



BRIGGS GROUP PTY LTD

ABN 64 261 721 054

16 Bolinda Court, Alice River, QLD 4817

T: 0408 984 964

Email: Briggsconcreting@bigpond.com

COMPANY CAPABILITY AND CAPACITY STATEMENT

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INTRODUCTION

Briggs Group is a North Queensland family owned and operated Construction Company specialising in construction of commercial, residential and civil projects. Initially starting out at Briggs Concreting, Briggs Group expanded into Briggs Built Constructions to encompass the construction aspect to the company. Since then Briggs Group has developed strong and enduring relationships with a number of clients, local sub-contractors and equipment and service suppliers, as well as having an excellent knowledge of regional resources and services required to get the job done.

Briggs Group are focused on promoting and growing local construction companies and ensuring the organic capacity of locally owned and operated companies can effectively compete with larger non-local companies.

Briggs Group is committed to effective construction management to ensure timely delivery of works and has a proven history of delivering works under time constrained conditions working cooperatively with our clients and other stakeholders. Furthermore, our project team will endeavour to exceed the desired level of quality. Briggs Group will always strive to identify innovative cost saving solutions where possible.

Briggs Group has a well-earned reputation for being able to get difficult jobs done to a high standard within the necessary timeframes and budgets. A large proportion of our work is from returning customers; this demonstrates that Briggs Group has continually provided its clients with the service and project results they expect. Briggs Group are capable of completing works under a variety of services including but not limited to;

- Construction – residential or commercial
- Installation
- Commissioning
- Maintenance
- Training

Our management team, with their depth of experience and combination of skills, has delivered an impressive portfolio of projects. Together, we have built a vibrant company with the drive and capability to exceed our clients' expectations on even the most challenging of projects. Our ability to provide exceptional value and meet deadlines without compromising on safety and quality has inspired remarkable loyalty in our clients and we are particularly proud of our high level of repeat business. Briggs Group's strong track record is a clear indicator of our success in working with local communities. Good relationships and open communication with local stakeholders enable us to deliver smart project designs and mutually successful business outcomes.

EXECUTIVE SUMMARY

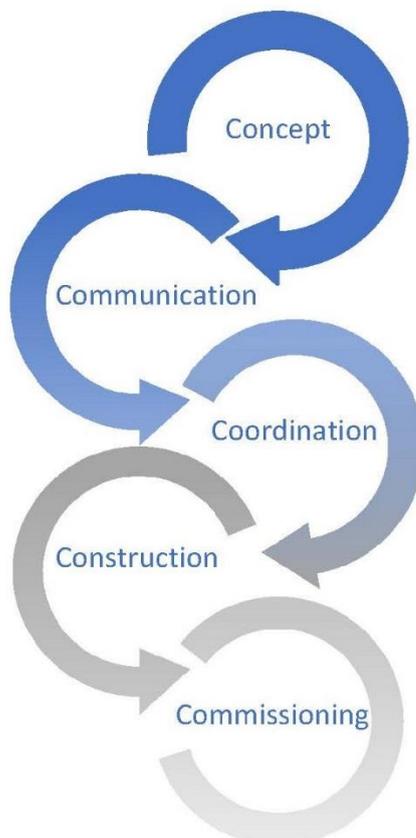
Throughout this statement Briggs Group will show that we have the capacity and capabilities to provide the high level of service. Briggs Group are well positioned in regards to current and future work that would allow us, if successful, to commit significant resources to this project. The evidence we have provided within this tender submission support our claims of having both the capacity to complete this project as well as the knowledge, resources and commitment to achieve the highest possible standards.

With over 10 years' experience working in Townsville with over 20 years' of experience in the industry, all of our personnel living in Townsville, we drive the growth at our business and maintain the passion that comes from local Townsville people, growing up in and building our own Townsville community.

Why Briggs Group?

- 100% locally owned and operated;
- All suppliers are 100% locally owned and live and work in the region;
- A company committed to the community in which we live;
- We understand the complexities associated with this project;
- A proven track record in the region and in Townsville;
- A history of long term employment and significant training initiatives;
- An ability to work with all levels of clients;
- An understanding of the complexities of competing priorities and working with our clients;
- A full understanding of the unique issues faced in North Queensland; and,
- A team focused on success.

We would see this opportunity as another stepping stone into bringing to fruition the dream of a local company performing and delivering high profile projects and creating beneficial futures for the young people of Townsville.



BUILDERS DETAILS

FULL NAME/S OF COMPANY	Briggs Group Pty Ltd ATF Briggs Family Trust
STREET ADDRESS	16 Bolinda Court, Alice River, QLD 4817
QBCC LICENCE	15011053
ABN OF TENDERER	64 261 721 054
CONTACT TELEPHONE (MOBILE)	0408 984 964
CONTACT EMAIL	briggsconcreting@bigpond.com
CONTACT PERSON	Steven Briggs

INSURANCE REQUIREMENTS

All certificates of currency for the insurances listed below are available on request.

INSURANCE TYPE	EXPIRY DATE	INSURANCE COMPANY	POLICY NUMBER
Workcover	30/09/2019	Workcover Qld	WAB111078358
Public Liability	21/02/2019	Master Builders	BQA110693546
Construction Works	21/02/2019	Master Builders	BQA110693546

KEY PERSONNEL

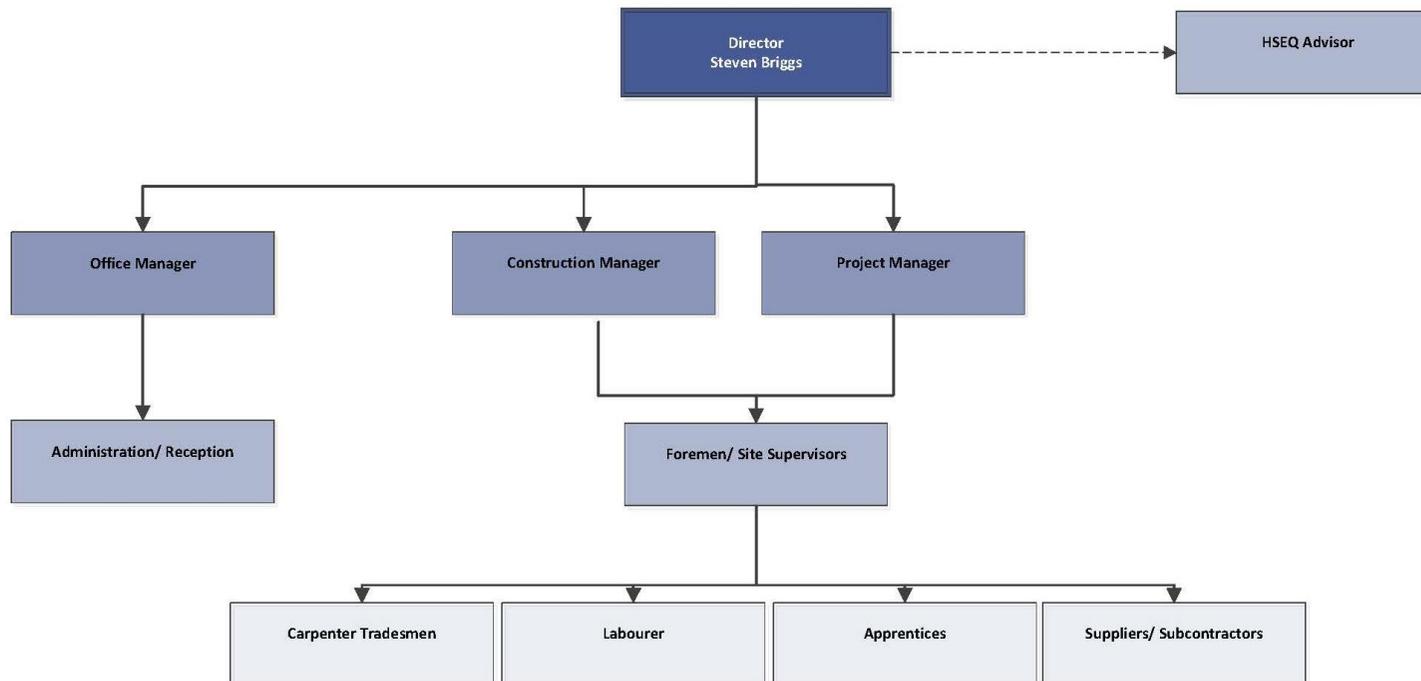
NAME	POSITION	EXPERIENCE
Steven Briggs	Project Director	<p>Steven, as the Director, assists the Construction Manager in the responsibility for planning and managing the safe construction, commissioning and delivery of the project to meet specified contractual requirements and the agreed program. He will also be the first point of contact during the defects liability period.</p> <p>Steven's responsibilities will include overseeing all contracts with subcontractors and suppliers and ensuring that the lead time on procurement will not affect the construction program. Through strong support and communication with the onsite Project Manager and with the direction of our team, our subcontractors and suppliers.</p> <p>He is also be responsible for managing all interfaces with our works throughout the duration of the project. He will ensure that the Site Management Plan is fully implemented during the construction period.</p> <p>He will be located at both on-site and at Head Office and will be the senior point of contact for the client.</p> <p>Steven is the nominated Owner and Director and additionally is responsible for;</p> <ul style="list-style-type: none"> • Contribute to the co-operative efforts of the project; • Responsible for the corporate performance of Briggs Group; • Communication and developing relationships with clients; • Lead on all construction aspects of the companies work through providing strategic and professional guidance to the management team; • Overall responsibility for all Health, Safety, Quality and Environmental issues; • Set targets, objectives and clear responsibilities for all supervisory staff; • Ensure management and contracts team follow agreed control procedures; • Monitor construction programmes; • Monitor environmental impact and issues; • Monitor quality and site safety; • Monitor cost control; • Approve construction reports; • Approve all price submissions; and • Ensure client satisfaction upon completion of project. <p>Relevant Experience includes;</p> <ul style="list-style-type: none"> • Commercial Projects • Industrial Projects • Residential Projects • Mining Industry • Concreting Specialist

NAME	POSITION	EXPERIENCE
Graeme Briggs	Construction Manager	<p>Graeme has worked with Briggs Group for over 15 years, previously as the Business Manager who oversaw all financial decisions, contracts and day to day running of the business but has now recently taken over the Construction Manager role. His skills as an organiser and communicator are testament to high standards of project managerial skills.</p> <p>Graeme specialises in managing projects to ensure that all Site Managers/ Foremen have sufficient equipment, machinery, personnel, and materials for the task at hand; thus, ensuring the project stays in time with the construction program.</p> <p>As part of our senior management team the Construction Manager will be both site based as well as office based for the majority of projects</p> <p>His role includes overall planning and managing of the site, liaising with the Foremen ensuring the construction program is adhered to. His role includes the daily and weekly internal reporting to Head Office.</p> <p>The Construction Managers' responsibilities will include liaising with all stakeholders, and the consultant team in all matters concerning the works, the direction of our team, our subcontractors and suppliers.</p> <p>Responsible for obtaining all products whilst ensuring Briggs Group's business management system's systematic approach for purchasing products, materials and services is adhered to.</p> <p>In conjunction with all the team at Briggs Group, he will ensure that lead times on procurement do not affect productivity to the contraction program.</p> <ul style="list-style-type: none"> • Allocate resources; • Liaise with site manager and site foreman on a daily basis; • Logistical management of plant and equipment; • Ensure quality is to the appropriate standard; • Monitor adherence to environmental plan; • Ensure site safety is continuously complied with; • Ensure the construction is running at optimum efficiency and in line with the construction program; • Converse information between the site and head office; • Direct subcontractors and delegate to our superintendents; • Ensure that all site personnel uphold the HSEQ standards throughout the project through assisting the HSEQ manager; • Oversee and direct the project from conception through to the end of the defects period. • Review with the management team the project in depth to ensure scheduling of procurement and trades correspond with the construction program; • Coordinate personnel to ensure sufficient employees or subcontractors are available to perform a task on site; • Analyse, manage and mitigate risks with the project team; and, • Communicate effectively with management team, contractors and stakeholders.

NAME	POSITION	EXPERIENCE
Peta Briggs	Office Manager/ Contracts Administrator	<p>Peta has over 15 years' experience working for Briggs Group in an administration/ accounting role, with over 10 years' experience as a Contracts Administrator.</p> <p>Peta has been instrumental in the implementation of the management systems, including training other staff in the use and conversing with our health and safety systems ensuring that the full potential of the system is utilised and quality control is met.</p> <p>Peta plays a key role in the administration of projects and has proven experience working with the proposed project team numerous projects.</p> <p>Peta is the Nominated Contract Administrator and responsible for;</p> <ul style="list-style-type: none"> • In liaison with Project Director and Construction Manager to prepare, issue and monitor subcontract documentation. • Monitor subcontractor variation approval and variation register. • Monitor and assess subcontractor compliance with their terms and conditions throughout the project and on completion. • Ensure that subcontractor claims are submitted on time and in the required format with relevant information if required and are addressed in accordance with the subcontract. • Responsible for the upkeep of documentation systems including setting up the project. • Liaise with local council and authorities to ensure relevant permits are in place. • Assist with the commissioning and handover plan.

Please refer to our organisation chart on the next page to highlight our company structure.

ORGANISATION CHART
CORPORATE STRUCTURE



ORGANISATION CHART – CORPORATE STRUCTURE	Document No.: PC02-REF-01	Version No.: 1A
Release Date: 1 February 2019	<i>Uncontrolled if Printed</i>	Page 1 of 1

PREVIOUS PROJECTS



Project: Construct various detailed Concrete Courtyards, Basement Slabs and Ramps, Walkways, Stairways, Suspended Slabs, Civil Construction
Value: \$120K
Client: McNab Constructions
Role: Subcontractor



Project: Construct Shed Slabs and various Concrete Installations
Value: \$1.5M to date
Client: Garage World
Role: Subcontractor



Project: Civil Construction Sub-division Works, TMR Works at North Shore
Value: \$450K
Client: Mendi Constructions
Role: Subcontractor



Project: Various Concrete Extension Slabs, Shed Slabs, Fuel Bay, Wash Bays, Warehouse, Robotic Rock-breaker, Civil Works, Consultation
Value: \$890K
Client: MMG Dugald River Mine
Role: Principal Contractor

OCCUPATIONAL HEALTH & SAFETY

Through company policies, procedures and guides Briggs Group ensure Workplace Health and Safety is our top priority. The Director, General Manager, Supervisors and workers all play a vital role in the health safety and wellbeing of stakeholders including our clients. All staff are aware of their individual and collective responsibilities in regards to health and safety. We promote a positive safety and reporting culture with a “no blame” approach in the identification and rectification of all safety related issues.

Briggs Group are committed to improving all workplace health and safety standards throughout the company. This is carried out through our consultation and communication with our staff via regular training and holding monthly toolbox talks with follow up bulletins for reference. Ensuring all of our equipment and vehicles are maintained to a high standard with regular servicing and calibration.

In determining applicable controls, Briggs Group personnel refer to relevant legislative and other available documentation including Codes of Practices, Australian Standards, Industry Reports, Hazard Alerts and Previous Incident Reports. During Senior Management reviews this is reviewed to ensure it is applicable to the current practices required.

Briggs Group have documented a formalised approach to managing induction and training. All qualifications and competency records for Briggs Group workers are recorded in accordance with Briggs Group’s Induction Procedure. When training is undertaken or competency assessed at a later date this is completed in accordance with the Training Procedure, these records are placed on Briggs Group personnel files.

Briggs Group staff carry out a daily compliance check and pre-start checklists for vehicles prior to commencing work to ensure they have the necessary equipment at hand to carry out their duties.