

# CAPABILITY STATEMENT



# One Contact Across Every Stage

1st Point Building Services provides a coordinated approach to maintenance, projects and refurbishments. We act as the central point of contact, organise the required trades, manage delivery and keep clients informed from the first site visit through to completion.

## Our Capability

- Commercial maintenance and reactive works
- Carpentry, partitions, doors, ceilings and cladding
- Multi-trade scoping, estimating, procurement and scheduling
- Refurbishments, make-good works and occupied-site upgrades
- Electrical, plumbing, painting, flooring and roofing coordination
- Site supervision, safety documentation and quality control

## Where We Deliver

Our team has supported clients and project teams across metropolitan Perth, the South West and regional Western Australia. Delivery is structured around clear scopes, accountable supervision and appropriately qualified trades.

## What Clients Can Expect

| Single Contact                                               | Clear Scoping                                                              | Managed Trades                                             | Visible Delivery                                                |
|--------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------|
| One accountable point of communication throughout the works. | Defined inclusions, exclusions, pricing and programme before mobilisation. | Coordinated tradespeople, suppliers and site requirements. | Progress communication, site supervision and quality close-out. |

# Experience Across Essential Environments

The capability below reflects the collective experience of the 1st Point team through current and previous businesses and employers. It demonstrates the environments our people understand and the delivery standards expected in each.

| Sector                   | Relevant Team Experience                                                                                                                                                        |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Retail and Commercial    | Fit-outs, refurbishments, partitions, ceilings, doors, security hardware and make-good works in active commercial environments.                                                 |
| Aged Care                | Interior and exterior maintenance, planned refurbishments, room and common-area upgrades, responsive repairs and trade coordination around occupied facilities.                 |
| Hospitals and Healthcare | Controlled works requiring careful staging, communication, cleanliness, access planning and attention to operational disruption.                                                |
| Defence Housing          | Scheduled refurbishments as units become available, coordinating the required trades and preparing each property for new occupants moving in within agreed handover timeframes. |
| Social Housing           | Responsive maintenance, property upgrades, refurbishment programmes and practical rectification works across occupied homes.                                                    |
| Schools and Universities | Teaching-space upgrades, partitions, ceilings, doors, joinery, refurbishment and programme-driven works around campus operations.                                               |

## Project Scale

Members of the team have contributed to and managed projects valued from approximately \$200,000 to \$5,000,000. This experience includes individual refurbishments, multi-trade upgrades, maintenance programmes and larger staged works.

# The People Behind 1st Point

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1st Point combines commercial coordination, client relationships, site delivery and financial administration. This gives clients direct access to decision-makers while maintaining clear control of scope, cost, programme and quality.

## Anthony McGee

### Business Development & Commercial Manager

Anthony brings more than 30 years of construction and client-facing experience across carpentry, renovations, fit-outs, insurance estimating, new-home sales, FIFO construction and project coordination. He leads scoping, estimating, commercial control and back-end delivery.

**Qualifications:** White Card

**Mobile:** 0498 103 838

**Email:** [tony@1stpoint.com.au](mailto:tony@1stpoint.com.au)

## Tom Adleigh

### Business Development & Client Relations Manager

Tom leads client engagement, relationship management and new-business development. His background in commercial maintenance, project coordination, roofing and workplace safety supports practical scoping, responsive communication and the organisation of multi-trade works.

**Qualifications:** City & Guilds Roof Slating, Tiling and Cement Work; Certificate IV in Occupational Health and Safety; NEBOSH; Institute of Safety and Health Management; Certificate IV in Project Management

**Mobile:** 0448 089 237

**Email:** [tom@1stpoint.com.au](mailto:tom@1stpoint.com.au)

## Morgan Walter

### Project Manager

Morgan is a qualified carpenter and experienced site supervisor with more than 15 years across residential construction, shop fit-outs, renovations and project management in Perth and Sydney. He manages site delivery, trades, safety, programme and quality.

**Qualifications:** Certificate III in Carpentry and Joinery, White Card

**Mobile:** 0409 760 797

**Email:** [morgan@1stpoint.com.au](mailto:morgan@1stpoint.com.au)

## Kristina Connolly

### Accounts & Payroll Administrator

Kristina has more than 10 years of accounts and administration experience supporting construction and trade-based businesses. She manages accounts payable and receivable, payroll, reconciliations, compliance records and project administration.

**Qualifications:** Advanced Diploma of Accounting, Diploma of Accounting, Certificate IV in Accounting and Bookkeeping

**Email:** [accounts@1stpoint.com.au](mailto:accounts@1stpoint.com.au)

# How We Manage Your Work

Our role is to simplify delivery for the client. We establish the scope, organise the right trades, coordinate access and programming, supervise the work and maintain clear communication through to close-out.

|   |                             |                                                                                                  |
|---|-----------------------------|--------------------------------------------------------------------------------------------------|
| 1 | Site Visit and Scope        | Confirm the problem, required outcome, access conditions and project constraints.                |
| 2 | Pricing and Programme       | Prepare the trade package, obtain pricing, define inclusions and agree the delivery sequence.    |
| 3 | Mobilisation and Management | Coordinate trades, documentation, materials, site attendance, safety and progress communication. |
| 4 | Quality and Close-out       | Inspect the completed work, resolve defects, confirm handover information and close the job.     |

## Company Details

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|------------------|----------------------------------------|
| Legal entity     | 1st Point Building Services Pty Ltd    |
| ABN              | 65 703 245 292                         |
| Business address | 5/2 Helmsore Way, Port Kennedy WA 6172 |
| General email    | admin@1stpoint.com.au                  |
| Website          | www.1stpoint.com.au                    |