outcomes. From **early scoping and procurement through construction, verification and handover**, Zenith provides one accountable team with clear control of scope, programme, **cost, safety, quality, risk and change**, delivering practical, compliant and **high-quality outcomes** with confidence.

## VERIFIED CREDENTIALS AT A GLANCE

CERTIFIED • REGISTERED • PROFESSIONAL

### ISO-CERTIFIED SYSTEMS

ISO 9001 • ISO 45001 • ISO 14001

### PROJECT DELIVERY

PMP® professional capability

### REGISTERED & INDUSTRY ALIGNED

BPC • Registered Building Practitioner • HIA Member

### BUILDING LICENCES

**CDB-U 65214**

Domestic Builder (Unlimited)

**CBL 100048**

Commercial Builder (Limited)

## OUR SIX CORE CAPABILITIES

ONE INTEGRATED DELIVERY MODEL

### COMMERCIAL CONSTRUCTION & REFURBISHMENT DELIVERY

Commercial, community, domestic and specialist construction delivered through coordinated planning and site management.

### BUILDING SERVICES INTEGRATION

Electrical, mechanical, fire, security, communications, automation and specialist services coordinated within the wider construction scope.

### PROJECT & CONSTRUCTION MANAGEMENT

Scope, programme, cost, risk, change, site coordination, stakeholders and handover managed through one accountable delivery structure.

### ASSET RENEWAL & LIFECYCLE DELIVERY

Maintenance, upgrades, compliance works and asset replacement planned around operational needs and whole-of-life performance.

### HSEQ, QA/QC & COMPLIANCE

ISO-based quality, safety and environmental systems supported by inspections, verification, records and corrective action.

### VALUE ENGINEERING & INNOVATION

Buildability, option assessment, smarter sequencing, maintainability and practical solutions that improve project and lifecycle outcomes.

# 02 WHAT WE DO

INTEGRATED CAPABILITIES — ENGAGED INDIVIDUALLY OR COMBINED AS ONE COORDINATED SCOPE.

**Zenith delivers defined work packages or complete, coordinated project scopes, depending on the client's needs**. Our approach is practical and disciplined: we clarify requirements early, plan the work carefully, coordinate consultants, trades and specialist providers, and **maintain clear control of safety, quality, cost, programme, risk and change.** From mobilisation through construction, verification and handover, we provide one accountable delivery structure focused on efficient execution, clear communication and high-quality outcomes.

## COMMERCIAL CONSTRUCTION

- ✓ New commercial construction
- ✓ Alterations, extensions & reconfiguration
- ✓ Commercial fit-outs & internal works
- ✓ Structural & architectural works
- ✓ Capital improvements & asset renewal

## REFURBISHMENT & UPGRADES

- ✓ Facility refurbishments
- ✓ Amenities & accessibility upgrades
- ✓ Compliance & lifecycle improvements
- ✓ Fabric, finishes, glazing & external works
- ✓ Operationally sensitive, staged works

## BUILDING SERVICES

- ✓ Electrical infrastructure & lighting
- ✓ Mechanical & HVAC
- ✓ Fire & life-safety systems
- ✓ Security, CCTV & access control
- ✓ Communications & specialist services

## BUILDING AUTOMATION

- ✓ BMS and automation
- ✓ Controls & integration
- ✓ HVAC / electrical monitoring
- ✓ Smart lighting & energy monitoring
- ✓ Sensors, security & communications

## PROPERTY MAINTENANCE

- ✓ Reactive repairs & make-safe
- ✓ Planned & preventative maintenance
- ✓ Minor construction & modifications
- ✓ Defect rectification & compliance
- ✓ Asset replacement & small capital works

## DOMESTIC CONSTRUCTION

- ✓ New homes & custom builds
- ✓ Renovations, extensions & additions
- ✓ Internal alterations & residential upgrades
- ✓ SDA, accessibility & home modifications
- ✓ Community & communal housing projects

| ***PLAN*** | ***CONTROL*** | ***COORDINATE*** | ***HANDOVER*** |
|---|---|---|---|
| *Define scope, interfaces and methodology* | *HSEQ, QA/QC, cost, programme and change* | *Consultants, trades and specialist providers* | *Verify, close defects and complete records* |

# 03 WHO WE SERVE

ONE STANDARD. DIFFERENT OPERATING ENVIRONMENTS.

**Zenith works across a diverse range of public, commercial, community, industrial and residential environments**. While **each sector has different operational, stakeholder and compliance requirements**, our approach remains consistent: **understand the environment, plan around its constraints**, coordinate the right people and services, and deliver with clear **control of safety, quality,** programme, access and handover. Our **multidisciplinary construction and project-delivery** capability allows us to tailor the solution without compromising the standard of delivery.



### GOVERNMENT & PUBLIC

Public buildings, community assets, refurbishment, compliance, maintenance and capital works.



### EDUCATION

Schools, training facilities and learning environments requiring safe, coordinated upgrades and asset renewal.



### COMMUNITY & HEALTH

Community, care and health environments including accessibility-focused refurbishment and specialist works.



### COMMERCIAL & DOMESTIC PROPERTY

Offices, retail, mixed-use and commercial assets — fit-outs, refurbishment, plus custom builds, communal living and SDA homes.



### INDUSTRIAL & OPERATIONAL

Warehouses, manufacturing and operational facilities — engineering, services, maintenance and live-site works.

## HOW ZENITH SUPPORTS CLIENTS

### BUILD & UPGRADE

New construction, refurbishment, fit-outs, accessibility and asset-renewal works.

### MAINTAIN & IMPROVE

Planned and reactive maintenance, minor works, building services and lifecycle improvements.

### PLAN & MANAGE

Scope development, design/trade coordination, value engineering, procurement, programme, risk and handover support.

*Additional specialist capability: selected residential, Communal living, SDA/accessibility and specialist housing work, we're aligned to client requirements and Zenith capability.*

**LIVE / OCCUPIED ENVIRONMENTS • STAKEHOLDER INTERFACES • ACCESS & STAGING • COMPLIANCE & HANDOVER**

# 04 OUR CORE TEAM

PRACTICAL CONSTRUCTION LEADERSHIP. PROJECT DELIVERY DISCIPLINE. CLEAR ACCOUNTABILITY.

Zenith's core team combines registered building and construction-management experience with procurement, project delivery, engineering and commercial management. This blend supports better-informed decisions early, stronger control during delivery and a clear path through to handover.

## KASHIF SALMAN

**Director | Construction, Procurement & Delivery**

Experienced registered builder and construction manager with extensive hands-on experience across new builds, refurbishments, fit-outs, permits, consultant coordination, procurement, subcontractor engagement, site supervision and project completion.

- Domestic & Commercial Building Practitioner
- Advanced Diploma of Building & Construction (Management)
- Project delivery, construction management & buildability
- Procurement, trade packaging & subcontractor coordination
- Programme, site supervision & workmanship control

## PROJECT DELIVERY TEAM

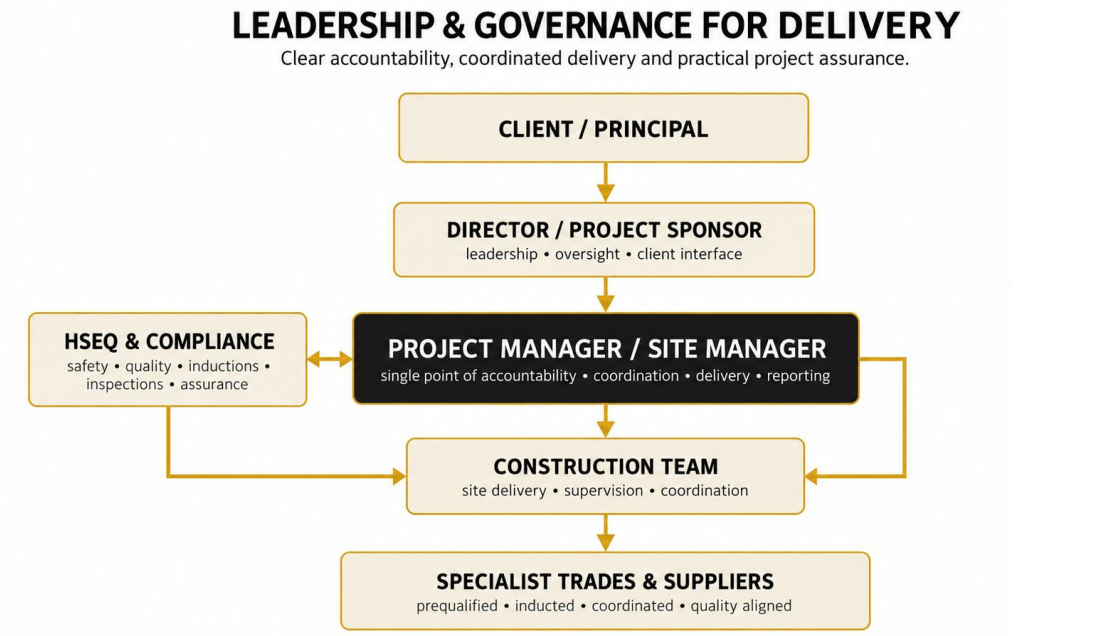
**Project Delivery | Site Management Team Consisting of:**

15+ years across project delivery, engineering, infrastructure, construction, maintenance, capital programmes and asset-intensive operational environments, from design, procurement, construction, through to commissioning and handover.

- MBA | BEng (Hons) Electrical & Electronics Engineering
- Diploma Building & Construction
- Project Management Professional (PMP®)
- Procurement, contracts and commercial management
- Construction management, contractor, consultant & stakeholder management

## GOVERNANCE

CLIENT INTERFACE • ACCOUNTABLE DELIVERY • ALIGNED SUPPORT



# 05 OUR WORK

PROJECT WORKS, REFURBISHMENT AND MULTI-TRADE DELIVERY EXPERIENCE

**Zenith Commercial** delivers refurbishment works, manages multiple trades and works in occupied or operational environments. We **manage access and safety constraints maintain programme control, deliver QA/QC** and **communicate effectively with clients to achieve successful project outcomes.**

## SOUTHERN CROSS EDUCATION INSTITUTE

North Melbourne | Dec 2024 – Jan 2025 | Approx. $175k | Builder & Project Lead




- Class 9B training facility refurbishment: wall cladding, classroom painting, wet-area vinyl replacement, kitchenette works, driveway / car park restoration and maintenance.
- Tight Christmas shutdown, multiple trades, occupied-campus access and safety constraints.
- Staged delivery, SWMS / inductions, protected access routes and progressive quality inspections.
- Completed within the agreed timeframe with minimal disruption and strong client satisfaction.

## AMSSA COMMUNITY CENTRE

North Melbourne | Jun – Oct 2025 | Approx. $250k | Builder & Project Lead




- Community facility refurbishment: carpet replacement, epoxy flooring, external wall works to conceal metal cladding and painting.
- Active religious / community facility requiring after-hours and weekend staging around scheduled events.
- Public safety, work-zone isolation, noise / dust control, cleanliness and progressive QA managed throughout.
- Completed to a high standard while the facility remained operational, with minimal disruption.

## MOBILE EXPERTS – HIGHPOINT SHOPPING CENTRE

Maribyrnong | Aug – Oct 2025 | Approx. $169k | Builder & Project Lead




- Retail fit-out across Class 7b tenancy, including internal office walls and doors, external façade and large concrete-panel preparation / painting.
- Working at-height, surface preparation, access management and trade sequencing controlled through active supervision.
- Delivered within the agreed timeframe and budget with a high-quality finish.

## EXPERIENCED IN

| LIVE / OCCUPIED SITES | MULTI-TRADE DELIVERY | PROGRAMME CONTROL | HSEQ | QA/QC | CLIENT INTERFACE |
|---|---|---|---|---|---|
| Plan around users | Coordinate interfaces | Shutdowns & staging | Safe work zones | Progressive verification | Regular communication |

*These projects provide practical evidence of the same disciplines presented throughout this capability statement: planning, procurement, coordination, safe delivery, quality control and proper close-out.*

## DELIVERING WITH COMMUNITY IN MIND

| OPERATIONAL IMPACT | SAFE ACCESS & INTERFACES | QUALITY & COMMUNICATION |
|---|---|---|
| Minimal disruption to students, community members, shoppers and daily operations. | Coordinated access, clear segregation and proactive risk management. | High-quality outcomes delivered through collaboration, transparency and regular stakeholder updates. |

# 06 STRUCTURED SYSTEMS & PROJECT CONTROLS

PLAN • DO • CHECK • ACT — IMS DISCIPLINE APPLIED TO PRACTICAL PROJECT DELIVERY.

Zenith's Integrated Management System is established around **ISO 9001, ISO 45001** and **ISO 14001** and follows the ***Plan–Do–Check–Act*** model. The system links planning, provider management, operational controls, inspection, performance review, corrective action and continual improvement into one repeatable operating discipline.

## PLAN | PREPARE & PLAN THE WORK

- Client requirements and scope
- Risks and opportunities
- Objectives and programme
- Procurement and resourcing
- HSEQ / QA planning (including hazard identification and controls)

## DO | DELIVER & CONTROL ON SITE

- Provider onboarding and approvals
- SWMS, inductions and toolbox talks
- Competency checks and supervision
- Construction delivery and coordination
- Environmental controls
- Document and change control




## ACT | IMPROVE & CLOSE THE LOOP

- NCR / defect close-out
- Corrective and preventative actions
- Incident actions
- Lessons learned
- System improvements
- Update procedures and training

## CHECK | MONITOR & VERIFY PERFORMANCE

- Site inspections and audits
- Safety observations
- Quality checks and testing
- Environmental compliance
- Progress and KPI review
- Incident and near-miss review
- Client feedback and provider performance

**PEOPLE SAFE** — Every day, on every site

**QUALITY ASSURED** — Built to standard

**ENVIRONMENTALLY RESPONSIBLE** — For a better tomorrow

**CONTINUOUS IMPROVEMENT** — Stronger outcomes

# 07 HOW WE DELIVER

ONE FRAMEWORK. EVERY PROJECT. THE LEVEL OF GOVERNANCE SCALES — THE STANDARD OF CONTROL DOES NOT.

Zenith's Delivery Assurance Framework combines recognised project-management discipline with construction best practice. Documentation scales to the size and risk of the work, while the core controls remain consistent from first assessment through procurement, delivery, verification and close-out.




## WHAT CLIENTS CAN EXPECT

| | | |
|---|---|---|
| 01 | DISCOVER & UNDERSTAND | We take the time to understand your needs, assess the site and identify opportunities and constraints early. |
| 02 | SCOPE & PLAN | You receive a clear scope, realistic programme and a plan to manage risks, so there are no surprises. |
| 03 | DEFINE & COORDINATE | We bring the right people together, align approvals and coordinate all resources for an efficient delivery. |
| 04 | PROCURE & PREPARE | You get qualified trades and suppliers, with materials and site preparations organised and ready to go. |
| 05 | DELIVER & SUPERVISE | Your project is delivered safely, to a high quality standard, on time and with minimal disruption. |
| 06 | VERIFY & QUALITY CHECK | You have confidence through inspections, testing and compliance checks at every stage. |
| 07 | HANDOVER & SUPPORT | You receive a smooth handover, with all documentation, and ongoing support when you need it. |

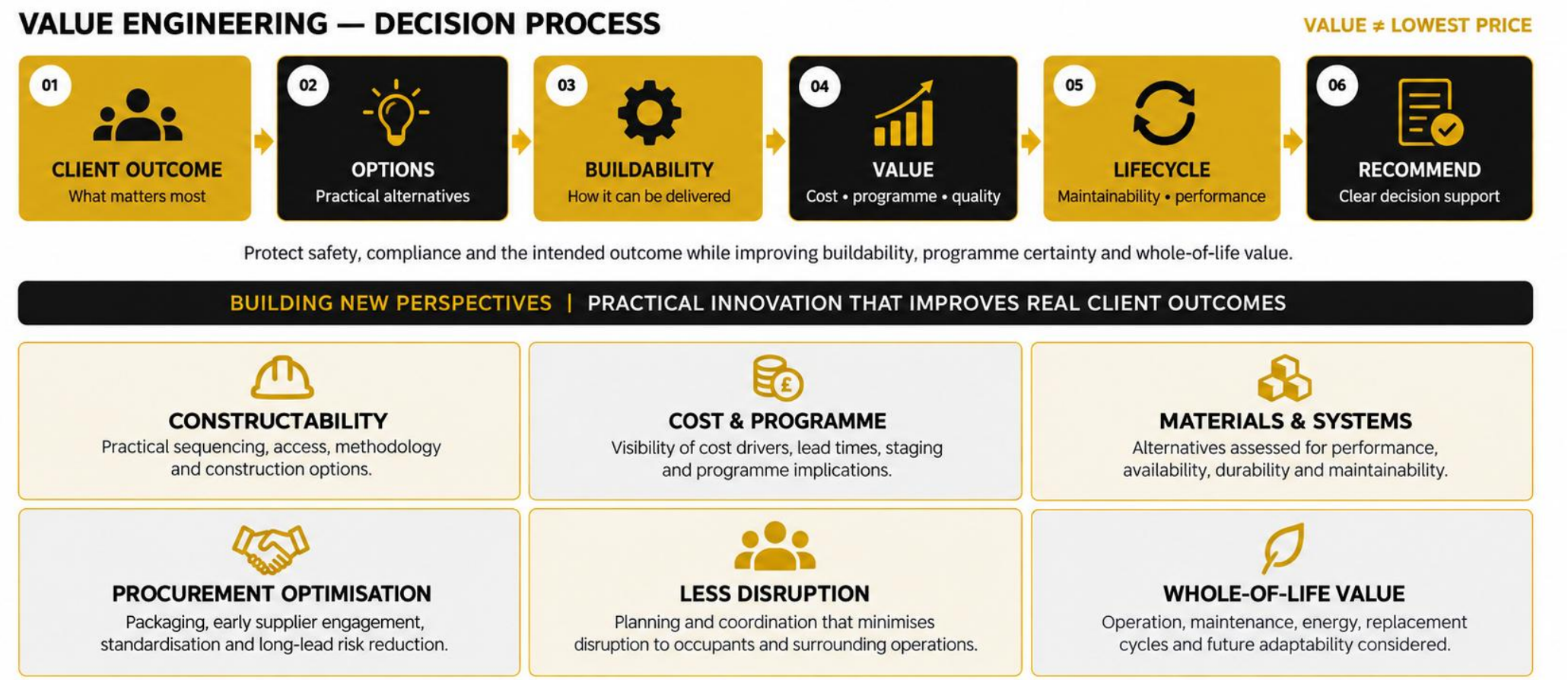
SAFE PEOPLE | QUALITY WORK | CLEAR COMMUNICATION | ON TIME | ON BUDGET | LASTING VALUE

# 08 VALUE ENGINEERING & INNOVATION

BUILDING NEW PERSPECTIVES — TAILOR THE SOLUTION, PROTECT THE STANDARD.

Zenith supports clients through early planning, pre-construction and delivery with structured option reviews, constructability advice and value engineering. **Value does not simply mean the lowest upfront price.** We **consider both financial and non-financial outcomes**, including capital cost, programme certainty, **buildability, safety, quality, disruption, compliance, maintainability, operating performance and whole-of-life cost**.

Our approach is to identify options that deliver the best overall quality and outcome for the client — **balancing cost with risk, performance, durability, operational impact and long-term value**. This helps clients make informed decisions that are practical to build, efficient to deliver and better aligned with the intended use and lifecycle of the asset.



# 09 HSEQ & COMPLIANCE

CERTIFIED SYSTEMS. PRACTICAL CONTROLS. PROJECT ASSURANCE.

**Health, safety, environment and quality are integrated into Zenith's project controls** rather than treated as stand-alone paperwork. The IMS is established around ISO 9001:2015, ISO 45001:2018 and ISO 14001:2015, with operational controls applied according to the work, risk profile and contractual requirements.

## QUALITY

CONSISTENT. RELIABLE. FIT FOR PURPOSE.

- Project quality planning & acceptance criteria
- Controlled drawings, documents & records
- Provider quality, inspections & verification
- NCR / defect control & continual improvement

## SAFETY

PEOPLE SAFE. EVERYDAY.

- Risk & hazard identification / controls
- SWMS, inductions, toolbox talks & competency
- Subcontractor safety & active supervision
- Incident reporting, emergency response & corrective action

## ENVIRONMENT

RESPONSIBLE TODAY.
A BETTER TOMORROW.

- Environmental aspects & site controls
- Waste avoidance, reuse / recycling & housekeeping
- Pollution prevention, substances & spill controls
- Resource efficiency & sustainability awareness

## HSEQ IN PRACTICE

PLAN • SUPERVISE • VERIFY • CORRECT • CLOSE

**PLAN**
Requirements • hazards • interfaces

**SUPERVISE**
Visible leadership • trade coordination

**VERIFY**
Inspections • quality checks • records

**CORRECT**
NCRs • defects • corrective action

**CLOSE**
Evidence • handover • lessons learned

## COMPLIANCE & SITE ASSURANCE

### COMPLIANCE MANAGEMENT

- NCC and applicable Australian Standards
- Permits, licences and contract requirements
- Manufacturer requirements and approvals
- Statutory obligations and controlled records

### SITE ASSURANCE

- Pre-starts and planned site inspections
- Competency and provider verification
- Action tracking and corrective action
- Evidence retained to suit project risk

### EMERGENCY & INCIDENT RESPONSE

- Site-specific emergency arrangements
- First aid, contacts and escalation paths
- Incident reporting and investigation
- Corrective action and lessons learned

**SAFE PEOPLE**
Everyone home, every day

**QUALITY OUTCOMES**
Built to standard

**RESPONSIBLE PRACTICES**
Minimising our impact

**CONTINUOUS IMPROVEMENT**
Stronger, safer, smarter

# 10 QA/QC — QUALITY BUILT IN

DEFINED EXPECTATIONS, PROGRESSIVE VERIFICATION AND PROPER CLOSE-OUT.

**Our QA/QC approach starts before work begins**. We define what good looks like, verify products and substrates, use inspections and hold points appropriate to the work, correct issues early and complete handover with the evidence the client needs.




### 01 DEFINE

- Define scope, quality standards and acceptance criteria.
- Review specifications, drawings and method statements.
- Establish inspection requirements and hold points.

### 02 APPROVE

- Approve materials, products and suppliers.
- Verify compliance with specifications and relevant standards.
- Confirm samples, substitutions and technical data.

### 03 HOLD

- Undertake pre-work checks.
- Use hold points for critical activities.
- Confirm readiness before work proceeds.

### 04 INSPECT

- Conduct ITP inspections and progressive checks.
- Check workmanship, installation and compliance.
- Record results with photos and inspection reports.

### 05 CORRECT

- Raise and record defects or non-conformances (NCRs).
- Implement corrective actions promptly.
- Re-inspect to confirm closure.

### 06 VERIFY

- Test and verify completed works.
- Confirm compliance with specifications and standards.
- Review and compile quality records and test certificates.

### 07 HANDOVER

- Provide complete handover documentation.
- Include warranties, manuals, certificates and as-built information.
- Confirm client sign-off and close-out of all quality actions.

**QUALITY EVIDENCE THROUGHOUT | ITPs | HOLD POINTS | PHOTOS | TEST CERTIFICATES | DEFECT CLOSE-OUT | WARRANTIES | CLIENT SIGN-OFF**

**PROJECT QUALITY PLAN**
Clear acceptance criteria, responsibilities and inspection requirements.

**ITPs & HOLD POINTS**
Critical checks before work is covered or progresses.

**DEFECT / NCR CONTROL**
Record, correct, verify and close issues before handover.

**HANDOVER EVIDENCE**
Photos, test results, warranties, manuals, certificates and as-builts.

**BUILT TO SPECIFICATION**
Quality without compromise

**REDUCED RISK**
Issues identified early

**SMOOTHER DELIVERY**
Less rework and disruption

**CLIENT CONFIDENCE**
Verified quality and complete records

# 11 OUR PEOPLE, TRADES & SUPPLY CHAIN

ONE PLAN. SHARED STANDARDS. SPECIALIST CAPABILITY ALIGNED TO ZENITH SYSTEMS.

Zenith delivers through a trusted network of subcontractors, specialist trades, suppliers and consultants selected for capability, reliability and fit with our standards. We align them to **Zenith's HSEQ, QA/QC and project controls**, while supporting ongoing development in safety, risk, quality and leadership.

This creates a dependable delivery network that works as one team — **improving capability, accountability, safety, quality and consistency across every project.**




### TRADE PARTNER NETWORK

Painting • flooring • carpentry • demolition • glazing • electrical • hydraulic • fire • mechanical • signage • cleaning • blinds • building services

### CAPABILITY & DEVELOPMENT

Inductions • SWMS / risk controls • safety coaching • quality expectations • supervised learning • opportunities to lead

### PROVIDER ASSURANCE

Licences • insurances • competency • scope clarity • HSEQ alignment • QA/QC requirements

### PERFORMANCE & IMPROVEMENT

Site supervision • inspections • communication • corrective action • close-out • provider feedback

# 12 SOCIAL VALUE, LOCAL JOBS & SUSTAINABILITY

LOCAL FIRST. VALUE BEYOND THE BUILD.

Good construction should create value beyond the immediate scope. Where practical, Zenith looks first to Victorian and local capability, supports participation by SMEs and diverse suppliers, and considers employment, resource efficiency and whole-of-life outcomes alongside project delivery.

### LOCAL JOBS & TRADES

Prioritise Victorian and local labour, subcontractors and suppliers where capability, safety, quality and value align.

### SMEs & DIVERSE SUPPLY CHAIN

Open to SMEs, social enterprises, Aboriginal businesses, disability enterprises and diverse suppliers aligned to scope and quality.

### EMPLOYMENT & SKILLS

Practical opportunities for apprentices, trainees, women in construction and local jobseekers where the project allows.

### ENVIRONMENTAL VALUE

Waste avoidance, reuse/recycling, efficient materials, reduced rework, energy-efficient services and lifecycle / maintainability thinking.

## HOW WE APPLY SOCIAL VALUE

PRACTICAL • RELEVANT • MEASURABLE




**Social value is strongest when it is built into planning, procurement and delivery — not added later as a separate promise.**

### PROJECT-RELEVANT COMMITMENTS

Matched to scope, location, programme and realistic delivery opportunities.

### EVIDENCE, NOT GENERIC PROMISES

Local engagement, supplier participation and waste actions documented where required.

### VALUE THROUGH DELIVERY

Efficient planning, reduced rework and responsible site practices support communities and the environment.

# 13 ASSURANCE & COMPLIANCE

CURRENT • TRACEABLE • READY TO VERIFY.

**Zenith is a capable and well-established construction partner** with the licences, registrations, certified systems, insurances, professional capability and project controls required to support compliant project delivery**. We tailor our assurance and documentation to each client, contract and project risk profile, providing the relevant evidence needed for procurement, mobilisation and delivery.** Our approach is to make compliance clear and easy to verify, while ensuring the right controls, records and supporting information are in place to meet client expectations and project requirements.

## REGISTRATIONS, CERTIFICATIONS & INSURANCE

CURRENT EVIDENCE SUPPLIED AS APPLICABLE

### BUILDING & INDUSTRY

CDB-U 65214 | CBL 100048
VBA / RBP
Master Builders Victoria | HIA

### CERTIFIED SYSTEMS

ISO 9001 | ISO 45001 |
ISO 14001

### PROFESSIONAL CAPABILITY

PMP® | MIEAust | PMI

### INSURANCE

Public Liability | WorkCover |
PI where applicable |
Contract Works as required

## PROJECT ASSURANCE & DELIVERY COMPLIANCE

HOW ZENITH MEETS CLIENT EXPECTATIONS

### HSEQ EVIDENCE

Policies | SWMS |
risk assessments | inductions |
incident & emergency records

### QA/QC EVIDENCE

ITPs | inspections |
hold points | NCR / defect
close-out | handover records

### PROJECT CONTROLS

Scope | programme | risk |
change | reporting |
document control

### DELIVERY & CONFORMANCE

Methodology | case studies |
references | conformance to
specification, with non-conforming
alternatives only proposed where
approved as value engineering options

ZENITH
DOMESTIC & COMMERCIAL

PEOPLE | PROJECTS | COMMUNITIES | LASTING VALUE

# WHY ZENITH

A CAPABLE PARTNER — FROM THE FIRST CONVERSATION TO PROPER HANDOVER.

Practical construction capability backed by disciplined procurement, project delivery, certified systems and an accountable team.
We deliver safe, high-quality outcomes that create value for our clients, buildings and communities.

### 1. COMMERCIAL BREADTH
Construction • refurbishment
building services • asset renewal

### 2. DELIVERY LEADERSHIP
Buildability • programme
procurement • commercial discipline

### 3. CERTIFIED SYSTEMS
ISO-based quality • safety
environmental controls

### 4. VALUE ENGINEERING
Options • constructability
lifecycle thinking

### 5. CONTROLLED TRADE NETWORK
Prequalified • aligned
coordinated specialist providers

### 6. PROPER HANDOVER
Verification • defects
records • warranties • close-out

## BUILDING NEW PERSPECTIVES.

BUILT WITH CARE • MANAGED WITH DISCIPLINE • DELIVERED WITH CONFIDENCE

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