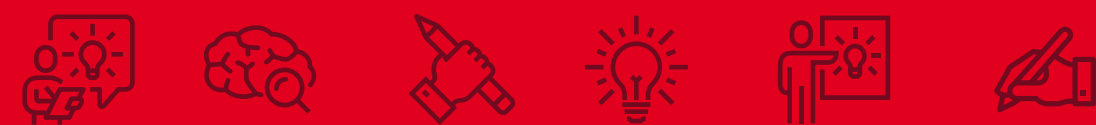




Capabilities Document



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Capabilities Document
Executive Summary



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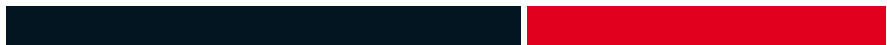
This document outlines the primary reasons why you should select us to undertake your project.

| People | Value to you |
|--|---|
| <ul style="list-style-type: none">• Our team have manufactured and installed over twenty high end office fitouts over the past five years as a collective. Including Mineral Resources head office at Walter Drive and have worked closely with Milieu Creative on a number of assignments .• We have engaged Peter Thomas Consulting as a signage safety consultant. (OPTUS Stadium Project and Macquarie) | <ul style="list-style-type: none">• Understand issues of designing, manufacturing and installing high quality office signage. Strong capability in dealing with and resolving problems to successfully deliver working signage.• Experienced signage safety consultant engaged to oversee the project.• We have manufactured many of these signs as part of the head office fitout and can hit the job running. |

“OUR TEAM ARE IN THEIR PRIME THEY ARE OLD ENOUGH TO HAVE THE EXPERIENCE BUT YOUNG ENOUGH TO HAVE THE ENTHUSIASM TO ENSURE YOU RECEIVE THE BEST PRODUCT AND SERVICE POSSIBLE”

| Products | Value to you |
|--|---|
| <ul style="list-style-type: none">• We guarantee that your signs will be made from the products specified in the tender.• As per the head office fitout we will prepare and get approved samples at our cost. | <ul style="list-style-type: none">• Knowledge that what you have requested in the tender is what you will have installed in the office and not a cheaper product. |

“OUR PRODUCTS WILL REDUCE THE LIFETIME COST OF YOUR SIGN”



| Process | Value to you |
|--|--|
| <ul style="list-style-type: none"> • A multi location fitout process that has been developed over the years. • Like you, Sign On are very keen to protect and enhance our brand. • Our processes involve an on boarding process. • Our design process utilises the solid works design program. | <ul style="list-style-type: none"> • Reduced risk of error and slippage in time as our robust process ensures that the signs are designed, approved, manufactured and installed in an efficient manner. • In the unforeseen event that an issue arises we will not walk away from the project and will resolve issues to your satisfaction. • This establishes clear communication lines and reporting to all stakeholders in the project. • Reduces amount of re-work and increases accuracy of design drawings resulting in lower risk of errors as there is a single point of truth in the manufacturing drawings used for manufacture. |

“ GREAT COMMUNICATION AND BRAND PROTECTION FOR YOU ARE AT THE ESSENCE OF OUR PROCESSES”

| Price | Value to you |
|--|--|
| <ul style="list-style-type: none"> • We believe our pricing will reflect our desire to be a part of this project. | <ul style="list-style-type: none"> • “You have my commitment that the Sign On Group is very keen to do this fitout with you and will invest whatever time and resources required to ensure that the project is successfully delivered on time and on budget.” <p>Robert Kelly Sign On Group Owner June 2023</p> |

“YOU WILL GET GREAT SIGNAGE AT A FAIR PRICE”

| Sign On On Boarding process | |
|--|---|
| <ul style="list-style-type: none">• Step 1 (Within first week of appointment)• Step 2 (Within first week of appointment)• Step 3 (Within second week of appointment) | <ul style="list-style-type: none">• Agree clear reporting timeframes project plan, personnel and templates including escalation points.• Prepare draft reporting templates for approval• Circulate the above to relevant stakeholders |

Capabilities Document
Sign On Company Details



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The Sign On Group has been an institution of the Western Australian signage and design industry for over 40 years and comprises the following brands.

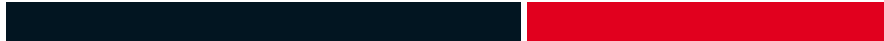
- Sign On
- Signmasters
- Palmer Signs
- Rainbow Signs
- Perth City Signs

As one of Perth’s oldest sign companies, the reason for our success is the quality of our design capability and signage manufacture and installation. Sign On and its staff have extensive experience with large projects and multi level fitouts. This broad experience enables us to comprehensively understand the risks and rewards associated with projects like yours. We can only expect to gain your trust and provide value in your project if we understand your organisation and industry.

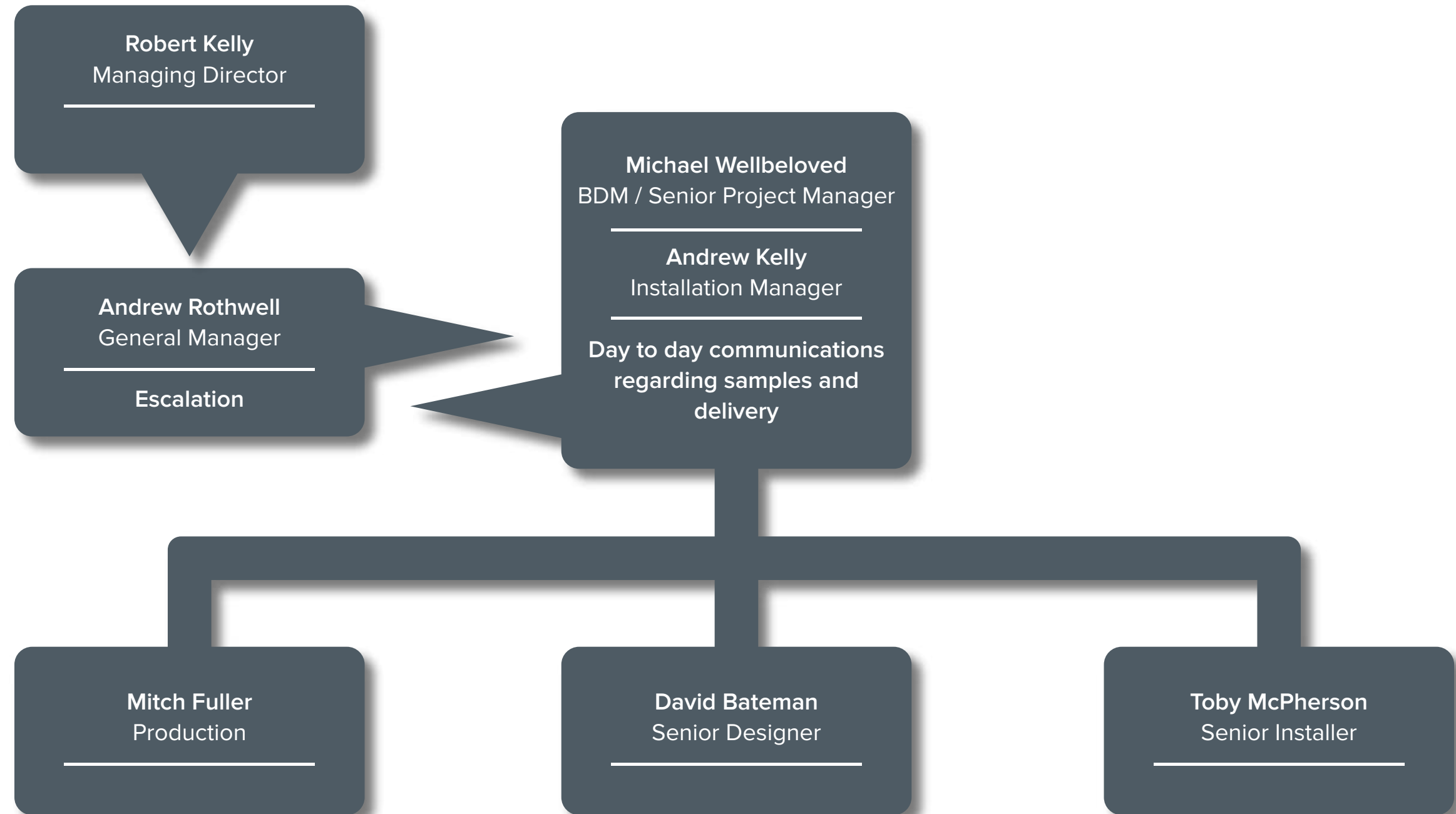
A selection of our recent clients and projects to support this position is outlined below.

| City Skyline Signage: | Office Fitouts: | Pylon Signage: | Recent Council Works: | Directional Signage: |
|---|---|--|--|---|
| Bankwest Macquarie Bank Lavan HSBC Campus ABN Group Bank of China Lycopodium Norman Waterhouse Hilton BDO | Mineral Resources ABN Group IAG Limited VGW KPMG Macquarie Bank Rio Tinto McDermott 55 St. Georges Terrace 8 St. Georges Terrace AAT CSIRO Anglo Gold Suncorp Bank Sheriffs Court | Bulkiplex - 12m pylon refurbishment Primewest Armadale Road - 12m pylon refurbishment Kwinana Supercentre - 12m pylon fabrication 1234 Albany Highway - 6m pylon fabrication ALDI Distribution Centre - 12m pylon fabrication Toyota Dealerships - 4m / 6m pylon fabrication C Y O'Connor - Digital pylon Welsey College - Digital monolith | City of Swan City of Perth City of Joondalup Town of Cambridge City of Melville City of Karratha City of Canning City of Fremantle Brand Rollouts: TELSA Australia ALDI Dominos LJ Hooker Quest Suncorp Bank Toyota Woolworths BWS Target | Curtin University Treasury Building Augusta Lighthouse Tradewinds Hotel Oakover Grounds (Houghtons) Swan Valley Vineyard Claremont on the Park Sandalford Vineyard Perth Racing Ascot (re-branding) Georgiou Group Perry Lakes redevelopment Welsey College Aquinas College |
| Building Signage: Treasury Building Tradewinds Hotel Dale Alcock Homes Central Building Homebuyers Centre Building Sail & Anchor Hotel Fremantle Leederville Hotel Bassendean Hotel 999 Hay Street Rydges Hotel | | | | |

The SIGN ON Group are WALGA accredited



Your SIGN ON Team for your project.





Robert Kelly
Managing Director
(Owner)

Project planning and execution
Overall coordination of
on-the-ground resources.
Supervision, review and
quality control for work.
Liaise with clients.

Experience

Former Partner of KPMG
Finance Director of the
Lionel Samson Sadleirs Group
Finance Director of Eze ATM

Strong Project Management Skills.
Managed Ascot signage rebrand
which required over 700 signs
to be manufactured and installed
over a four-week period from
receipt of order to completion.

**Major Design Projects include the
delivery of the following:**
Rio Tinto and KPMG fitouts.



Andrew Rothwell
General Manager

Review project risk, planning,
execution and key deliverables.
Provide the job with the right
resources to meet specific needs.
Develop and discuss views on
key risks - prompt resolution
of your issues.
Deliver timely, clear advice.

Experience

Experienced & efficient manager
with over 18 years' experience in
the signage industry, strong
understanding of manufacturing
techniques and construction methods
excellent organisational
and administration skills.

**Major Signage Projects include the
delivery of the following:**
Macquarie, 55 St Georges Terrace,
Woodside, Honeywell, Aloft, Westin,
Westpac, Old Melbourne and
Shell sky signs, ABN Group.



Michael Wellbeloved
Business Development Manager /
Senior Project Manager

Project planning and execution
Overall coordination of
on-the-ground resources.
Supervision, review and quality
control for work.
Liaise with clients.

Experience

Michael is experienced with
Business Development,
Account Management and
Project Management on
brand roll outs and major
signage projects.

**Major Signage Projects include the
delivery of the following:**
HBF transparent screen, Wood Group,
Curtin University, Nike, BMW,
City of Sydney Christmas,
Department of Finance -
Prime House, Nikola Estate and
ABN Group.



David Bateman
Senior Designer

Lead design team's development of shop and engineering drawings
Liaise with project manager regarding progress of job.

Experience

A qualified Graphic Designer with 26 years in the Sign industry.
Has worked on local and national projects to deliver from concept through to production ready and engineering level drawings.

Major Signage Projects include the delivery of the following:

Perth Convention Exhibition Centre,
Fiona Stanley Hospital, Roy Hill, ATCO,
Office of the Premier, Frasers Suites,
Brookfield Place, Nikola Estate,
Woodside, Ritz Carlton, Double Tree,
Aloft, Macquarie, Hilton Perth,
55 St Georges Terrace, ABN Group.



Andrew Kelly
Installation Manager

Responsible for the smooth transition from sales through to sign installation - closely communicating and collaborating with the relevant parties throughout the journey.

Experience

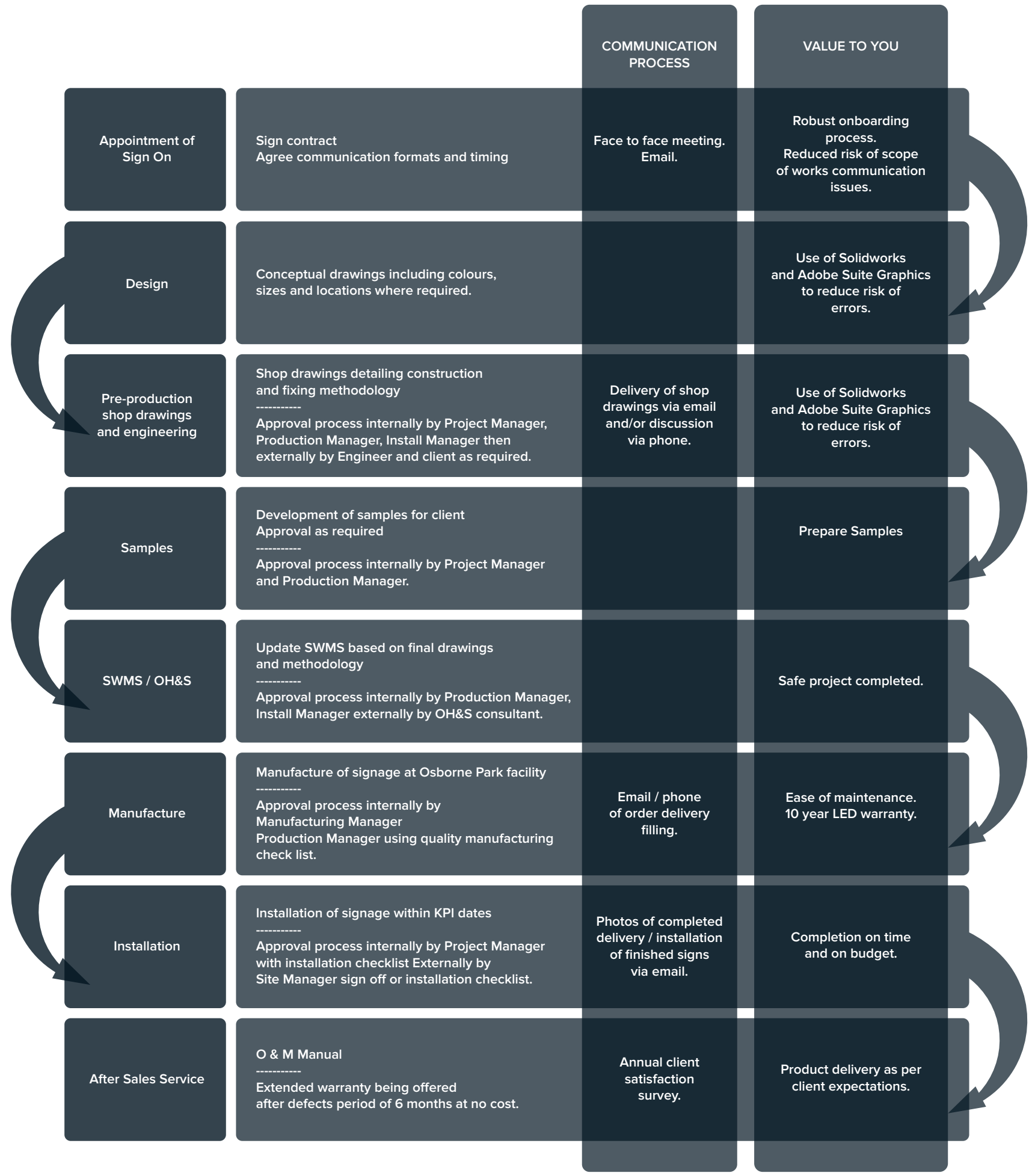
A BCom with 30 years business experience across the UK and Australia managing large teams in multinational and family businesses in manufacturing and service environments.

Capabilities Document
Proposed Project Methodology



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The SIGN ON process.
In order to deliver top quality signage,
the following high level process is
adopted by our highly experienced
team for every job.



Capabilities Document
Sign On Company Experience



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SIGN ON safety processes and procedures

At the Sign On Group, safety management is a shared responsibility. Management are accountable for providing a healthy and safe workplace for employees and contractors so far as is practicable, providing adequate resources to meet health and safety objectives and for implementing safety strategies. Employees and contractors are responsible and have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. All Sign On employees and management are responsible for the identification and management of workplace hazards and for consulting and communicating about safety to support continual improvement.

Sign On is committed to:

- maintaining the health and safety of its people;
- the systematic management of hazards and safety risks to reduce incidents and minimise workplace injury and illness; procurement, maintenance and use of equipment, plant and substances which do not expose people to hazards; consultation and engagement with all stakeholders;
- providing training and information to support people adopt and maintain safe systems of work;
- a continuous improvement approach to safety including periodic review of its safety management system; identifying roles and responsibilities of key stakeholders in workplace safety across its operations; complying with relevant safety legislation, standards and other requirements; and
- setting measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness.

Field Services teams certification include but not limited to:

- White Card
- High Risk License
- Working at Heights

Regular toolbox talks are provided by our General Manager to all staff to update on latest legislation and safe working practices. Our external field services staff are regularly monitored, and site audited to ensure compliance with all OH&S Legislation. We provide SWMS and SMP as required.

COVID-19 Worksafe Practices Adopted.

Sign On have implemented COVID-19 worksafe practices to ensure the safety of you and our staff.

We are happy to share what we are doing with you in due course and will abide by any site requirements

SIGN ON safety processes and procedures

Specifically in relation to your sky signs we would undertake the following

We will provide site specific SWMS for installation which would include but not limited to

- Loading signage
- Travel to site
- Assessment of surroundings
- Execution of task
- Clean down stow away – rubbish removal
- Return to factory

This SWMS will be approved by our safety consultant Peter Thomas

We will provide a QMS for delivery of product to the depot would include but not limited to

- Checking against approved shop drawings
- Wrapping of products
- Creation of delivery and dispatch notes
- Time sensitive delivery with approved couriers
- Communication with expected delivery time

We are also happy to provide you with the following documents if required;

- Macquarie example SWMS
- Our COVID-19 Policy and Procedures
- An example Quality Management template
- An example Safety Management Plan

Capabilities Document
Environment, Warranty and Insurance



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Environment

Sign On is committed to

- The ongoing nurturing and development of our staff to understand potential to impact and also protect and care for our environment.
- Ensuring compliance with all local and national legislation and try to exceed good environmental practice.
- Designing and manufacturing signage within a Product Lifecycle Process
- Working with our supply chain to ensure they also operate good environmental practice and behave in an environmentally responsible manner.
- Creating a cleaner and greener environment and the practice of Reduce, Reuse and Recycle
- Monitor, evaluate, recommend, action and continually improve upon our environmental management processes.

Quality & Warranty

It is our intention to provide the highest levels of quality in delivering customer service and product and all staff are responsible for maintaining these levels.

We are fully committed to a continual improvement programme in quality management.

Because we value our customers, we strive to exceed customer expectation and have established a quality management system which provides a framework to measure and improve our performance.

At Sign On we promise to:

- Guarantee that all materials and products manufactured and used on our projects as part and / or full requirements of a signage package -
 - Comply with all relevant legislation, Australian Standards, Council Laws and conditions of approval relating to the requirements for the signage program,
 - All items have been installed in strict accordance with manufactures instruction, and any engineer certification
- Train and develop our staff.
- Continually invest in the latest technology and champion best practice
- Regularly gather and monitor customer feedback.
- Hold management review meetings on customer feedback and implement change
- Regularly audit our internal processes
- Measure quality objectives that reflect long term business goals
- Monitor and measure the performance of our raw materials supply chain.

Insurances in Place

| Type | Insurer | Policy Number | Value | Expiry Date |
|------------------------|---------|---------------|------------|--------------|
| Public Liability | CGU | 10M6924468 | 20,000,000 | 30 June 2024 |
| Product Liability | CGU | 10M6924468 | 20,000,000 | 30 June 2024 |
| Professional Indemnity | CGU | 06MIS1955035 | 20,000,000 | 30 June 2024 |
| Workers Compensation | CGU | WC09812087 | 50,000,000 | 30 June 2024 |

Capabilities Document
History of Works



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Project
ALDI



Project
BWS



Project
TESLA Perth



Project
TOYOTA



Project
QUEST Apartments



Project
Mineral Resources Office Fitout



Project
Mineral Resources Office Fitout

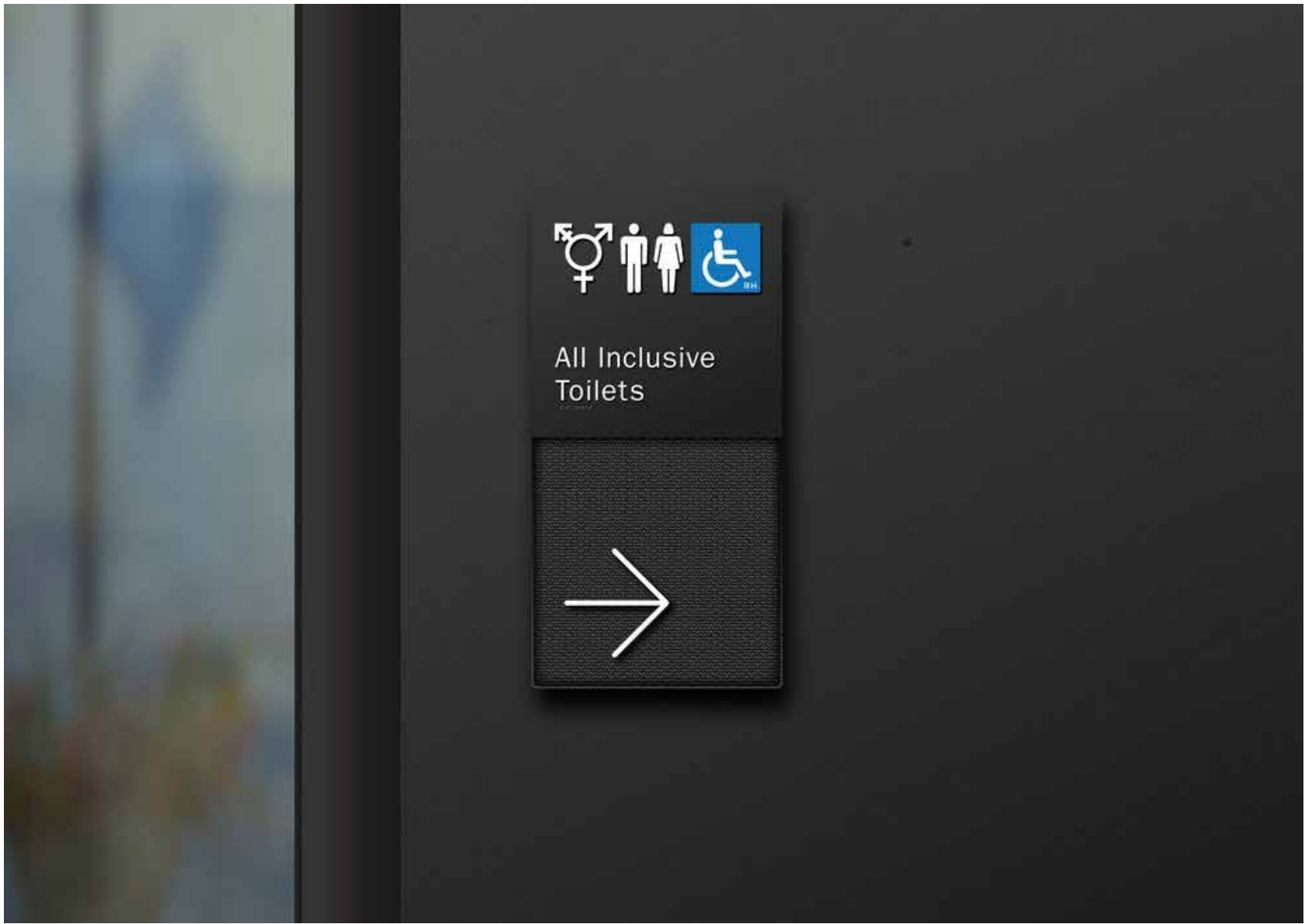


Sign On
Rio Tinto



Project
Walyalup Civic Centre - Fremantle

Photos courtesy of Turner Design



Project
Brightwater Inglewood

Photos courtesy of Turner Design



Project
ABN Office Fitout



Sign On
Various Projects



Sign On
Various Projects



Thank You.

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Western Australia 6017

Phone: 08 9204 9777

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