



minorTM
works
<neo

2026

CAPABILITY STATEMENT

same know how.

Fast, fully managed small works for government, education, and commercial clients, delivered with the compliance, insurance, and safety systems of an established commercial builder.

**minor works,
major standards.**

The small-works team with a commercial builder behind it.

Minor Works by Neo is the dedicated minor-works arm of Neo Construct Pty Ltd, a registered commercial builder operating across Victoria since 2010.

We exist to fill a gap institutional clients know well: small and urgent works are too small to interest most commercial builders, yet most small operators can't satisfy the compliance, insurance and safety requirements that government, education and commercial procurement demand.

Minor Works by Neo sits in between, projects sized for a small-works team, delivered to the standards, systems and accreditations of an established builder.

Every job is backed by Neo Construct's licences, insurances, certified management systems and HSEQ framework. We service Metropolitan Melbourne, and work in live, occupied facilities without disrupting the people who use them.

Christopher (CJ) Hartley - Minor Works Manager

CJ has been with Neo Construct for 13 years, starting as a site carpenter and leading hand before spending over seven years in site management. He now leads Minor Works by Neo, bringing hands-on trade experience to every job he manages.

His qualifications include a Cert III in General Construction (Carpentry), Cert III OH&S (Building & Construction), and MBAV's High-Performance Site Management program. CJ has delivered projects

across education, health, and commercial sectors for clients including Monash University, RMIT University, Holmesglen Institute, and St Vincent's Private Hospital, with a consistent record of meeting client KPIs across institutional panel contracts.

Whether it's a \$2k reactive repair or a design and construct fitout, CJ brings the same know-how: be on site, manage it properly, and get it done.

what we build

One point of contact, one contract, every trade coordinated.

service categories

1	refurbishment + fitout	Partitioning, joinery, ceilings, flooring, painting and all associated services trades. Complete fitout packages or individual elements.
2	repairs + remediation	Structural and building fabric repairs, water ingress, facade remediation, concrete and masonry, roofing and guttering.
3	accessibility upgrades	Access ramps, automatic door operators, compliant amenities, tactile indicators, designed and built to BCA/NCC and DDA requirements.
4	roofing + external works	Roof repairs, cladding, external waterproofing, drainage and facade works.
5	compliance + make-safe	Emergency make-safe, fire and egress compliance upgrades, essential services works.
6	design + construct	D&C packages for defined scopes where a single-entity contract and integrated design-construction delivery suit the client, particularly for fitout and upgrade projects.
7	planned + reactive maintenance	Scheduled preventive maintenance programs and urgent reactive works, typically under a standing arrangement or framework agreement.

how we deliver it

It's always our people, on site, hands-on, running the program, managing safety, coordinating trades.

self-performed

- carpentry (our own carpenters)
- general building and site labour
- small demolition and strip-out
- site management and safety

managed trades

- electrical, plumbing, mechanical, data
- carpeting and flooring
- plastering, glazing, tiling
- painting

who we work with



health, safety, environment + quality (HSEQ)

We work the way large projects are run, on jobs a fraction of the size.

Neo Construct is independently certified to ISO 45001, ISO 9001 and ISO 14001. The same systems govern every minor-works job. Much of our work happens in live, occupied facilities: schools mid-term, council buildings still serving the public, commercial sites that can't stop trading.

our work

Minor Works by Neo delivers a broad range of small-scale commercial construction projects across Metropolitan Melbourne, typically valued from under \$25k through to \$250k.

Recent work spans the education, government, and commercial sectors, and includes building audits and condition assessments, student accommodation upgrades, specialist laboratory fit-outs, facade investigation and

water-ingress testing, prefabricated structure installations, emergency reinstatement works, equipment replacements, and lease make-good packages.

Our clients include Monash University, the University of Melbourne, Swinburne University, Melbourne Sports & Aquatic Centre, and a range of commercial operators across hospitality, automotive, and retail.



licences, insurance + accreditations

licences

CCB-L 56572, Commercial Builder (Limited)

CDB-U 53906, Domestic Builder (Unlimited)

insurance

\$20M Public & products liability

\$15M Contract works

\$10M Professional indemnity

registrations + pre-qualifications

CSR ID 901811, Prequalified to \$15M

Fair Jobs Code Pre-Assessment FJC-220830-040

MBAV Platinum Member #6195

ISO accreditations

ISO 9001, Quality Management Systems

ISO 14001, Environmental Management Systems

ISO 45001, Occupational Health & Safety Systems

Accredited via Global Mark JAS-ANZ to April 2028

company

Neo Construct Pty Ltd

ABN 78 145 177 215 / ACN 145 177 215

Registered commercial builder since 2010

minor
works,
major
know
how.



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Neo Construct acknowledges the Traditional Custodians of the land we conduct our business on, the Bunurong, Boon Wurrung and Wurundjeri Woi-Wurrung peoples of the Kulin Nation. Neo Construct respectfully acknowledges their Elders, past and present.