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CAPABILITY STATEMENT



Binding Together Quality, Honesty & Creativity

Martin Building Design is the largest building design practice west of Toowoomba and provides building design and documentation for regional and remote centres. The company provides a complete design, architectural and engineering solution for all projects.

Martin Building Design specialise in design and documentation for custom design residential projects and unit developments plus commercial and industrial projects of either small or large scale. These include government buildings, office complexes, shopping and retail facilities, manufacturing facilities, industrial workshops and custom designed executive residences and corporate fitout.

The company is experienced in building design for all classes of buildings listed in the Building Code of Australia. Senior staff have a clear interpretation of the codes and standards governing Fire Safety, Health and Amenity, Safe Movement and Access, Energy Efficiency and General Design Principles.

Martin Building Design has a reputation for clear communications, reliability, accessible key staff, thorough knowledge of regulatory requirements including standards and codes, plus the ability to work closely with clients throughout all stages in the design process.

Design Services:

- **Residential, Commercial and Industrial Projects** from concept to construction. Martin Building Design has the in-house capabilities to undertake all structural and engineering components of the project. This includes:
 - ◆ full site investigation
 - ◆ detailed site development plans
 - ◆ detailed floor plans and elevations
 - ◆ three dimensional views and photorealistic images
 - ◆ foundation plans
 - ◆ building sections and framing schedules
 - ◆ bracing and tie-down calculations and diagrams
 - ◆ stormwater drainage plans
 - ◆ energy efficiency assessments
 - ◆ vehicle turning path diagrams (autoturn)
 - ◆ electrical services diagrams
 - ◆ hydraulic services diagrams
 - ◆ joinery plans
- **Turnkey Design Services** cover residential (detached and multiple dwellings) through to 4 storey commercial buildings and industrial buildings to 18,000 m².
 - ◆ Building design, documentation and management of the design delivery
 - ◆ Complete construction drawings, technical specifications, tender preparation and project management.

- ◆ Detailed computer modelling, photorealistic images for projects and site (internal & external)
- ◆ Town planning advice and project assessments to identify the extent of planning support required and nominate additional studies required.
- ◆ Manage the integrity of the design delivery through the construction phase including quality monitoring, design reviews and design alterations as required by the client.
- **Management of lodgements and regulatory requirements.** This includes:
 - ◆ Building Applications
 - ◆ Town Planning Applications
 - ◆ Subdivision Applications
 - ◆ Calling of Tenders including preparation of all tender documents, advertising, assessment and recommendations.
 - ◆ Project Management – includes site management, administration, claims management, works supervision, document control and reporting.
 - ◆ Links to experienced certifiers to provide a complete service.
- **Custom designed executive and high end houses.** This includes:
 - ◆ Single and multi-storey buildings incorporating modern and traditional designs. The selection of building materials is of utmost importance to achieve the desired internal and external finish.
- **Technical advice and assistance.** This includes:
 - ◆ Advice on Australian Standards for buildings and fit outs.
 - ◆ Knowledge of local terrains and suitable designs for different types of terrains.
 - ◆ Best design options for climate and weather conditions in the Surat Basin plus all regional areas of Queensland.
 - ◆ Designing in flood prone areas.
 - ◆ Thorough knowledge of construction methods on highly reactive soils in Queensland and building stabilisation concepts.

Scope of Design:

Building designs for new construction plus refurbishment and extensions for the following classes of buildings:

- Class 1,2,3 & 4. Independent houses, attached houses, boarding/guest houses, single and multi-storey unit developments, motels, hostels etc.
- Class 5. Office buildings for professional and commercial use.
- Class 6. Shops or retail premises. Café, restaurant, bar, shop showroom etc.

- Class 7. Carpark or storage building.
- Class 8. Laboratory or building for altering, assembling, packing or cleaning of goods.
- Class 9. Health Care buildings, Assembly buildings (eg: schools) Aged Care buildings.
- Class 10. Non-Habitable buildings. Sheds, carports, masts, antenna, swimming pools etc.

Staff at Martin Building Design believe in binding together quality, honesty and creativity to tailor solutions that help shape communities and make a real difference in people's lives.

Staff at Martin Building Design travel to all areas in Queensland to personally inspect each site to obtain a clear understanding of the project requirements. Areas visited on a regular basis include North Burnett, South Burnett, Goondiwindi, St. George, Chinchilla, Miles (Surat Basin), Roma, Emerald and Central Highlands.

Staff at Martin Building Design are qualified and experienced building designers. Several staff also hold trade qualifications in building and steelwork construction. Our professional development program ensures all staff are fully aware of industry and legislative changes.

Senior Designers have strong facilitation skills and draw on a wealth of experience, knowledge and expertise of the design team to explore all design options that provide tailored solutions for each project.

Martin Building Design are locally owned, independent building designers which guarantees certainty of service and reliability.

A full range of support consultants including engineers, environmental consultants, interior design consultants, planning consultants etc. are available where required. We are also able to provide clients with an introduction to local service providers and sub-contractors in our area of service.

Maximum Value of Contract

Martin Building Design are not limited to a maximum value of contract, however previous contracts have been to a maximum value of \$300,000.00

Building Design Awards

Martin Building Design has won awards for commercial, industrial and residential buildings from the Queensland Building Designers Association - Regional and State Awards from 1998 to 2014.

Awards

- 2014 Industrial Building – Diesel Care Dalby
- 2014 Residential Alterations/Additions \$300,000 to \$600,000 – Ostwald Residence Dalby
- 2013 Industrial Building - Dalby Rural Supplies
- 2013 Best Commercial Interior - WDRC Corporate Office
- 2012 Best Use of Timber - Mountain Romance Bunya Mts
- 2011 Public Buildings & Special Projects - Myall Youth & Community Network Centre
- 2011 Industrial Buildings - Claas Harvester Centre

- 2010 Best Sustainable Design Commercial Building – Drovers Motor Inn
- 2010 Best Multi-Residential Building Medium Density – Drovers Motor Inn
- 2009 Commercial Buildings under 500 sq.m. – The Coffee Club
- 2009 Multi-Residential – ‘Kobber’s Motel’
- 2008 Public Buildings and Special Projects – Student Facilities Centre
- 2008 Residential Alterations and Additions over \$200,000 – Myall Makeover
- 2006 Best Use of Colorbond Steel – Residence Dalby
- 2006 Commercial Buildings-Motel Development Kingaroy
- 2006 New Homes 251 sq. m. to 350 sq. m. – Proposed Residence Dalby
- 2004 Judges Commendation in Commercial Buildings – Cunningham St
- 2004 Dalby Chamber of Commerce and Industry Inc “Business of the Year”
- 2002 Best Use of Glue-Laminated Timber – Nicholson Street
- 2002 Custom Designed Homes 401 sq. m. and over- Mt Pleasant Rd
- 1998 High Density Multi-Condamine Street

Office Facilities and Equipment:

Martin Building Design office facilities consist of 240 Sq.m. of office area located in the central business district of Dalby. The complex incorporates Reception, Conference Room facilities, Full print facilities (colour to A0 size), Nine Design Office suites and on site car park facilities.

Full Administration and Secretarial Services are available.

All building designs are produced using advanced design software ‘Revit 2014’ and specifications are produced using ‘Natspec’ specification templates utilizing ‘Microsoft Word’.

Track Record:

Martin Building Design is a financially strong organisation with a successful track record of delivering projects over 25 years.

Martin Building Design has achieved a Queensland Government PQC Level 3 rating (Industry Best Practice). We are therefore Pre-Qualified to carry out consultancy services on behalf of the Queensland Government including schools and education buildings; emergency services buildings, aged and health care buildings, administration buildings and government offices, hospitality services buildings.

Examples of the firm’s work are listed below:

Education:

- Kingaroy State High School – Community Resource Centre
- Dalby State High School – Student Resource Centre
- Our Lady of the Southern Cross College – GLA Redevelopment

- Australian Agricultural College – Administration Offices
- Charley's Place Early Childhood Centre – New Facility

Local Government:

- Western Downs Regional Council – Corporate Offices, Bell Community Centre, Myall Youth Community Network Centre
- North Burnett Regional Council – Art Gallery Mundubbera
- North Burnett Regional Council – Works Depot Monto

Accommodation:

- Drovers Motor Inn – Dalby
- Kobbers Motor inn – Dalby
- The Swagman Inn – Miles
- Ascot Motor Inn – Kingaroy
- FSD Seniors units – Dalby
- Seniors Community and Supported Living Project – Julia Creek

Commercial:

- BMO Business Centre – Dalby
- Rabobank Business Centre – Dalby
- Information Centre & Museum – Cloncurry
- Condon / Treasure Accounting Centre – Roma
- Super Cheap Auto – Roma
- Russell Tavern – Dalby

Industrial:

- Diesel Care – Dalby
- Claas Harvester Centre – Dalby
- Dalby Rural Supplies. Administration & Sales Centre – Dalby
- QGC Miles Power Station, Various Civil & Structural Projects

Martin Building Design encourages and supports all developers in fully evaluating existing buildings and sites for re-cycling before demolition is considered.

Information on additional projects can be viewed on our web site www.martindesign.com.au

Management Systems:

Work Health and Safety

The company has a Work Health and Safety policy and procedure that complies with the Work Health and Safety Act & Regulations. Our WH & S Policy is as follows:

Martin Building Design's Work Health & Safety Policy is to ensure staff members are aware of their responsibilities as employees of Martin Building Design and under associated legislation, are committed to ensuring the health and well-being of staff and visitors. In fulfilling this responsibility, all staff have a duty to provide and maintain, so far as practicable, a working environment that is safe and without risks to health.

Martin Building Design recognises its moral and legal responsibilities to provide a safe and healthy work environment for its employees and visitors. Martin Building Design further endeavours to ensure that their operations do not place the wider community at risk of injury or illness in accordance with the Work Health and Safety Act 2011.

Martin Building Design is committed to:

- ❖ Undertaking risk management activities to adequately manage risks to persons in the work environment, including review of changes to work methods and practices;
- ❖ Compliance with all relevant legislation standards and other requirements to which the Organisation subscribes;
- ❖ Maintain safe systems of work, the work premises and the work environment, including systems to adequately manage emergency response;
- ❖ Providing adequate facilities to protect the welfare of all employees;
- ❖ Providing appropriate WH&S training to all employees;
- ❖ Consulting with all employees to enhance the effectiveness of the WH&S Management System;
- ❖ Providing adequate resources to facilitate the fulfilment of the Organisation's WH&S responsibilities;
- ❖ Regularly reviewing and evaluating Health and Safety Management systems.

The Work Health and Safety Manager (currently the Managing Director) as the responsible officer will be accountable for providing a healthy and safe Work for employees and will ensure adequate resources are provided to meet the health and safety objectives.

All employees will be required to read the Policy as part of their induction.

The Policy will be reviewed on an annual basis to ensure it remains compliant with the relevant State legislation.

Quality System

Martin Building Design has quality policies and procedures in place to maintain a high standard of service. The company's systems align with AS/NZS ISO 9001:2008 Quality Management Systems. Our Quality Policies and Objectives are as follows:

Martin Building Design's Quality System is to achieve sustained, profitable growth by providing products and services which consistently satisfy the needs and expectations of its clients.

This level of quality is achieved through implementation of a system of documented procedures that provide guidance for employees and reflect the competence of the Company to existing clients, potential clients and independent auditing authorities.

Achievement of this policy involves all staff, who are individually responsible for the quality of their work, resulting in a continually improving working environment for all. This policy is provided and explained to each employee by the Quality Assurance Department.

To achieve and maintain the required level of assurance, the Management Representative retains responsibility for the Quality Management System with routine operations controlled by the Quality Managers.

The objectives of the Quality Management System are:

- ❖ To maintain an effective Quality Management System complying with International Standard ISO 9001.
- ❖ To achieve and maintain a level of quality which enhances the Company's reputation with clients.
- ❖ To ensure compliance with relevant statutory and regulatory requirements.
- ❖ To endeavor, at all times to maximize customer satisfaction with the products and services provided by Martin Building Design.

***Note:** Executive Management is ultimately responsible for making balanced judgments, assessing the significance of variations in our processes and making decisions. In arriving at such decisions, the quality and personal integrity of staff are of fundamental importance. In this context, every effort is made to ensure that each person in the company understands that quality assurance is important to their future, that they know how they can assist in the achievement of adequate quality and that they are encouraged to do so.*

Environmental Considerations

At Martin Building Design, we work with our clients to design buildings that enhance the built environment, protect the natural environment and provide best practice solutions for your project.

The company is a member of the Built Environment Design Institute Ltd, and senior staff have obtained accreditation as Sustainable Building Designers.

What Is Sustainable Design All About?

The essence of sustainable building design is the incorporation of such fundamental concepts as Water Management, Energy Efficiency, Building Materials and Site Management into unique, innovative, exciting and most of all relevant living and working spaces. Housing that addresses our current needs of security, comfort and style while at the same time incorporating the principles of sustainability to help address our future needs.

Water Management is about finding better ways to collect, store and manage water. This includes rainwater harvesting, the reuse of grey water for irrigation and toilets and reducing the actual usage of water by installing water saving devices. These days, we take running water from the tap for granted. We

all assume because there's a tap there must be an endless flow of water. We are beginning to understand that eventually the flow of water will narrow to a trickle or be priced higher. At Martin Building Design, we can introduce you to wiser ways to manage your water.

Energy Efficiency includes addressing such issues as the building's orientation, construction materials and passive ventilation to minimise the requirement of either mechanical cooling or heating. It also incorporates the use of solar hot water systems, solar panels, thermal walls, low energy lighting, insulation etc. Reduced energy bills are a direct benefit.

Site Management means minimising the effects of the construction the building has on the surrounding environment. Reducing the amount of cut and fill on a site, recycling removed soil into the landscaping instead of using foreign soil, minimising disturbance to the local eco-system and retaining existing features such as mature trees and water courses. Site management includes locating the building and openings on the site to take advantage of prevailing breezes and view paths, whilst minimising undesirable aspects such as western sun in Queensland.

Selection of Building Materials needs to be based on a variety of criteria. Martin Building Design keeps up with all the latest innovations so we can introduce them to your building if relevant.

In essence, Martin Building Design is able to design stunning living spaces for today and tomorrow. Our company is able to do that because of up to date knowledge, skilled workmanship and a passion for the environment – both the natural and the built.

Risk Management System

Martin Building Design has a risk management strategy that ensures delivery for all contracted services. The company is financially strong and has comprehensive risk management strategies in place covering all business operations.

Our Office Management Program XINFO is utilised by all staff. This program controls all documentation and records for every project including consultants etc.

Accurate financial control is achieved by the implementation and use of Reckon Accounts Software.

Staff career planning and development is planned and monitored from the day of induction into the company. Policies are in place to ensure standards are maintained and development monitored.

Policies that directly contribute to risk management are:

- Staff Induction Policy
- Learning and Development Policy
- Intellectual Property Policy
- Drug and Alcohol Policy
- Document and Record Control Policy
- Control of Non-Conforming Product Policy
- Continuous Improvement Policy

Insurances

To qualify as a Licensed Building Designer in the State of Queensland we comply with the following conditions:

- Licensed Building Designer Licence No. 1077723 (Queensland Building and Construction Commission)
 - ◆ Licence class – Medium Rise
- Professional Indemnity Insurance \$1,000,000 on each project
- Public Liability Insurance \$10,000,000 on each project
- Quality Management System AS/NZS ISO 9001:2008
- Work Cover Policy No. WEA 050713561

All documentation will be produced 'in-house' and will be available electronically in a variety of formats.

Memberships

- Dalby Chamber of Commerce & Industry
- Building Designer's Association of Queensland – Chartered Member & Past State President
- Built Environment Design Institute Ltd
- Master Builders

CONTACT DETAILS:

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