

SMALL
PROJECTS

Capability Statement



January 2020

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Alexandra Parade Clifton Hill – Display Suite

Company Profile

Established in 2018, Melbourne-based building company Small Projects is a rapidly growing business offering a diverse range of skills and services.

We believe in, and take, a methodical approach to each and every part of the building process.

Small Projects is an affiliate of Intracon – an established high-end multi-residential builder. Our shared resources enable us to provide clients with access to a team of 27 skilled and experienced industry professionals.

What makes us different is that we offer ‘small projects’ a level of expertise and support that would usually be exclusive to large-scale business. And, with this, we deliver the same requisite deep thinking and construction intelligence of a larger project. Our connection to Intracon also means we can upscale our resources on projects both quickly and flexibly. And, we make a commitment to our clients to deliver projects efficiently and with a high level of finish.

To date we’ve covered both residential and commercial buildings, undertaking work in homes and offices, aged-care centres, retail outlets and centres, and restaurants and cafes. Our work includes high-end home renovations and extensions, fit-outs and end-of-lease make-good works, rectification of water-damaged buildings, rectification of defective works, building outdoor structures and more. In fact, in the first 12 months of operation Small Projects completed more than 50 projects with the help of our reliable and consistent subcontractor base.

The working relationships with our subcontractors are a critical element of the business – we work closely with all stakeholders to ensure quality of workmanship and safety.

While we’re Melbourne-based, we have active projects happening across the state – from Geelong and the Bellarine, to the Mornington Peninsula. In 2020, we’ll be venturing even further afield by undertaking interstate projects as well.

The Small Projects and Intracon staff are an integrated and close-knit team working in an open office environment with a flat hierarchy structure. We encourage open communication and the exchange of ideas, making for a better working environment for everybody – our team, subcontractors, and clients. Small Projects is made up of a diverse group of women and men who’ve successfully overseen a wide range of projects, working with tier one and two builders.

The company is owned and operated by James Banks and Charlie Egan who’ve known each other for more than 20 years prior to establishing Small Projects. Each have long employment histories and education in both the construction and property industries.

Although less than two years of age, Small Projects is a well-managed company with a strong balance sheet.

SMALL PROJECTS



Charlie Egan & James Banks



Alexandra Parade Clifton Hill – Display Suite

What is important to us / Our priorities



Safety



Workmanship



Respect



Budget



Timeline



Health



Reputation



Longevity



Privacy

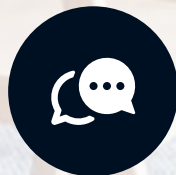


Deep Thinking



Mindfulness

How we deploy these



Communication



Habits



Leadership



Behaviour



Routine

Company Details

Company Name: Small Projects Company PTY LTD

Australian Company Number: 288 017 67

Australian Business Number: 356 288 017 67

Date of Incorporation: 16 September 2018

Postal Address: 43 Ross St Toorak, VIC 3142

Telephone: 1300 171 651

Email: ce@smallprojects.com.au

Website: www.smallprojects.com.au

Building Registration Details:

Domestic Builder (Unlimited) CDBU-64599

Commercial Builder (Unlimited) CCBU-64600



Our Office

Our head office is located in Toorak Village and is owned by the directors of the business.

In the second half of 2020 Small Projects and Intracon will begin construction works on a new office building which will be our long-term head office with facilities and amenities for our staff and subcontractors.



SMALL PROJECTS



**SMALL
PROJECTS**

**Be direct.
Have purpose.
Be progressive.**

Corporate Structure

James Banks
Director

Charlie Egan
Director

Charlotte Jones
General Manager

Dee-Jane Maglalong
**Project Manager/
Contract Administrator**

Phil Stefanko
Project Manager/Site Manager

Max McNaughton
Project Manager

Aaron Scicluna
Estimator/Design

James Peng
Estimator

Debra Lindemann
Accounts



**SMALL
PROJECTS**

**Modesty.
Integrity.
Professionalism.**



Health, Safety & Environment

Systems

Digital cloud-based tools with complete mobility and dependency to maximise access and continuity.



Health, Safety

Hammertech driven by ohs administrator.



SAFETY MANAGER DASHBOARD

Personnel awaiting Induction Approval

Employer	Name	Phone	DOB	Result
Leach Labour	Bob Murphy	0400 000 000	1/01/1985	Passed (1 Attempts)
Leach Labour	Brett Arnfield	0400 000 001	8/06/1991	N/A (0 Attempts)

Today's Site Diary

Item	Details
Weather	Shower or tws. Max 15
Injuries	0
Incidents	0
Reported Workers on Site	0
Reported Visitors on Site	0
Subcontractors who have reported # workers	0
Subcontractors who haven't reported # workers	0
Plant Inducted	0

Upcoming Services, Expiring Licenses & Insurance

Action By	Type	Subcontractor	Name
10/05/2015	License Expired	Brads Bobcats	James Harris
10/05/2015	License Expiring	Brads Bobcats	James Harris
1/06/2015	Service	Brads Bobcats	Forklift
1/07/2015	License Expiring	Leach Labour	Chris Bull
1/07/2015	Insurance Expiring	Eddies Electrical	

Incidents, Injuries & Near Misses

Date Occurred	Type	Subcontractor	Person
13/05/2015	Injury	Brads Bobcats	Bradley Tabone
13/05/2015	Injury	Brads Bobcats	Bradley Tabone
21/05/2015	Injury	Leach Labour	Shailesh Hegde

SMALL PROJECTS

Certificates & Licences

VBA Registration



Domestic Builder (Unlimited)

Commercial Builder (Unlimited)

Our staff hold a range of qualifications across graduate, undergraduate and post graduate degrees and technical industry qualifications and certifications including:

- Degrees in Construction Management
- Degrees in Property
- Certificate IV in Building & Construction
- Construction Induction White Card
- First Aid
- Private Security Individual Registration

SMALL PROJECTS

Insurances

Professional Indemnity

M Lardy M Shane Level 3, Building T, Renaissance Corporate Park
 870-688 Essex Street, Richmond VIC 3121
 : 61 3 8290 8200 : 61 3 9819 2599
 www.mlardymshane.com.au

Attention: Clients Date: 29 July 2019
 To Whom It May Concern

CONFIRMATION OF INSURANCE CERTIFICATE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the cover afforded by the policy/policies listed.

Insured: Small Projects Pty Ltd
Class: Professional Indemnity
Insurance Company: CFC Underwriting Pty Ltd
Policy Number: PIS001188740
Policy Period: 29th July 2019 to 29th July 2020
Particulars of Cover: Limit of Liability - \$1,000,000 any one claim
Interested Party: N/A

We trust that the above is satisfactory for your requirements.

Yours faithfully,

 Chelsea Richardson
 Author Authority No. 361303

Steadfast We and M Lardy M Shane are an authorised representative of Steadfast Insurance Services Pty Ltd
 Member Financial Services Centre for ASIC's Financial Complaints System (FICS) 1800 000 000
 Steadfast Insurance Services is a member of The Steadfast Group

Public Liability

M Lardy M Shane Level 3, Building T, Renaissance Corporate Park
 870-688 Essex Street, Richmond VIC 3121
 : 61 3 8290 8200 : 61 3 9819 2599
 www.mlardymshane.com.au

Attention: Clients Date: 29 July 2019
 To Whom It May Concern

CONFIRMATION OF INSURANCE CERTIFICATE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the cover afforded by the policy/policies listed.

Insured: Small Projects Pty Ltd
Class: Public Liability
Insurance Company: Wicon Insurance
Policy Number: ALISAP 302026
Policy Period: 29th July 2019 to 29th July 2020
Limit of Liability: \$ 25,000,000
Interested Party: N/A

We trust that the above is satisfactory for your requirements.

Yours faithfully,

 Chelsea Richardson
 Author Authority No. 361303

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Contract Works & Liability

M Lardy M Shane Level 3, Building T, Renaissance Corporate Park
 870-688 Essex Street, Richmond VIC 3121
 : 61 3 8290 8200 : 61 3 9819 2599
 www.mlardymshane.com.au

Attention: Clients Date: 29 July 2019
 To Whom It May Concern

CONFIRMATION OF INSURANCE CERTIFICATE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the cover afforded by the policy/policies listed.

Insured: Small Projects Pty Ltd
Class: Contract Works & Liability
Insurance Company: Wicon Insurance
Policy Number: ALISAP 302026
Policy Period: 29th July 2019 to 29th July 2020
Particulars of Cover: Maximum Project Value - \$500,000
 Including Public Liability - Limit of Liability - \$ 20,000,000
 Includes Temporary Works/Protection Works
Interested Party: N/A

We trust that the above is satisfactory for your requirements.

Yours faithfully,

 Chelsea Richardson
 Author Authority No. 361303

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SMALL PROJECTS

Website: smallprojects.com.au

Instagram: [@smallprojects.com.au](https://www.instagram.com/smallprojects.com.au)

LinkedIn: [linkedin.com/company/small-projects-company/](https://www.linkedin.com/company/small-projects-company/)