

SMALL  
PROJECTS

# Capability Statement

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January 2020



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Alexandra Parade Clifton Hill – Display Suite



## 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.



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

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**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 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**

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

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# Corporate Structure

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**Modesty.  
Integrity.  
Professionalism.**

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# 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.



**HAMMER TECH** Melbourne Project Find workers and reports

Andrew Hogben **SAFETY MANAGER DASHBOARD**

- DASHBOARD
- EMPLOYERS
- PERSONNEL
- PERMITS
- SWMS
- INJURY
- INCIDENTS
- SAFETY REGISTER
- PLANT INSPECTIONS
- BULLETINS
- SITE DIARY
- REPORTS
- ADMINISTRATION
- CHANGE PASSWORD
- LOG OUT

Personnel awaiting Induction Approval				
Employer	Name	Phone	DOB	Result
Leach Labour	Bob Murphy	0400 000 000	1/01/1986	Passed (1 Attempts)
Leach Labour	Brett Armfield	0400 000 001	8/08/1981	N/A (0 Attempts)

Today's Site Diary	
Item	Details
Weather	Shower or two. 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	9
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 Occured	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

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# 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



## Public Liability



## Contract Works & Liability





# SMALL PROJECTS

**Website:** [smallprojects.com.au](http://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/)