

# Company

# Profile



**IN-FORM ELECTRICAL**  
**DATA COMMUNICATIONS**

## OWNERS

Business name: Remdley Pty.Ltd. t/as In-Form Electrical  
Data Communications  
Address: 147 Wedgewood Rd  
Hallam VIC 3803  
Postal: PO Box 4269  
Narre Warren South VIC 3805  
Telephone: 03 9796-3434  
Mobile: 0412 195 120  
Email: [info@informelec.com.au](mailto:info@informelec.com.au)  
Website: [www.informelec.com.au](http://www.informelec.com.au)

## General Company Description

### Mission statement:

- Deliver professional service in a timely manner utilising quality products;
- Focus on exceeding customer service expectations, enhancing processes and ensuring ongoing training;
- Ensure our staff are highly trained and experienced;
- Continued product development and implementation strategies;
- Provide a safe working environment for all employees with a focus on work health and safety;
- Electrical and data communication solutions;
- Maintain long-term relationships with customers and suppliers;
- Ensure compliance with current Australian laws, regulations & wiring standards; and
- Dedication & commitment of all staff members.

**Form of ownership:** Company, proprietary limited

### Company history:

In-Form Electrical Data Communications was established in 2000. Tony Gregg established the business with a “can do” attitude which has seen the company grow to the business it is today.

In-Form Electrical Data Communications regard WH&SMS seriously and have been CM3 certified since 2014 with annual audits and re-certification.

We have a proven record of systems in place to ensure safety of all staff is paramount with most staff being Level 2 First Aid compliant.

### Most important strengths and core competencies:

In-Form Electrical Data Communications hold monthly “toolbox talks” where we collectively discuss and review important training and encourage an open forum to ensure all issues are resolved.

Communication and consultation is a strong focus with consistent and up to date training for all staff with respect to safety, product knowledge, industry updates and plant and equipment use.

In-Form Electrical Data Communications staff are reviewed every 6 months in which the training requirement and areas of opportunity are assessed. Staff are encouraged to take ownership of and responsibility for their assigned job.

In-Form Electrical Data Communications main stream of work is small to medium commercial fit out work. We have experience in all Electrical requirements for office fit outs, including lighting and lighting control (C-BUS), Exit and emergency installations with test facilities. Being a Siemon certified Designer and Installer we install, service and support all Data & Telephony requirements.

We have extensive experience in shop fit outs as an Electrical contractor to Dominos Pizza Enterprises. We have completed the refurbishment of Domino stores and performed the roll-out of computer equipment ensuring all PCs, Think Centres, Printers, GPS and phones are operational and communicate with their IT Support.

## Products and Services

- General Lighting and Power
- Fibre Optics
- Cat 5, 6 and 7 Cabling Networks
- Coaxial Cabling and Termination
- Voice Cabling and interfacing with Network Cabling
- Thermographic imaging namely for switchboard surveys
- Security access control and CCTV installation, maintenance and service
- General testing, appliance, plant, infrastructure cabling
- sound-masking in office space;
- supply and installation of overhead projectors;
- supply and installation of MATV and aerials;
- supply and installation of PA system and speakers;
- supply and installation of panic/duress alarm systems;
- supply and installation of body protection requirements for medical centres;
- testing and tagging with equipment and software download results;
- exit and emergency testing;
- residual current device testing with equipment and software to download results; and
- data cabling testing with the latest Fluke DSX 5000 tester and software to download results.
- Solar PV installations

Some of our recent and long standing customers include Domino's Pizza, MLCOA, Medilaw, Bicycle Victoria, Cheesecake shop, Muffin Break, Breese Pitt Dixon, Health Abilities, and AEMO.

We are a medium size business focused on providing an exceptional service using quality products delivered in a timely and professional manner. We are committed to our stakeholders and make a consistent effort in keeping up with current market trends with regard to product and equipment. Our primary concern is the safety of all staff which consists of seven onsite crew and five office staff, customers and all other stakeholders.

In-Form Electrical Data Communications design, manage & safely implement all your electrical, power & data solutions on time.

## **Pricing**

Our pricing is based on industry standards and remains competitive within our industry. Our works are successfully gained via tendering and quoting.

## **Location**

We are situated at 147 Wedgewood Road Hallam. Our building is fully equipped with factory floor space, offices and adequate parking, and conveniently situated on a main road with large lit signage.

# **Operational Plan**

## **Legal Environment**

Describe the following:

- Licensing requirements - Our electricians are qualified and kept up to date with inductions and other relevant industry training
- Permits - Site and job specific permits are obtained when necessary i.e. high risk work, roof and riser access, impairment notice etc.
- Health, workplace, or environmental regulations - In accordance with our OH&S management system all regulations and policies are adhered to.
- Zoning or building code requirements - as per building management i.e. operations access, induction requirements and scheduled planning with building management.
- Insurance coverage - All work cover and public liability (\$20,000,000 cover) always up to date and current.

## **Personnel**

- Qualified electricians and apprentices, OH&S qualified practitioner.
- Training is done on a regular basis including licence upgrades, additional permits and regular inductions.
- All our employees are given a 6 monthly appraisal consistent with current job descriptions.
- During busy peak periods we will use contract hire and ensure all staff are fully licensed with appropriate industry knowledge.
- All staff are expected to be in full uniform displaying our company logo accompanied by relevant licenses and PPE to carry out jobs.

# Management and Organisational Flowchart

