



THOMAS
BUILDING

CAPABILITY STATEMENT

PROVIDING BUILDING SOLUTIONS
TO REGIONAL WESTERN AUSTRALIA



MANAGING DIRECTOR ENDORSEMENT



ALAN THOMAS

It is with pleasure that I outline Thomas Building's capability statement which is based upon my passion and dedication to the building and construction industry spanning over 30 years working in the North West of Western Australia, primarily in the Pilbara and Kimberley regions.

Previously a major Shareholder and Managing Director of Rapley Wilkinson, I have always maintained a "hands on" approach having spent many years working on-site and advancing my career through the ranks from Site Manager, Construction Manager and General Manager.

With a career that has been built on honesty and integrity I have been involved in many successful projects in the Pilbara and Kimberley regions including, Cable Beach Club in Broome, which consisted of the development and construction of 180 units, landscaping and lakes; Tropicana and Frangipani Resorts in Broome; numerous mass housing projects for BHP Billiton, Rio Tinto, Woodside and multiple Government housing projects; numerous schools throughout the region and most recently multiple housing with Murujuga Aboriginal Corporation and a large resort known as The Ranges in Karratha.

My extensive experience in design, construction and development in the North West has provided me a lot of knowledge that I can personally bring to any form of construction and development project.

I would welcome the opportunity for me and my very experienced team at Thomas Building to work with you and look forward to discussing how we can provide a tailored solution to your company's requirements.

Alan Thomas
Managing Director - Thomas Building

Broome
Sanctuary Resort



CORPORATE PROFILE

THOMAS BUILDING is a leading builder in regional and remote construction in the North West of Western Australia.

Our directors and staff have been responsible for some of the largest building projects in the Pilbara and Kimberley over the past 25 years including:

- Bulk housing for Government
- Bulk housing for the resources sector
- Single housing for investors and owner occupiers.
- Resorts
- Shopping Centres
- Schools
- Colleges
- Banks
- Fire Stations
- Serviced Apartments
- Villa Developments

Thomas Buildings comprehensive understanding of the special requirements of regional and remote construction is without equal ensuring Thomas Building's processes, resources, staff and contractors are perfectly aligned to deliver outstanding results.

Creating satisfied clients directs the way Thomas Building does business. Our commitment to this is 100% because we know it is the key to Thomas Building's long term success.

Our core values are honesty, reliability and achieving superior outcomes for clients. These ideals define us and form the basis of our reputation for quality delivery and satisfying customer experiences.

The dedication to quality outcomes by Thomas Building Directors Alan Thomas, Greg Cran and Evan Campbell has resulted in numerous Awards for Excellence in Construction and Development and a reputation among consultants and clients for the ability to add value to every project.

Our business philosophy is as follows:

- You get what you are expecting - no surprises
- The company's directors are actively involved with every construction project
- You can have confidence in our experience
- You can trust our integrity.

CORPORATE STRUCTURE

THOMAS BUILDING PTY LTD

ACN 146 391 675
ABN 36 146 391 675
Builders Registration Board #13536

CONTACT

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Telephone 9445 2888 Mobile 0403 183 000
Facsimile 9445 3333

ALTERNATE CONTACT

Evan Campbell - *Director, Business Development*
Email evan.campbell@thomasbuilding.com.au
Telephone 9445 2888 Mobile 0413 601 970
Facsimile 9445 3333

Website thomasbuilding.com.au

HEAD OFFICE

46 Hasler Road, Osborne Park
Western Australia 6017

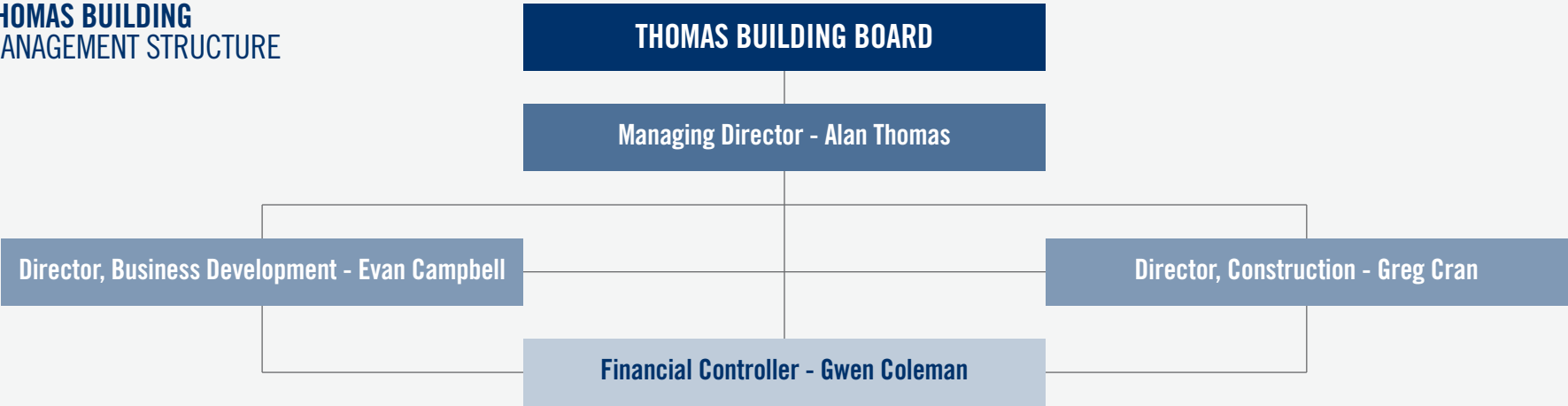
PORT HEDLAND

26 Manganese Street, Wedgefield
Western Australia 6721

KARRATHA

39 Heron Loop, Karratha
Western Australia 6714

THOMAS BUILDING MANAGEMENT STRUCTURE



THOMAS BUILDING HOUSING

The Directors of Thomas Building have been building houses in the Pilbara and Kimberley for many years and know that the region's climate requires a distinctive approach to housing design and construction.

Our housing range includes homes for traditional lots, and homes designed specifically to suit narrow and cottage lots.

All have been planned to perfectly match specific lifestyles from families to couples and singles. But each design can be modified to suit your individual preferences.

Our goal has been to create homes that represent extraordinary value by combining an exceptional level of specification with a high standard of finish that meets the expectations of the most discerning homeowner.



*Murujuga Housing
Karratha*



*Murujuga Housing
Karratha*



THOMAS BUILDING COMMERCIAL

Broome Sanctuary Resort



The Directors of Thomas Building have been responsible for some of the largest building projects in the Pilbara and Kimberley including:

- Bulk housing for Government
- Bulk housing for the resources sector
- Single housing for investors and owner occupiers
- Resorts
- Shopping Centres
- Schools
- Colleges
- Banks
- Fire Stations
- Serviced Apartments
- Villa Developments



The dedication to quality outcomes by Thomas Building has resulted in numerous Awards for Excellence in Construction and Development and a reputation among consultants and clients for the ability to add value to every project.

*Broome
Sanctuary Resort*

Broome Sanctuary Resort



The Ranges, Karratha



AWARDS

To build successfully in remote locations takes a special set of skills that few possess.

The Masters Builders Association recognises this fact and attributes the highest merit to builders that have overcome difficulties and obstacles in completing projects.

It is therefore indicative of our capabilities that our directors and Thomas Building have won several MBA Awards for excellence in construction for projects undertaken in regional Western Australia.

Recently Thomas Building won the 2013 Masters Builders - Bank West Building excellence awards for a commercial/industrial building in the Kimberley - Pilbara region over \$6.5m for The Ranges project in Karratha.



The Ranges, Karratha

PROJECT EXPERIENCE



BHP BILLITON HOUSING - PORT HEDLAND

Thomas Building recently completed 14 houses in Pretty Pool for BHP under a design and construct agreement.

The houses were completed on program and it is anticipated that Thomas Building will undertake further work for BHP as they roll out their housing program.

MURUJUGA HOUSING - KARRATHA

Thomas Building completed 13 houses in October 2012 for the Murujuga Aboriginal Corporation under a design and construct agreement.

Thomas Building on behalf of Murujuga Aboriginal Corporation also successfully negotiated long term leases with the Government Regional Officer Housing (GROH) for all the houses.

The houses were completed ahead of program.



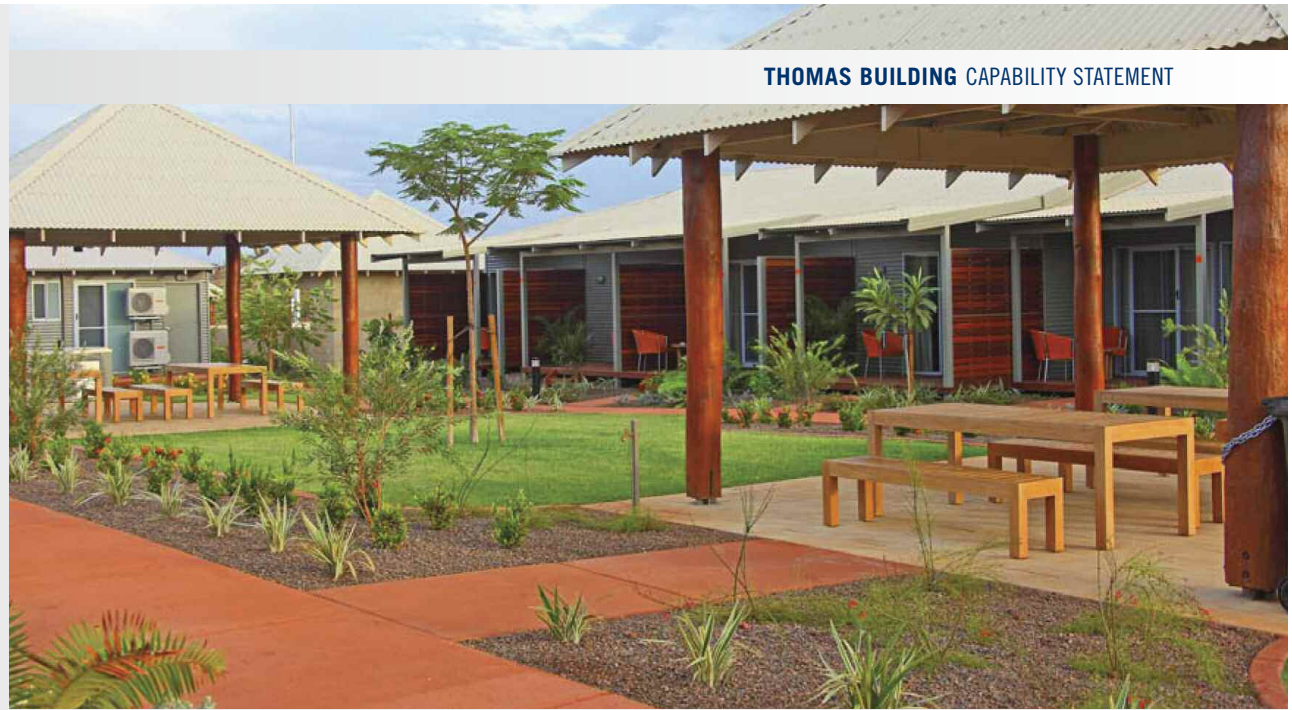
DEPT OF HOUSING (GROH) - KARRATHA

Thomas Building has completed several townhouses and houses for Dept of Housing during 2012.

Currently Thomas building have 13 houses/townhouses under construction for DOH in Karratha and Port Hedland.



THOMAS BUILDING CAPABILITY STATEMENT



THE RANGES RESORT - KARRATHA

The Ranges is a staged development of 108 self-contained units set on 10 hectares with clubhouse, licensed 250-seat restaurant, two swimming pools, two tennis courts, gymnasium, and 19 BBQ gazebos surrounded by communal open space and extensive landscaped gardens undertaken by Greenvalley Asset.

The Ranges is located 1.5 kilometres from the Karratha CBD on Karratha Road in Regals Valley.

Thomas Building completed stage 1a of the development (41 units with reception, office, managers residence, carparking and recreational facilities) in October 2012.

Thomas Building have just been engaged to build Stage 1b (34 units) with works due to commence July 2013.



FOOTPRINTS RESORT, PRESTON BEACH

This innovative beach shack resort is on a 4 hectare site close to the beach at Preston Beach - a 35 minute drive south of Mandurah.

The resort comprises 102 beach shacks and 28 larger two-storey townhouses in a similar style.



The first two stages of the resort opened in late 2008 and include a restaurant, heated swimming pool, BBQ areas, tennis court, children's playground and parking areas for boats and bikes.

The fully equipped shacks and townhouses are strata titled and were sold to investors and people wanting an inexpensive holiday home.

All have a large timber deck with BBQ and are fully furnished and equipped for hassle-free holidays, with a dishwasher and microwave in the kitchen and a washer and dryer in the separate laundry.

While the resort has a casual ambience to reflect the traditional holiday style of the area, the shacks are stylish and bold and were designed by leading architect James Christou.

The resort's landscape design is simple and retains the mature trees on the site. The earthy colours of the buildings capture the relaxed resort feel.

Take a closer look at:
www.footprintsprestonbeach.com.au



THE FRANGIPANI RESORT, BROOME

2008 MBA Award for Excellence in Construction

Spread over nearly two hectares at Cable Beach, this laid-back resort consists of 8 villas and 46 apartments set in a tropical garden paradise complete with two tropical pools.

Villas are all 3 bedroom x 2 bathroom, while the apartments are 1 bedroom x 1 bathroom. All are fully air conditioned.

Everything about the Frangipani was designed and built to position the resort as superior accommodation in the Broome context.

Innovations include the use of a two-keyed system to split the villas into a fully self-contained and independent 1 bedroom x 1 bathroom apartment, plus a 2 bedroom x 1 bathroom villa.

Each villa and apartment features granite benchtops in both the bathroom and kitchen, and a garden courtyard with a Balinese covered entry containing a day bed and barbecue on its covered verandah.

Outdoor shower areas to each unit are screened by 2 metre high walls.

Quality custom-designed furniture created by the resort's interior designer captures the spirit of the Broome style.

Stage 1 was completed in November 2006 and the resort opened in December 2006. Stage 2 opened in June 2007.

For more details go to: www.thefrangipani.com.au

BROOME SANCTUARY RESORT

The elegant modern design by architects Rothe Lowman draws on the traditional architecture and colours of Broome.

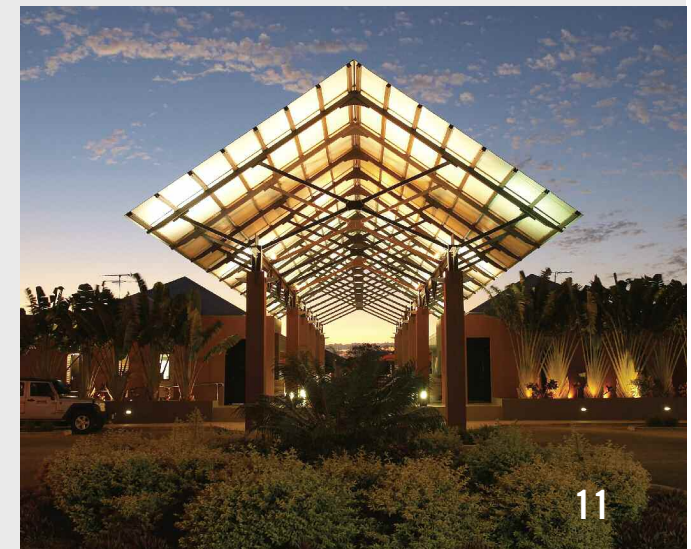
Fastidious attention to detail resulted in a level of quality unsurpassed in the region. Fixtures and fittings are superior to anything previously built in Broome.

The resort consists of 155 beautifully appointed self-contained apartments consisting of studios, one, two and three bedroom apartments, and three bedroom villas.

Completing the resort are three pools, a restaurant, retail outlet and day spa.

The resort was developed over three stages from October 2005 to July 2007.

For a closer look at this magnificent resort go to: www.broomesanctuaryresort.com.au



KEY PERSONNEL

The **THOMAS BUILDING** team can provide experience in all components project delivery ranging from creating concepts, feasibility analysis through to obtaining approvals, development and project management, design management and construction ensuring timely delivery of the project and on budget.



ALAN THOMAS

Managing Director, Thomas Building

Professional Profile

With a career that has been built on honesty and integrity and a dedication to the Building and Construction Industry spanning over 3 decades Alan's passion for what he does was re-confirmed when he started Thomas Building in early 2011. Previously, Shareholder and Director of Rapley Wilkinson, Alan has always maintained a "hands on" career having spent many years working on-site and advancing his career through the ranks from Site Manager, Construction Manager and General Manager.

Alan's achievements in the Pilbara and Kimberley regions include, Cable Beach Club in Broome, which consisted of the development and construction of 180 units, landscaping and lakes; Tropicana and Frangipani Resorts in Broome; numerous mass housing projects for BHP Billiton, Rio Tinto, Woodside and multiple Government housing projects; numerous schools throughout the region and most recently The Ranges development in Karratha.

Alan's technical knowledge and experience in design, construction and development in the Northwest has placed him as a pivotal adviser and key stakeholder in this market.

Qualifications

Registered Builder (8262)

Advanced Management Course (Mt. Eliza)

Memberships & Affiliations

Construction Council Committee (MBA)

AICD Member

Examples of Experience

MANAGING DIRECTOR, THOMAS BUILDING 2011 - PRESENT

The Ranges Development - *Short Stay*

Murujuga Aboriginal Housing Development - *Housing*

Department of Housing - *Housing*

BHP Billiton - *Housing*

Private Housing - *Housing*

MANAGING DIRECTOR, RAPLEY WILKINSON 1980 - 2010

Cable Beach Sanctuary Resort - *Resort*

Frangipani Resort - *Resort*

Tropicana Resort - *Resort*

Multiple Government housing projects - *Housing*

Multiple Housing projects for Rio Tinto;
BHP Billiton; Woodside - *Housing*

150 Houses, Perth - *Housing*

Ocean Lodge - *Resort*

Cable Beach Club - *Resort*

St Cecilia's School - *School*

St Luke's College - *School*

SES Building - *Commercial*

Karratha Airport Fire Station and Airport Extension - *Commercial*



GREG CRAN

Director - Construction, Thomas Building

Professional Profile

With over 20 years of Building and Construction experience Greg, in partnership with Alan Thomas, started Thomas Building in early 2011. Greg is currently studying for his Builders Registration.

Greg offers a wealth of knowledge and experience to Thomas Building and has a demonstrated track record for delivering large complex projects. Previously, General Manager with Rapley Wilkinson, Greg's technical knowledge of building in the Northwest is proven in his delivery of projects like BHP's Hopetoun Village; numerous housing developments in joint venture with Clough Property and numerous Government housing projects.

Greg's expertise in project management, his passion for estimating and his process driven way of thinking is a key factor behind successful projects.

Qualifications

Carpentry Apprenticeship
Diploma of Building & Construction
Builders Registration (in progress)
AIM Leadership course

THOMAS BUILDING CAPABILITY STATEMENT

Examples of Experience

DIRECTOR - CONSTRUCTION, THOMAS BUILDING 2011 - PRESENT

The Ranges Development (41 units, Managers Residence, Reception Area, Pool and First aid facilities and road infrastructure)
Short Stay Units - \$16,000,000

Murujuga Aboriginal Housing Development (Design and Construct Residential housing to meet specific requirements)
Housing - \$7,000,000

Department of Housing (GROH 6 x 2 Townhouses)
Housing - \$2,200,000

BHP Billiton (Design and Construct Residential housing to meet BHP Specifications)
Housing - \$7,800,000

Private Housing (General Public housing)
Housing - \$2,500,000

GENERAL MANAGER, RAPLEY WILKINSON 1998 - 2010

BHP Ravensthorpe Nickel 54 Chalets, Hopetoun Village (JCY Designed Tilt up panel apartments. Built under BHP ZERO HARM Policy)
Housing - \$19,000,000

BHP Ravensthorpe Nickel 113 Houses, Hopetoun (Design and Construct Residential Housing to meet BHP Specification and build under the BHP ZERO HARM Policy)
Housing - \$36,000,000

30 Houses Kununurra (Federal and Local Government Tendered project. Part of this project was the employment of indigenous trades and workers. We paired up our trades with the local indigenous groups to build this project)
Housing - \$12,000,000

23 Strata units for investors in Karratha done as joint venture with Clough Property Division (Design and Construct)
Housing - \$6,400,000

36 Strata units for investors in Karratha done as joint venture with Clough Property Division (Design and Construct)
Housing - \$9,600,000

39 house contract for Burrup Fertilizers in Karratha
Housing - \$11,400,000

12 Strata units for Defence Housing Authority (Design and Construct to Defence Force Specification)
Housing - \$2,900,000

24 unit apartment for Lampton Pty Ltd (Design and Construct apartments in Karratha on Strata built form lot)
Housing - \$2,600,000

Frangipanni Resort Broome (Design and Construct and Develop was done in house. This included developing the site to pre-sales to actual construction of the resort)
Commercial - \$15,000,000

Broome Sanctuary Beach Resort Broome (Rothe and Lowman Design included bungalow apartments ranging from 1, 2 and 3 bed, restaurant, spa retreat, pools and infrastructure)
Commercial - \$43,000,000

Tropicanna Resort Broome - (120 unit Resort 3-levels with Reception building and restaurant. Also included all pool facilities and infrastructure works. Included refurb of some existing units for workforce accommodation)
Commercial - \$36,000,000

Karratha Primary School - (MPS Architects design and was Tendered. Works included demolition of existing parts of the school and rebuild new school blocks including ovals)
Commercial - \$17,500,000

Derby Recreational Centre (DHW Tender Wood Head Architects - Sports Facility, squash courts, basketball courts, Administration Block and undercover area)
Commercial - \$5,000,000



EVAN CAMPBELL

Director - Business Development, Thomas Building

Professional Profile

With over 20 years in property development throughout Australia, Evan recently joined Thomas Building in May 2013 as a shareholder and Director of business development.

Previously Evan was CEO of Mirvac (WA) Pty Ltd and National General Manager of Mirvac Resource Partnerships and held senior positions at Mirvac working in Perth, Sydney and Melbourne.

Evan has extensive property experience in all sectors of property development including residential land and housing, low and high rise apartments, commercial offices, retail development, Hotel development and management. He has managed completed projects in excess of \$2b for Mirvac across Australia.

In 2001, Evan was instrumental in Mirvac's acquisition of Fini Group in WA when he headed the property due diligence team for Mirvac. In addition, he also managed Mirvac's winning bid to develop the \$1b Peninsula project at Burswood, \$500m Leighton Beach project and more recently Mirvac's \$400m Old Treasury Project and \$1b+ Karratha City Core and Mulataga JV with LandCorp.

Evan is a former Vice President and Board member of the Property Council of Australia (WA Division) and is currently Chairman of Heritage Perth Inc, an independent not for profit organisation.

Qualifications

B. Bus (Land Econ)
Advanced Management Program (INSEAD)

Memberships & Affiliations

Property Council of Western Australia

Examples of Experience

DIRECTOR - BUSINESS DEVELOPMENT, THOMAS BUILDING
MAY 2013 - PRESENT

NATIONAL GENERAL MANAGER - MIRVAC RESOURCE PARTNERSHIPS
FEBRUARY 2012 - MARCH 2013

Responsible for Mirvac's winning bid for Karratha City Core and Mulataga Master planned Community with LandCorp.
Town Centre & Land/Housing - \$1B+

Various Civil Works Packages on APLNG for Origin Energy in QLD undertaken by Mirvac Constructions Pty Ltd - *Civil Works - \$50m+*

CEO- MIRVAC WESTERN AUSTRALIA 2006 - 2012

Beachside Leighton - Leighton Beach - *Apartments - \$500m*

The Peninsula, Burswood - *Apartments & Houses - \$1B+*

The Point, Mandurah - *Apartments - \$150m+*

Hollywood - *Land & Terrace Houses - \$50m*

Swanbourne - *Land & Courtyard Homes - \$60m*

Dept of Housing- Mandurah - *Housing - \$30m*

Mandurah Housing - *Housing - \$50m*

Binningup Master Planned Community - *Land - \$250m+*

Jane Brook Master Planned Community - *Land - \$35m*

Kennedy Bay - *Land - \$100m+*

The Quarter Wesley Centre - *Office & Retail - \$100m*

Old Treasury Building Office - *Office - \$350m+*

DEVELOPMENT DIRECTOR - MIRVAC FINI 2001 - 2006

Panorama East Perth - *Apartments - \$50m+*

Majestic Quay East Perth - *Apartments - \$50m+*

The Wharf - Mindarie Keys - *Land - \$100m*

DEVELOPMENT MANAGER - MIRVAC PROJECTS NSW 2000 - 2001

Pacific Place, Chatswood - *Apartments - \$400m+*

DEVELOPMENT MANAGER - MIRVAC LEND LEASE VILLAGE CONSORTIUM 1998 - 2000

Newington - The Olympic Village - *Housing & Apartments - \$1B+*

DEVELOPMENT MANAGER - MIRVAC VICTORIA 1996 - 1998

Beacon Cove - *Housing & Apartments - \$800m+*

ASSISTANT DEVELOPMENT MANAGER - MIRVAC HOMES 1992 - 1996

Toongabbie Townhouses - *Townhouses - \$6m*

Dundas Townhouses - *Townhouses - \$15m*

Eastwood Villas - *Villas - \$3m*

Blacktown Townhouses - *Townhouses - \$25m*

JASON STRANGE

Site Supervisor, Thomas Building

Professional Profile

Since beginning his career as an apprentice carpenter in the late 90's, Jason has almost 20 years of experience in building and construction throughout Western Australia. Jason's impressive career has left him a track record for delivering quality builds, safely and on time.

Jason's passion for safety and quality has seen him deliver projects that include, 39 houses for Burrup Fertilizer, a 56 man camp for Rapley Wilkinson, 20 houses for Rio Tinto, 28 Unit strata project for Woodside and 50 strata units for private investors in Karratha.

Jason's wide ranging experience coupled with his local knowledge and business acumen would make him invaluable on any site.

Examples of Experience

SITE SUPERVISOR, THOMAS BUILDING 2012 - PRESENT

The Ranges Development Karratha 108 Unit resort style - *Commercial*

SITE MANAGER, RAPLEY WILKINSON 2005 - 2011

20 Houses Rio Tinto in Nickol West - *Housing*

9 Houses Department of Housing and Works - *Housing*

56 Man camp for Rapley Wilkinson - *Housing*

28 Strata unit project for Woodside - *Housing*

50 Strata unit project for private investors JV Clough Property - *Housing*

39 Houses Burrup Fertilizer - *Housing*

Numerous private housing projects - *Housing*

DAVE THOMAS

Site Supervisor, Thomas Building

Professional Profile

Dave Thomas is an experienced Site Supervisor who has forged a successful building and construction career, his infectious passion for his work makes him a valuable asset to Thomas Building. Working mostly in regional and remote locations has furnished Dave with an invaluable knowledge of construction in the Pilbara and Kimberley Region and the ability to lead, motivate and get the best out of his team.

Dave's experience spans across a variety of complex housing projects including 77 unit eco-friendly short stay accommodation village at Preston Beach, 90 houses and chalets for BHP's Hopetoun Village.

He was also instrumental in providing opportunities for Aboriginal apprentices as part of a Federal and Local government scheme to build 55 houses for the Department of Housing and Works in Kununurra.

Qualifications

Carpenter and Joiner

Examples of Experience

SITE SUPERVISOR, THOMAS BUILDING 2011-PRESENT

14 residential houses for BHP Port Hedland - *Housing*

13 residential houses for Murujuga Aboriginal Corp Karratha - *Housing*

6 x 2 storey townhouses for Department of Housing Karratha - *Housing*

SITE SUPERVISOR RAPLEY WILKINSON 2006 - 2011

30 houses for Department Housing in Kununurra. This was a joint Federal and local Government Tender. We employed local indigenous workers through Kimberley Group Training to work alongside experienced Tradesman - *Housing*

17 Design and Construct houses for FMG in Port Hedland - *Housing*

77 eco-friendly short stay accommodation units - *Commercial*

90 houses and chalets for BHP Hopetoun - *Commercial*

Various private housing projects

SHAUN RUSSELL

Contract Administrator, Thomas Building

Professional Profile

Since starting his construction career in the late 1990's as an Apprentice Carpenter, Shaun Russell has forged himself a well rounded career as a construction professional. Shaun joined Thomas Building in mid 2011. Shaun has experience in all facets of projects from site supervision, tendering, scheduling, contract administration to procurement and OHS.

Shaun has been a part of large complex projects over recent years, from both a site and contracts management position, such as 77 houses for BHP's Hopetoun Village; Tropicana Resort in Broome and the BER schools projects.

Shaun's "hand on" technical experience coupled with his ambition to succeed and ability to form strong relationships with clients, sub-contracts and stakeholders of all levels has made him an invaluable asset to the business.

Shaun was also instrumental in providing opportunities for Aboriginal apprentices as to work alongside experienced trades persons as part of a Federal and Local government scheme to build 55 houses for the Department of Housing and Works in Kununurra

Qualifications

Carpentry Apprenticeship
Contract Management (AIM)

Examples of Experience

CONTRACT ADMINISTRATOR, THOMAS BUILDING 2011 - PRESENT

Government Housing Development 6 x 2 storey townhouses - *Housing*

Murujuga Aboriginal Corporation - 13 Houses Karratha - *Housing*

Numerous private housing - *Housing*

CONTRACTS ADMINISTRATOR, RAPLEY WILKINSON 2008 - 2011

30 houses for Department Housing in Kununurra. This was a joint Federal and local Government Tender. We employed local indigenous workers through Kimberley Group Training to work alongside experienced Tradesman - *Housing*

Defense Housing Australia - 9 houses Karratha - *Housing*

Karratha Primary School - *Commercial*

Tropicana Resort, Broome - *Commercial*

SITE SUPERVISOR, RAPLEY WILKINSON 2006 - 2008

77 Houses BHP Hopetoun Village - *Housing*

NATHAN CARRALL

Contract Administrator, Thomas Building

Professional Profile

Nathan joined Thomas Building in January 2012 bringing with him over 10 years of Building and Construction experience.

Nathan has a degree in Construction Management and Economics as well as a diploma in Engineering. Nathan has advanced his career from Scheduling/Estimating to Site Supervision through to Contracts Management, working on multimillion dollar order books and has gained a thorough understanding of the required legislative requirements.

Intelligence, passion and process driven are a few of the skills that attribute Nathan to being able to engage with key project stakeholders and deliver exceptional results.

Qualifications

Degree in Construction Management and Economic
Diploma Engineering
HIA Pre-Start Consultant course

Examples of Experience

CONTRACT ADMINISTRATOR, THOMAS BUILDING 2012 - PRESENT

The Ranges Development - *Short stay units*

BHP HAP 4 Housing project - *Housing*

CONTRACTS MANAGER, LIFESTYLE HOMES/SUMMIT HOMES GROUP 2003 - 2011

All contract negotiations as well as overseeing all estimating, scheduling, drafting and contract administration - *Housing*

Numerous single storey homes - *Housing*

GWEN COLEMAN

Financial Controller, Thomas Building

Professional Profile

Gwen joined Thomas Building in May 2012 following many years' experience across a broad range of industries, which includes 5 years in the Building and Construction industry.

Gwen is a Chartered Accountant with a career that started in Price Waterhouse London as Senior Auditor and continued in Price Waterhouse Perth. Since then her skills have developed to include managing all the financial activities of the business, preparation of forecasts and monitoring costs, involvement in management decisions and monitoring financial impact of project performance.

With excellent organisational skills, professional attitude and a strong team player approach, Gwen shows commitment to the growth of Thomas Building and all that the business represents.

Qualifications

Institute of Chartered Accountants Ireland
Institute of Chartered Accountants Australia

Examples of Experience

Financial Accountant - Hawaiian Group - May 2011 to May 2012

Financial Controller - Rapley Wilkinson - Nov 2009 to May 2011

Financial Accountant - Rapley Wilkinson - Oct 2006 to Nov 2009

Financial Accountant - Perron Group - Nov 1999 to Oct 2006

Price Waterhouse - Senior Accountant/Audit Senior -
Aug 1998 to May 1991

TARA ZIRINO

Administration Assistant, Thomas Building

Professional Profile

Tara joined Thomas Building in May 2012 to take on the varied role of office administrator, assistant to the Contract Administrators and Accounts Payable.

Tara has a high level of commitment to ensuring all aspects of her role are carried out with enthusiasm, dedication and accuracy. Her interaction with people at all levels makes her a strong member of the Thomas Building team.

She has had previous experience at Perceptions Pty Ltd as Corporate Receptionist, and other roles since completing her qualifications at TAFE Perth.

Broome Sancturary Resort



GOVERNANCE AND QUALITY MANAGEMENT SYSTEMS

Thomas Building has a series of control mechanisms in place as part of their standard procedures and systems.

These mechanisms are documented in company policies and office procedure manuals. The documents provide definitions of the:

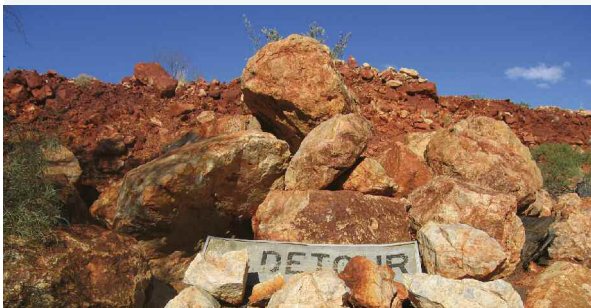
- Authority Levels
- Standards of Documentation
- Codes of Conduct
- Accepted Business Practice Standards
- Meeting Structures

Thomas Building follow strict procedures based on years of construction experience and include the following policies:

- Mission, Vision and Values Statement
- Thomas Building Quality Management Systems:
 - QMS Manual
 - QMS PO1 Documents & Record Control
 - QMS PO2 System Improvement
 - QMS PO3 Human Resource Management
 - QMS PO4 Equipment Calibration
 - QMS PO5 Purchasing
 - QMS PO6 Tendering & Contracting
 - QMS PO7 Design Control
 - QMS PO8 Project Control
 - QMS PO9 Finance & Administration
 - QMS P10 Reception Administration

- Employment Handbook
- Employee Code of Conduct
- Staff performance Appraisals & Development Plans
- Risk Management
- Board Approval Procedures
- Project Accounting Standards (including audits, internal & external)
- Construction Audit Procedures
- Project Planning, Programming & Scheduling
- Compliance Checking
- Quality Policy
- Occupational Health & Safety Policy
- Indigenous Participation Policy
- Environmental & Community Policy
- Local Industry Participation Policy

Compliance with internal processes are subjected to routine audits to ensure the benefits of these tools developed are constantly refined.



Broome
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