

From: Phil.Wolfe@dfat.gov.au [mailto:Phil.Wolfe@dfat.gov.au]
Sent: Tuesday, 8 March 2011 3:06 PM
To: Shane Kennedy
Cc: Bruce.Phillips@dfat.gov.au
Subject: Reference for Rork Interiors

To whom it may concern,

As Project Manager for the new Sydney Passport Production Centre, Rork Interiors was appointed head contractor for construction works in the existing Sydney Passport Office.

Generally their scope of works included:

- Consistently communicate with the Sydney Passport Office (SPO) Project Team based at the Department of Foreign Affairs and Trade in Canberra which included the in house architectural team.
- Scheduling of each of the seven phases of the project to work around the SPO's staff members needs as the project was undertaken in occupied spaces.
- Communicating and scheduling in of the nominated base building contractors
- Communicating with the building facilities manager to ensure all materials could safely be brought onto site without disturbing the other tenants
- Meet all key milestones of the project schedule. This was crucial as to not interfere with the ongoing operational requirements of the busy SPO.
- Deliver each milestone with a high level of quality thanks to the experienced contractors Rork engaged

To provide a project management service that allowed the SPO to continue with their day to day operations, knowing that details relating to the construction work within their scope had been covered and organised by Rork Interiors.

It has been my pleasure to work with Mr Shane Kennedy from Rork Interiors. I have found him to be courteous, honest, and diligent. He has shown excellent knowledge and a thorough understanding of contracts, building codes, scheduling, and familiarity with materials, methods and managing the process of construction.

I have pleasure in recommending Rork Interiors for a Head Contract role for construction works in an existing office environment.

Kind regards,

Phil Wolfe

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Australian Government

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