

ROY

CONSTRUCTION MANAGEMENT



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Roy CM are residential builders, who are specialists in the alterations and additions market, catering to clientele from Port Melbourne to Portsea.

Roy CM was born out of a dissatisfaction with the negative builder stereotype. Addressing industry discontent, we prioritize transparency through detailed communication and documentation.

Our success hinges on collaborative efforts, ensuring alignment among planners, designers, subcontractors, and suppliers for optimal project outcomes.



UNMATCHED SERVICE, REFLECTING
THE VALUE OF INVESTMENT.

Michael Fuller - Director

Throughout Michael's decade long tenure in the construction industry, he has gained a wealth of knowledge working in many different sectors. Starting off as a humble carpentry apprentice, working on heritage listed properties in the inner suburbs of Melbourne, through to large scale commercial site management, there has not been many challenges he has yet to face. Whilst working in the commercial sector for a Tier 2 company, he was able to reflect on his career, and identify which sector of the industry he was truly passionate about, and that was architectural residential projects, in particular period home alterations and additions.

Michael's high level of attention to detail, means he is involved at every stage throughout the project lifespan, and is always the first the point of contact.



Trusted Sub Contractors

Over many years in the construction industry, we have developed a core group of trusted sub-contractors that we treat as a part of the extended Roy CM family. These contractors are used on every project, as this leads to a more efficient and higher quality project.

- Online Demolition
- S&O Plumbing
- Fabcom Electrics
- Barrcon HVAC
- Mitkon Concrete Group

Suppliers

- Brodware
- Royal Oak Floors
- E&S
- Dulux

TEAMWORK TRANSFORMS
ORDINARY EFFORTS INTO EXTRAORDINARY
ACHIEVEMENTS.



ALIGNED OBJECTIVES, SEAMLESS COORDINATION,
EXCEPTIONAL PROJECT OUTCOMES.



WHY CHOOSE US

Transparency

Prior to the inception of Roy CM, we were unhappy with the current negative stigma surrounding builders. We conducted market research into why this negativity exist with results indicating that poor communication and lack of information from the builder were the main causes. That is why at Roy CM, we provide a high level of detail with all documentation, along with clear and concise communication streams.

Collaboration

The key to a successful project lies not only with the builder and client relationship, but with the wide range of stakeholders that have input to the project. This means that everyone ranging from the town planner and designer, through to the sub-contractors and suppliers, and even the handover cleaners, must all be working in harmony together to achieve the desired outcome. We achieve this by defining the clients' objectives and relaying this to all stakeholders consistently throughout the project lifespan.

Matter of Fact

We understand that all our clients and stakeholders are busy professionals, which is why we operate with an honest and matter of fact communication methodology. To put it simply, there is no BS with our communication, we tell it like it is.

Service

Unlike other builders who may become desensitised to dealing with high value transactions, we are always conscious that the investment a client makes with us, may be the largest investment they make in their lives. This why we always aim to deliver an unrivaled level of service, which truly matches the value of the project.

OUR BUILD PROCESS: BEFORE

01 / Tender

At first, we develop a detailed scope of works document with the client, allowing both builder and client to be on the same page as to what the project works entail. We then use this document to obtain sub-contractor and in-house pricing, forming a transparent fixed price estimate.

02 / Value Engineering

Should the estimate not fit in with the client's budget, we go through the process of value engineering. Together, we identify which line items are the priority and work backwards to effectively manage the costs, and bring the budget back to a position where the project is feasible.

03 / Contract

Once the budget has been modified and all parties are in agreeance, we proceed to the contract stage. At Roy CM, we use industry standard Master Builders contracts to be as fair as possible to both parties.

04 / Permit

After the contract has been executed, we then move onto obtaining all the necessary permits. The client must engage a registered building surveyor of their own choosing, who will then be able to guide them with any necessary documentation. Roy CM will be there to help in any way possible.



OUR BUILD PROCESS: DURING

05 / Mobilisation

We ensure project success through thorough site evaluations, initiating logistics, setup, and safety compliance. Leveraging expertise, we streamline build times, identify efficiencies, and bring your vision to life confidently.

06/ On site meetings

We like to keep regular face to face contact with our clients, which is why we like to minuted conduct fortnightly meetings on site to discuss the progress and work through any technical details.

07/ Client Portal

We also like to provide our clients consistent updates via our project management software. Through the client portal, you have access to the daily site diary, progress photos, updated schedule, invoice and variation claims.

08/ Weekly report

To compliment the on-site meetings and client portal, we will also issue an end of week email, detailing the works completed, works the next week and issues that may have been raised.

09/ Quality Management

Our 600-point quality management system ensures precision, safety, compliance, and efficiency, rigorously overseeing every detail to deliver exceptional, reliable construction outcomes.



OUR BUILD PROCESS: AFTER

10 / Completion

Once we have completed the full scope of works, the project will then be inspected by the Registered Building Surveyor, who will then issue the Certificate of Final Inspection.

11 / Defect process

After the CFI has been issued, the clients then have the opportunity to complete a site walk and identify any defective works that have not been dealt with prior. These works will then be completed by the builder within 30 days of issue.

12 / Follow up procedure

At Roy CM we pride ourselves on quality and service, which is why we complete a 90-day and 180-day post completion walk-through to ensure your home is performing to our high standards.

THE PRACTICE




COST MANAGEMENT:

At Roy CM, we prioritize transparency and a thoughtful approach to budgeting and cost management.

We focus on delivering the best value for your investment, providing expert guidance on where to allocate resources for optimal results.

With regular project updates, comprehensive reporting, and strict cost controls, we ensure you're informed throughout the entire process — so you'll always know exactly where your money is going.



Michael Hutter Holdings Pty Ltd

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ABN: 61644671051

CR 12 - 14332

1 Roy Street, Brighton, VIC 3186

Client

1 Roy Street
Brighton
VIC 3186

Quote Number: R24_010

Quote Valid for 30 days

Building Type: 2 Storey Home

Quote Date: 01/10/2024

QUOTED ITEMS		Total est. GST
#	Description of Items	
1	PRELIMINARIES	
1.1	SITE AMENITIES	4,000
1.2	EXP BN HIRE	2,000
1.3	FLOOR AND JOINERY PROTECTION	1,000
1.4	SITE SUPERVISION	4,000
1.5	SCAFFOLD & ACCESS EQUIPMENT	1,500
1.6	OVERHEADS & SITE SETUP	1,000
1.7	CLEANING	1,000
2	WINDOW SUPPLY	\$26,283.60
2.1	SUPPLY OF SPECIFIED WINDOWS	1,000
2.2	UPGRADE TO HIGH GLASS	1,000
2.3	DELIVERY	1,000
2.4	ALLOWANCE FOR NEW WINDOW BILLS	5,000
2.5	ALLOWANCE FOR NEW TOP SASH TO ANCHORED WINDOW	1,500
3	WINDOW INSTALLATION	\$7,056.00
3.1	LABOUR TO REMOVE EXISTING AND INSTALL NEW WINDOWS	10,000
4	CARPENTRY	\$32,669.84
4.1	DEMOLITION OF EXISTING DECKING AND SCREENING	8,000
4.2	DEMOLISH EXISTING GLASS BRICK WINDOW	8,500
4.3	DEMOLISH TIMBER TO UPPELEVEL BALCONY	8,000
4.4	REMOVE AND INSTALL REAR-GABLE WEATHERBOARD	8,000
4.5	NEW WEATHER-HEROARDS SUPPLY	6,000
4.6	MAKE GOOD BALCONY FRAMING - ALLOWANCE	12,000
4.7	INSTALL NEW TIMBER FLOORING TO BALCONY	12,000
4.8	NEW TIMBER BALCONY FLOORING SUPPLY	150,000
4.9	DECK DECKING AND SCREENING INSTALL LABOUR	30,000
4.10	90 X 45 HD PINE @ 3.0M	24,000
4.11	DECKING BOARD SUPPLY ALLOWANCE	170,000
4.12	SCREENING BOARD SUPPLY ALLOWANCE	180,000
4.13	FORNICE ALLOWANCE	1,000
4.14	DELIVERIES	1,000
5	PAINTING	\$31,196.96
5.1	ALLOWANCE TO PREPARE & PAINT ALL EXTERNAL ELEMENTS	1,000
5.2	BLAST & PRIME METAL FIREWORK	15,000

ROY.

Michael Fuller Holdings Pty Ltd

Ph: 0424 267 427
Email: michael@roy.com.au

ABN: 894457065
DS-U: 74352

R24_010 - 1 Roy Street, Brighton, VIC 3186

Client
1 Roy Street
Brighton
VIC 3186

Quote Number: R24_010
Quote Valid for 30 days
Building Type: 2 Store Residential
Quote Date: 01/03/2024

Allowances for Prime Cost Items

Prime Cost Items are a reasonable allowance for items which are yet to be selected or determined


Description of Prime Cost Item	Quantity	UM	Allowance \$/SQ GST
2 WINDOW SUPPLY			
2.2 UPGRADE TO HUSH GLASS	1,000		\$2,946.92
2.4 ALLOWANCE FOR NEW WINDOW SILLS	6,000		\$1,293.60
2.6 ALLOWANCE FOR NEW TOP SASH TO ARCHED WINDOW	1,000		\$778.16
4 CARPENTRY			
4.1 DROPPING BOARD SUPPLY ALLOWANCE	170,000		\$6,407.80
4.2 SCREENING BOARD SUPPLY ALLOWANCE	195,000		\$6,016.24
			Allowance including GST: \$16,428.72

Allowances for Provisional Sums

Provisional Sums are a reasonable estimate or allowance for works where the full scope is not yet known

Description of Provisional Sum Item	Quantity	UM	Allowance \$/SQ GST
1 PRELIMINARIES			
1.5 SCAFFOLD & ACCESS EQUIPMENT	1,000		\$19,194.72
3 WINDOW INSTALLATION			
3.1 LABOUR TO REMOVE EXISTING AND INSTALL NEW WINDOWS	10,000		\$7,305.60
4 CARPENTRY			
4.6 MAKE GOOD BALCONY FRAMING - ALLOWANCE	12,000		\$2,638.94
6 RENDER			
6.1 ALLOWANCE TO REPAIR CRACKS AND DAMAGE TO EXTERNAL RENDER	1,000		\$6,194.40
7 PLUMBING			
7.3 SUPPLY AND INSTALL 2 X NEW GUTTERING TO FRONT FACADE	2,000		\$2,080.76
			Allowance including GST: \$30,839.42

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Michael Fuller Holdings Pty Ltd

Ph: 0434 267 427
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DB-U: 74352

Variation #1

01/01/2024

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VARIATION ORDER

To:

Client:

1 Roy Street

Brighton 3186

VIC

Job:

R24_00 - 1 Roy Street, Brighton, VIC 3186

Variation Start Date: 01/01/2024

Order Date: 01/01/2024

(Date and delay is a reasonable estimate only)

Details:

Extra / Over Item

Tasks and costs involved

Item Description	Qty	Unit	Unit Price	Sub Total [€v]
Extra / Over Item	10000		\$0.00	\$0.00
				\$0.00
Variation Total [€v]				\$0.00
GST				\$0.00
Variation Total [incl. GST]				\$0.00
Current Contract Total [incl. GST]				\$100,000
New Contract Total [incl. GST]				\$100,000

I accept this variation and authorise works described above to be undertaken. I accept that this variation will form part of the contract and agree to the adjusted contract total and any delay to the completion date as detailed above.

I also understand and accept that any increase or decrease in the price due to this variation will be due and included in either the next payment or a future payment as set out in the contract payment schedule.

Signed on behalf of client:

SIGNED _____

Name: _____

Date: ____/____/____

Signed on behalf of Michael Fuller Holdings Pty Ltd

SIGNED _____

Name: _____

Date: ____/____/____

Job/Variation/Report

Confidential

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CLEAR COMMUNICATION:

At Roy CM, clear communication is at the heart of everything we do. We ensure that all stakeholders are aligned and informed by circulating detailed meeting minutes after every discussion, so everyone stays on the same page.

Our weekly progress reports provide an up to date overview of project progress, milestones, and any upcoming action items, ensuring that you're always in the loop and able to make timely decisions. We believe that effective communication drives success and builds strong, collaborative partnerships.

ROY MP Holdings Pty Ltd
ABN: 69 146 071 255
ENL 1/19462 Project:

PCD Meeting Minutes: Meeting #1

MEETING DATE: _____ OVERVIEW:
MEETING LOCATION: _____
MEETING TIME: _____

SCHEDULED ATTENDEES

NAME	COMPANY	EMAIL	ATTENDANCE

TO GENERAL

Item	Description	DUE DATE	STATUS
101			
102			
103			
104			
105			
106			
107			
108			
109			

TO PROGRAMME

Item	Description	DUE DATE	STATUS
201			
202			
203			
204			
205			
206			
207			
208			
209			

TO DESIGN

Item	Description	DUE DATE	STATUS
301			
302			

ROY CONSTRUCTION
MANAGEMENT

1 Roy Street, Brighton VIC 3186

Weekly Progress Report


01.01.2024

ALIGNED OBJECTIVES, SEAMLESS COORDINATION,
EXCEPTIONAL PROJECT OUTCOMES

SCOPE OF WORKS & QUALITY ASSURANCE:

Our detailed Scope of Works document outlines every aspect of the project, ensuring all deliverables are clearly defined and agreed upon from the start. To maintain top tier quality, we implement a comprehensive 600 point Quality Management Plan that rigorously monitors every phase of construction.

Additionally, our strict Site Code of Conduct ensures that all team members adhere to the highest safety, professionalism, and operational standards, guaranteeing a smooth and Successful project every time.



MF Holdings Pty Ltd
ABN - 85 144 871 365
DB-U 72422

SCOPE OF WORKS

CLIENT NAME: Client

HEAD CONTRACT TYPE: Civil Plan

PROJECT ADDRESS: 1 Roy Street, Brighton, VIC 3186

PROJECT COMPLETION DATE: 10/03/25

PROJECT START DATE: Oct 24

PROJECT SUMMARY: Stage 1 - External refurbishment of facade

HEAD CONTRACTOR: MF Holdings Pty Ltd
ABN - 85 144 871 365
DB-U 72422

HEAD CONTRACTOR CONTACT: Michael Fuller
0424 297 427

EXTERNAL WORKS - STAGE 1

1.0 PRELIMINARIES

Item	Description	Initial
1.01	Site services	
1.02	Skip bin hire	
1.03	Floor and canopy protection	
1.04	Project Insurance	
1.05	Site Supervision	
1.06	Project Management	
1.07	CH&S	
1.08	Scaffolding & Access Equipment	

2.0 WINDOW SUPPLY

Item	Description	Initial
2.01	Supply and deliver 410 x 1400 mm windows to match existing upper level windows	
2.02	Supply and deliver 1400 x 1400 mm windows to match existing opening area of glass bricks support bathroom	
2.03	Supply and deliver 1400 x 1400 mm windows to match existing lower level window	
2.04	Supply of windows with installed specified glazing	
2.05	Supply of windows with seals not installed	
2.06	Supply and deliver all sundry elements for all windows	
2.07	Provide allowance to supply new business sign for all windows	
2.08	Provide allowance to supply new skip with to upper level balcony and window	
2.09	Contractor to supply glazing and warranty certificate	


3.0 WINDOW INSTALLATION

Item	Description	Initial
3.01	Allow to remove and retain all architraves and sills	
3.02	Allow to remove and dispose all nominated windows into provide skip bin	
3.03	Allow to install all nominated new windows including sundry items	
3.04	Allow to install all retained or new architraves and sills	
3.05	Installer must to any damage caused during installation	
3.06	Installer must transport windows from new depot to nominated area	
3.07	Allow to deliver and windows with approved portable sealant	
3.08	Installer to provide warranty certificate	

ROY CM

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4 INCREASING ROAD SIGNATURE



MF Holdings Pty Ltd
ABN - 85 144 871 365
DB-U 72422

INSPECTION TEST PLAN
SITE ESTABLISHMENT

DATE:

SUB-CONTRACTOR:

1.0 SITE SECURITY

Item	Description	Initial	Site Manager	Contractor
1.01	MONTHLY SELECTED ASSESSED HOARDING DESIGN DOCUMENT (SIGNAGE + BUILDING PERMIT DISPLAYED)			
1.02	ROCKWATER'S INSTALLED			
1.03	ROCKWATER'S INSTALLED			
1.04	SECURITY CAMERAS + SENSOR LIGHTS INSTALLED AND TESTED			
1.05				
1.06				

2.0 SERVICES

Item	Description	Initial	Site Manager	Contractor
2.01	TEMPORARY FORMER BOARDING INSTALLED + MONTHLY TAGGING REGISTER			
2.02	TEMPORARY FENCE SET UP			
2.03	TEMPORARY KITCHEN SINK + TAP/WATERLESS WASHOUT BASIN			
2.04	TEMPORARY LIGHTING SETUP IF NECESSARY			
2.05	EXISTING SERVICES LOCATED AND MARKED ON DISPLAYED SITE PLAN			
2.06				

3.0 SERVICES (LIMBROOM)

Item	Description	Initial	Site Manager	Contractor
3.01	TABLE + CHAIRS SET UP			
3.02	MICROWAVE + FRIDGE SET UP			
3.03	CLEANING PRODUCTS ON SITE			
3.04	WATER SUPPLY ON SITE			
3.05	COMPANY DOCS - HARD COPY			
3.06	SITE INDUCTIONS + REGISTER + WORKSAFE SIGN + EMERGENCY MUSTER POINT DIAGRAM			
3.07				
3.08				

4.0 MATERIALS

Item	Description	Initial	Site Manager	Contractor
4.01	WORKING SITE TOILET - PUMPED IN OR WEEKLY PUMP-OUT ARRANGED			
4.02	MONTHLY SUPPLY OF TOILET PAPER AND SOAP ON SITE			
4.03	WEEKLY CLEANING REGISTER			
4.04				
4.05				

5.0 FIRST AID

Item	Description	Initial	Site Manager	Contractor
5.01	FIRST AID KIT INSTALLED IN SITE OFFICE			
5.02	FIRST AID BOX MONTHLY CHECK REGISTER DISPLAYED			
5.03				
5.04				

ROY CM

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ROY CONSTRUCTION MANAGEMENT Code of Conduct

ROY CM take workate safety and personal conduct very seriously. It is your right as a contractor to have access to a safe work environment. We endeavour to provide a safe and clean working environment for you to conduct your services and in return we ask for your commitment in keeping our jobsites clean and safe.

Please see below Code of Conduct obligations for our Trade Team. We reserve the right to immediately cease existing works and contracts if breach of these conditions occur at any time. We also reserve the right to charge out a penalty fee of \$100 should any of our staff need to visit the site to attend to any of the below items.

- All Rubbish to be placed in bins or locations provided at the end of the day. This includes lunch scraps and building waste materials
- Site broom and dust pan to be used to sweep working location at end of every day
- Drip sheets to be used on all finished surfaces at all times
- No boots allowed on any finished surface at any time including tiled areas
- No smoking permitted where trades are visible to the public.
- Construction site to be left secure and locked at the end of each working day. Failure to do so will result in a back charge of \$500
- Laminated Site Plans and First Aid Kits are not to leave the Job Site at any time. Both of these items can be located at the designated area
- No offensive or foul language to be used in earshot of the public
- Site radios to be kept to a reasonable volume level

Name of Senior Trade Contractor: _____
Signed and Accepted Terms of Trade: _____

CODE OF CONDUCT

LIST OF PROJECTS:

Name	Date	Type of project
Fitzgerald Street, South Yarra	2021	Period Victorian - Alteration and Addition
Mell Street, Toorak	2022	Period Victorian - Alteration and Addition
Eglinton Street, Kew	2022	Mid Century - Alteration
Trafford Avenue, Brighton	2022-23	Period Victorian – Alteration
Newry Street, Windsor	2022-23	Period Victorian – Alteration and Addition
Burke Road, Malvern East	2023	Period Edwardian – Alteration and Addition
Gisborne Street, Elsternwick	2023/24	Period Victorian – Alteration and Landscape

GISBORNE ST, ELSTERNWICK

Year — 2024

Duration — 4 Months

Project Cost — \$350K

Reference — Please contact us for our clients' details





NEWRY ST, WINDSOR

Year — 2022/23

Duration — 8 Months

Project Cost — \$750K

Reference — Please contact us for our clients' details





TRAFFORD AVENUE, BRIGHTON

Year — 2022-23

Duration — 5 Months

Project Cost — \$450k

Reference — Please contact us for our clients' details





BURKE ROAD, MALVERN EAST

Year — 2023

Duration — 10 Months

Project Cost — \$1M+

Reference — Please contact us for our clients' details





THE FAQ's

WHAT AREAS DO YOU BUILD IN

We primarily build in the municipalities of Stonnington, Glen Eira, Port Philip and Bayside, occasionally working on the Mornington Peninsula.

WHAT WORK DO WE DO

We specialise in custom designed, period home alterations and additions. We take pride in restoring and adding to Melbourne's heritage streetscape.

WHO WILL OVERSEE THE CONSTRUCTION AND TIME FRAMES OF MY PROJECT

At Roy CM, Michael and our dedicated team will personally oversee the day to day running of your project and look after all the contractual and financial paperwork. You will have access to a dedicated customer portal so you are constantly up to date with your project no matter where you are.

CAN I MAKE CHANGES OR UPGRADES BEFORE AND DURING THE BUILD

Variations are a normal part of Roy CM's building process and once works begin, it is not uncommon for homeowners to want to go an extra step, or make a change once they see the built form come to life.

Our team will help with any design changes and selection of colours, fixtures, tiles etc., and ensure you're happy with not only the progress but also how the design and selections are working in reality. There are no hidden fees for variations and any charges are clearly explained in the contract.

HOW LONG WILL THE PROJECT TAKE TO COMPLETE

The length of time to complete your project will depend on the size of the project and the scope of works. A simple extension will take less time than building a large home but as an approximate guide we generally say between 6 and 12 months, pending the variables which will be discussed with you for your individual project. We will provide you with an approximate project completion time-frame at concept stage and a guaranteed time-frame at contract.

WHAT TYPE OF WARRANTIES AND GUARANTEES DO WE OFFER

The law requires a builder to meet certain obligations when they complete construction work. These are called warranties and consumer guarantees and apply for up to 10 years from completion of the work. All builders must also provide a regulation 3-month post-completion maintenance inspection as part of their warranty once your project is complete.

Roy CM provides all these warranties and guarantees but also goes beyond by providing;

- An extended warranty inspection service, giving customers a complimentary 6-month warranty inspection.
- Your client portal that will remain open where you can simply log in and easily place any maintenance requests.
- We guarantee that we will always return to your project long after the project is completed.

CAN I LIVE IN MY HOME DURING THE BUILD

Generally, no, unless in a circumstance where the works can be sectioned off with separate safe access for both you (and your family) as well as the build team. In most extension/renovation projects, all services are cut off to the property while construction takes place, meaning living in the home during construction is not possible.

HOW IS MY PROPERTY INSURED DURING THE BUILD

For an alteration or addition, you will need to contact your insurance provider to confirm if your policy covers the existing building whilst under construction, as any damage caused to the existing structure is your responsibility. The builder's policy does not cover the existing structure unless there is damage caused by the builder's negligence.

However, as this type of cover is not offered by many home/contents insurance companies, Roy CM can apply to our own insurance company for an existing structure insurance policy on your behalf, should you require this type of cover.

Personal items or any contents are not covered under the builder's insurance policy and it is recommended that you contact your home insurer in relation to contents insurance for the duration of the build.

CAN I SEE YOUR PAST PROJECTS

Yes! We have past projects featured on our website. You can also keep up to date with our latest projects on Facebook and Instagram, as well as contacting us for our previous clients details and links to construction site photos.





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