



Kennards Events was founded in 2007 when two very successful, long-established, family hire businesses came together with a mission to become Australia's leading event company.

The partnership between Kennards Hire and Barlens Event Hire has produced a specialist events company with three current operating bases – Canberra, Southern Highlands and Newcastle – supported by a network of more than 90 general equipment hire centers.

Kennards Hire, which is celebrating its 60th anniversary this year, has an annual turnover of more than \$180 million, tremendous experience in general hire, highly refined operating systems and a passion for quality which led to it being judged the 2008 Rental Company of the Year, the industry's most coveted honour.

Barlens Event Hire brought to the partnership more than 40 years experience in the event industry, a vast range of specialist events equipment, a team of skilled and dedicated staff and the same commitment to quality.

In a short space of time, Kennards Events has shown itself to be an industry leader, and was proud to play a major role in World Youth Day, the largest event ever held in Australia.

A new \$4 million, state-of-the-art Events Centre, which is under construction in Newcastle and due for completion late this year, will be a prototype for a proposed network of similar facilities across Australia.

Kennards Events employs more than 150 people in NSW regional areas and the ACT, is a strong supporter of community events and strives to advance standards within the industry by proactively contributing to industry bodies such as the Hire & Rental Industry Association of Australia and the International Special Event Society.



www.kennardsevents.com.au

Kennards Events is led by a highly experienced team, with proven business success and outstanding reputations in the industry.

The Board of Directors comprises Sam Whyte, Peter Lancken, Gordon Howlett, Malcolm Williams, Maurice Chester and Peter Brown.

Sam Whyte, the chief executive officer, has had a long involvement with events. In 1965, his father Barry was a co-founder of Stewart Barlen Hire, which grew into Barlens Event Hire. In 2002, Sam and Kylie Whyte bought the business and took it to a new level of quality and professionalism before it became Kennards Events. Sam served as NSW president of the party and events division of the Hire and Rental Industry Association of Australia for three years.

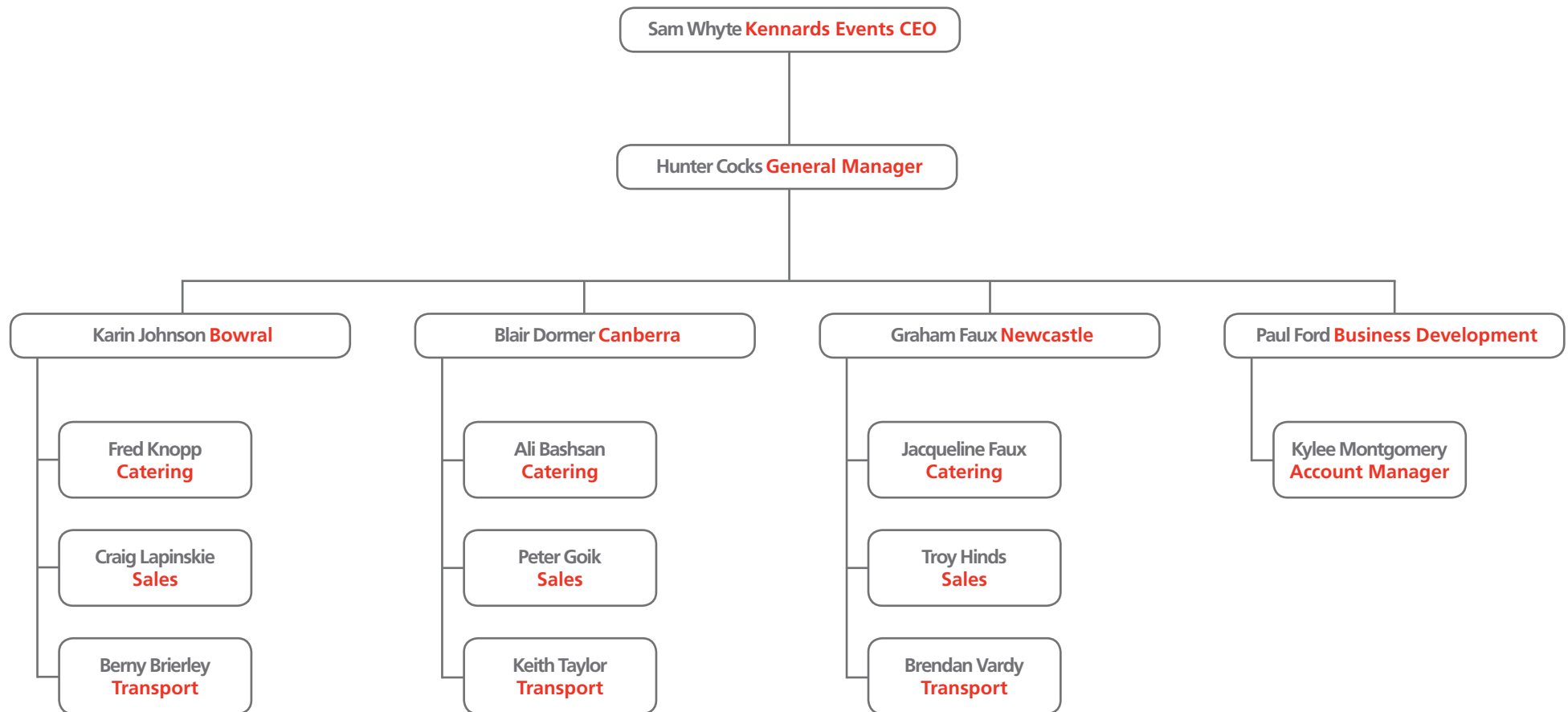
Peter Lancken, the chief executive of the Kennards Group, is regarded as one of the hire industry's most outstanding leaders. Since joining Kennards Hire from GKN Rentals 15 years ago, he has quadrupled the size of the business, greatly improved the quality of operations and led the company to winning the coveted Rental Company of the Year award on two occasions. Mr Lancken has been honoured by the American Rental Association with an award that has never previously been given to anyone from outside the United States. He is also among a select group to become a life member of the Hire & Rental Industry Association of Australia, having served as a director for more than 10 years.

The Kennards Events' operations team includes a great depth of experience.

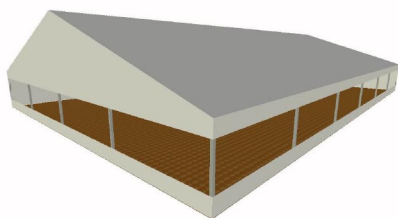
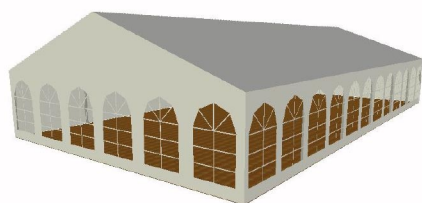
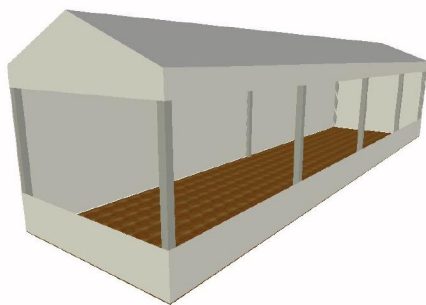
Hunter Cocks, the general manager of operations, has worked in the hospitality, catering and events industries. In 2002 he was appointed ACT General Manager for Barlens Event Hire, and continued in that role with Kennards Events. Under his leadership the business has grown to the extent that Kennards Events is proud to have been chosen to supply all of the ACT major events this year.

Paul Ford, the on-site major projects manager, specialises in the styling and design of large corporate functions, exclusive weddings and major expos. With a background in hospitality and events management, plus many years in his present role, Paul has the experience, creative flair and know-how to come up with a great plan and, just as importantly, make it happen. He personally looks after major functions, and is accessible to clients from the first consultation onwards.

Kennards Events **Hierarchy**



www.kennardsevents.com.au



Hoecker event pavilions

are available in modular sizes and available in two series:

- The P-Series is available in 3m, 4m, 6m, 8m, 10m & 12m widths in any length continuous in 3 bays.
- The F-Series is available in 15m, 20m and 25m widths in any length continuous in 5m.



Product overview & capabilities

Kennards Events has invested more than five million dollars in new products in the last two years. A large proportion of this outlay has been spent on top quality pavilion structures, new furniture and exhibitions equipment.

Clear span structures

Kennards Events has a strong relationship dating back thirty years with the German manufacturer of clear span Hoecker pavilions, which are recognised around the world as the industry standard.

These structures are manufactured to the highest quality standards and meet all Australian codes

Kennards Events has two types of structure:

P Series and F Series, the former in three metre bays and the latter in five metre bays. They can be increased or decreased infinitely in bay distance and can be integrated with the Hoecker flooring system, which allows structure to be erected safely on most surfaces.

Capability of structures in length

P3: 1000 metres; P4: 200 metres; P6: 1500 metres; P8: 200 metres; P10: 1500 metres; P12: 200 metres.

F15: 150 metres; F20: 100 metres; F25: 100 metres.

Capability of integrated flooring

P Series: 1200 square metres.

F Series: 1200 square metres.





Furniture

Kennards Events has a large selection of quality furniture from basic folding tables and chairs to sophisticated cocktail settings.

Major capability of furniture

- | | |
|--------------------------------|--------|
| • Barrel White stacking chairs | 20,000 |
| • Venue Chairs | 1000 |
| • Folding Trestle Tables | 1500 |
| • Folding Round Tables | 500 |





Catering equipment

The quality of Kennards Events' catering equipment is evident in both presentation and effectiveness. "Ready to hire" stickers, which are attached to each item, are a guarantee equipment has been thoroughly checked, cleaned and processed according to high standards. Easy to read instruction sheets are included.

All glasses and crockery are packed in hygienic white tubs ready for immediate use, while cutlery is polished and sealed, ready to be set on the table.

Major Capability of Catering Items

- 10,000 place settings of all crockery
- 10,000 beer, wine, multi-purpose glasses
- 10,000 settings of cutlery

Audio Visual and Staging requirements

Kennards Events' audio visual and staging products enable the production of a small event for 100 people up to concert for 5000. Lighting systems include the latest intelligent and Led lights, which are supported by rigging and production services.

The staging system has been designed to be flexible, with three heights of 40cm, 60cm and 90cm, in 1.2 metre by 2.4 metre panels, complete with stairs & drapes.

Major Capability of Staging

- 500 metres of 1.2 metres by 2.4 metre decks.

Exhibition Services

Two ranges of shell scheme are available. Freestanding Corinthian and Octonorm panels allow the provision of up to 300 booths, 3 metres by 2 metres, with fascia signage, lighting and power.

An extensive range of contemporary furniture adds to exhibitions capacity.

Major Capability of Exhibition

- 100 booths, 3 metres by 2 metres in Octonorm shell scheme
- 1000 Charcoal coloured Corinthian panels to complete 200 booths, 3 metres by 2 metres.

Kennards Events testimonial



World Youth Day

Russell Mills, Michelle O'Brien and Jimmy Li were seconded from Bovis Lend Lease, one of the world's leading project management and construction companies, to construct and manage the main site at Barangaroo:

Construction manager, Russell Mills:

"The Kennards Events team were fantastic. Right from the outset, working with them was a pleasure.

"The art of getting things done in the least painful way hinges on communication and that's where we found Kennards Events, and particularly Paul Ford, very strong.

"Paul led from the front and kept us apprised of what was happening and what his needs were.

"Events people in general seem to be a different kettle of fish, but the Kennards Events team were more in line with what we are used to dealing with, and that was great.

"Ultimately, we all like to deal with other professionals and, certainly, that's the way we found Kennards Events.

"There were many eleventh hour changes that they had to accommodate and accommodate them they did.

"Putting something like this involves a lot of hard work and many anxious moments, but it turned out really well and the organisers were delighted."

Project engineer, Michelle O'Brien:

"Kennards Events put all the marquees up in a week, which was well ahead of schedule.

They were all in the right place and none had to be moved.

"Paul Ford was fantastic. Basically, he set everything up and all we had to do was go around and check it.

"During the actual event, Paul was on site in case there was any problem with the marquees, but he also helped us with other maintenance which needed to be done, which went well beyond the call of duty.

"We had responsibility on the site for OHS, but we didn't have any issues whatsoever with Kennards Events – they were very good."

Kennards Events testimonial



Floriade Spring Festival

Event Manager Jo Verden: "Building the infrastructure required for Floriade is a large and, at times, challenging job, with requirements sometimes changing or requiring alteration only after structures were built."

"The entire Kennards Events team was consistent and professional throughout the planning and implementation stages."

"The quality of the structures, including the flooring, ramps and handrails, was very pleasing."

"On-site co-ordination and regular consultation resulted in a seamless bump-in for the event."

"The ability to access 24/7 on-site maintenance was critical, and the response from Kennards Events was terrific."

"We have developed a strong, professional relationship with them, and we were able to work through and manage any issues that did arise."

Kennards Events testimonial



Summernats Car Festival

Chic Henry, founder and promoter of the Summernats car festival after Kennards Events supplied the event with everything from pavilions, Octonorm exhibition stands and panels and audio visual equipment to temporary fencing, portable toilets and scissor lifts:

The 'one stop shop' concept put forward by Kennards Events was too good to pass up.

"It was not a simple decision, but the financials were significantly better for us and I was confident they would do the job well.

"I had had a fantastic relationship with Barlens, and I was still dealing with the same key people, such as Sam Whyte and Hunter Cocks.

"I didn't know a lot about Kennards apart from the fact that they had been in business a long time and were well respected.

"But knowing this, and the people I was dealing with, I had no doubt they could pull it off. They have the size and capacity to pull in equipment from all over the place very quickly.

"It ended up a damn good result,"

CUSTOMER DETAILS

Registered business/company name _____

Trading name _____

Customer A.B.N. _____

Customer A.C.N. _____

Registered _____

Business address _____

Postal address _____

Telephone _____ Facsimile _____

Mobile _____ Email _____

Public Co. ☐ Sole Trader ☐ Pty Ltd Co. ☐ Partnership ☐ How long have you been in business? _____

Directors (if company) or proprietors (if partnership or sole trader)

Full Name _____ Address _____ Telephone _____

1 _____

2 _____

3 _____

4 _____

Account payable contact _____

Telephone _____

Facsimile _____

Type of business _____

Monthly estimated hire _____ (Note this is not a credit limit)

Order Number Required Yes ☐ No ☐

Trade references (including another hire company if possible)

Name _____ Telephone _____

1 _____

2 _____

3 _____

4 _____

**PLEASE COMPLETE THIS FORM FULLY IN CLEAR
BLOCK LETTERS AND RETURN BY MAIL TO:**
KENNARDS EVENTS, PO BOX 2316, BURWOOD NSW 1805
Kennards Events Pty Limited ABN 94 103 988 414



www.kennardsevents.com.au

INTEREST AND COSTS: Accounts are due and payable within thirty (30) days of the end of the month of invoice. Credit may be cancelled/suspended without notice if accounts are not paid by the due date. A late payment fee of 10% per month calculated daily may be charged for overdue accounts. The hirer will pay to Kennards any commissions, legal costs or expenses paid by Kennards to its Mercantile or Collection Agents and/or Lawyers in relation to the collection of any moneys owed to Kennards that are not paid within the terms of credit provided.

KENNARDS HAVE THE RIGHT TO WITHDRAW CREDIT OR VARY THE CUSTOMER'S CREDIT LIMIT AT ANY TIME AND WITHOUT REASON. IF THE APPLICANT IS A PUBLIC COMPANY OR A PTY LIMITED COMPANY THE FOLLOWING GUARANTEE MUST BE COMPLETED:

I/We being Directors of the Customer request Kennards to enter into hire agreements from time to time with the Customer (Hire Agreements), and in consideration of Kennards so doing I/We hereby jointly and severally guarantee to Kennards the due satisfaction by the Customer of all its obligations under this credit application or any Hire Agreements. I/We shall be principal debtors to Kennards, and agree that this guarantee shall not be in any way affected by Kennards granting time or other indulgence to the Customer and that this guarantee will bind me/us to make payment of any amount outstanding under this credit application or any such Hire Agreement.

HIRE AGREEMENT:

The Customer and the Directors of the Customer agree that all equipment hired by the Customer from Kennards will be hired on the Terms and Conditions of Hire Agreement attached, unless for any hire an alternative written agreement is executed by the Customer.

JOINT AND SEVERAL:

An agreement, representation or warranty on the part of two or more persons binds them jointly and severally. An agreement, representation or warranty for the benefit of two or more persons is for the benefit of them jointly and severally.

DECLARATION:

In accordance with the Privacy Act (Cth), I/We authorise Kennards and its related bodies corporate (as defined in the Corporations Law), to exchange with credit providers, credit reporting agencies and, credit providers named in reports from those agencies, information about my/our personal credit, commercial activities or commercial credit worthiness.

I/We also state the details provided above are true and correct.

Dated this _____ day of _____ 20____

Signatures of Director(s) or Proprietors:

1. _____ Name _____

2. _____ Name _____

3. _____ Name _____

4. _____ Name _____

Witness signature _____ Name _____

Kennards Hire will comply with the National Privacy Principles in all dealings with customers. A copy of the Kennards' Privacy Statement is available upon request or by visiting www.kennardsevents.com.au

Kennards would like to send you information about the latest equipment and offers that will benefit your party or event. Please state the name or title of the person/s to whom Kennards should address this information.

1 _____

2 _____

3 _____

OFFICE USE ONLY

Branch manager's comments _____

Issuing branch _____ Date _____

Accounts approved by _____ Date opened _____

Account number _____ Credit line _____



www.kennardsevents.com.au

Kennards Events Terms and Conditions of Hire

Kennards Events Terms and Conditions of Hire

These conditions of hire apply to all hires by the Company to each Customer unless the Customer is otherwise notified in writing. No variation or cancellation of any of these Conditions of hire will be binding on the Company unless agreed to by a responsible officer of the Company in writing.

1. QUOTATION

Unless otherwise stated in writing the Company's quotation will be valid for a period of up to seven days from date of issue, after which time acceptance of any order placed is subject to written confirmation. Acceptance of the quotation is subject to written confirmation, payment of deposit (non-credit account Customers) purchase order (credit account Customers) and the Company's Terms & Conditions of Hire signed by an authorised person on behalf of the Customer. On commencement of hire without the Customer's written confirmation to such action it shall be deemed that the Customer agrees to and accepts these Terms and Conditions of Hire.

2. DEPOSIT

A non-refundable deposit of 30% is required to secure a quote.

3. CANCELLATION AND VARIATION OF ORDERS

- Any cancellation fee being 30% of the original contract price.
- No variation of an order will result in a reduction of the contract price by more than 10%. Where the Customer seeks to vary an order so that the original contract price would reduce by more than 10%, the Customer agrees to pay 90% of the original contract price regardless of the variation requested, before the goods are dispatched.

4. USE OF EQUIPMENT

All Equipment supplied on hire is the property of the Company and remains so until it is A) Returned to the Company. B) The Customer must be responsible for the Equipment until it is returned to the Company, and C) shall maintain the Equipment in good condition, reasonable wear and tear excepted. The Customer warrants that the Equipment will be returned in good working order to the Company. The Company makes no representation as to the suitability of the Equipment for a particular need or event, and it is the Customer's responsibility to make that judgment on its own behalf.

5. ADDITIONAL EQUIPMENT

If after commencement of hire by the Company any specification changes are requested, the cost of such changes will be borne by the Customer.

6. EXTENDED HIRE

The Customer must return all Equipment when it is due back. A continuing hire fee for all Equipment not returned to the Company when it is due back will be charged to the Customer, at the standard weekly rate of hire, until the Equipment has been returned to the Company. The Customer shall give appropriate notice in writing to the Company if any extension or termination of the hire is requested. No refunds will be issued for the early return of Equipment on extended hire.

7. DELIVERY

The Company makes no representation that Equipment will be available to meet every order. Availability of Equipment to meet each order is subject to the timing of that order. Every endeavor will be made to complete delivery within the period stated but no liability can be accepted in regard thereto. Unless otherwise stated the Company will not accept cancellation of an order due to late delivery, nor shall it be liable for consequential damages of any kind arising out of late delivery or non-delivery. Where it has been agreed between the Company and the Customer that Equipment is to be delivered to an address specified by the Customer the same shall be available to be picked up at the specified date arranged at that address on the last day of the hire period. Where the Customer has taken delivery at the premises of the Company all Equipment hired shall be returned to those premises by the time arranged on the last day of the hire period. In the event that the Equipment is not available to be picked up by the arranged time on the last day of hire or has not been returned to the premises of the Company by close of business on the last day of hire, then the Company must be notified immediately.

8. DELIVERY DOCKETS

The Company's Delivery Dockets shall be conclusive evidence of the quantity and identity of the Equipment delivered and as to the date of delivery. The Customer shall be responsible at their own cost for providing a representative to check the quantity and identity of Equipment delivered and to sign the Company Delivery Docket. The Customer acknowledges and agrees that the Company shall be able to deliver the Equipment whether or not a representative of the Customer is present at the time of delivery.

9. SITE APPROVAL

The Customer shall be responsible for giving any local or other authorities any necessary notice of their intention to erect the Equipment or to have Equipment erected and shall pay all fees in connection therewith. The Customer shall solely be responsible to ensure that the site is cleared and ready for the erection of the Equipment and that the foundations upon which the Equipment is to be erected are sufficiently firm and otherwise suitable to safely carry the Equipment and the load to be put on it without subsidence. In the event that the Company incurs or suffers any loss, costs or damages as a consequence of the Customer's failure to carry out its obligations under these terms the Customer shall be solely responsible and shall indemnify the Company for any such loss, costs or damages.

10. MISUSE OF EQUIPMENT

The Company shall not be liable for any loss or damages arising out of the overloading, exceeding rated capacity, misuse, or abuse of the Equipment by the Customer and the Customer agrees to keep the Company indemnified in respect thereof.

11. SECURITY

The Customer is responsible for the security of the Equipment until such time as it is returned to or collected by the Company. In the event of the Equipment being stolen from the job site, the hirer shall notify the Company in writing stating the full circumstances of the theft and the time the police were notified. Until the Company receives such notification, the hiring charges will continue. The Customer shall also indemnify the Company for any such loss of the Equipment at the current replacement cost of the Equipment, and must pay that cost to the Company on demand. The Customer must ensure that there is provided lighting, water proofing, safe power supply, public protection, covering of power lines and such facilities as might be considered necessary for the requirement of Authorities or in the interests of safety.

12. ACCESS TO SITE

The Customer shall ensure that suitable access to and egress from the site is adequate to suit the mode of delivery or pick up.

13. INSURANCE

The Customer shall ensure that all the Equipment is adequately insured under the Customer's All Risks Insurance Policy which shall be available for the Company's inspection on request.

The Company will not insure any Equipment. Any insurance policies undertaken are the sole responsibility of the Customer. The Customer bears all risk in relation to the Equipment and its use until the Equipment is safely returned to the Company in good condition.

14. LOSSES AND DAMAGES

The Company must be notified immediately of any Equipment lost or damaged during the hire period. The Customer indemnifies the Company in respect of all such loss. The Customer must pay on demand to the Company the following amounts;

- If the Equipment is lost, the Customer must pay to the Company the current replacement cost of the Equipment;
- If the Equipment is damaged, the Customer must pay for all repairs;
- If no notice is given to the Company of a lost item it shall be deemed as extended hire until such item is returned, and hire fees with continue until notice is given or the Equipment is found.

15. NO LIABILITY FOR INDIRECT OR CONSEQUENTIAL LOSS

The Company shall not in any event be liable for contingent, consequential, indirect, special, and punitive or any other similar damages, howsoever caused, for any damage, injury or loss, whether arising under breach of contract, negligence (commission, omission or advice), and strict liability or otherwise. All warranties by the Company to the Customer are excluded, to the full extent permitted by law. The liability of the Company resulting from a breach of any warranty unable to be excluded by law is strictly limited to the resupply of the Equipment to the Customer or the repair of the Equipment supplied to the Customer.

16. SAFETY

The Company adheres to the law of the relevant Occupational Health and Safety Acts of A.C.T. & N.S.W. The Customer is to ensure adequate safety measures are adopted when necessary.

The Customer will make any inspections to ensure that there are no breaches of safety requirements at the site whether imposed by authority or otherwise; and that all works are performed according to relevant safety codes, standards and manufacturer's specifications; and that there are no alterations or modifications to any Equipment made by any person other than an employee of the Company.

17. ELECTRICAL DAMAGE

Any damage to the Equipment caused by fusion or malfunction of electrical equipment is the Customer's liability and the Customer must take adequate precautions. The Customer will be charged for any repairs required to the damaged equipment.

18. CLEANING

The Equipment must be returned properly cleaned by the Customer. It is agreed that the whole or any part of the cost incurred by the Company arising out of the failure by the Customer to clean the Equipment will incur a charge to the Customer.

19. PAYMENT TERMS

All payments are strictly due as specified on the Company Quotation. For non-account Customers, terms are net cash prior to delivery. For credit account Customers payment must be received within The Company's trading terms, namely 30 days from invoice. Failure to meet the Company's trading terms will result in the supply of further goods to be withheld until such time as the payment is made in full. The Company reserves the right to charge interest up to 10% per month on overdue accounts. Should payment in full not be paid within 60 days, legal action will be taken to recover the debt owing without further notice & all credit facilities will be closed. Any expenses, costs or disbursements incurred by the Company in recovering any outstanding Monies including dishonored cheques, debt collection agency fees and solicitor's costs shall be paid by the Customer. In order to retake possession of the equipment, it shall be lawful for the Company to enter into or upon any premises where the same may be and the Customer hereby agrees to indemnify and to keep indemnified the Company against all liability and against all actions, suits, proceedings, claims, demands, costs and expenses howsoever incurred by the Company arising from the Company's entry into or upon any premises in exercise of its rights of repossession.

20. GOODS & SERVICES TAX/STAMP DUTY

Where applicable the Customer will be charged in accordance with current Federal and State legislation.

21. DAMAGE WAIVER

The Customer agrees to pay a damage waiver to the Company to cover the costs associated with normal wear and tear to the Equipment. The damage waiver does not apply to or cover any other damage to or loss of Equipment including, without limitation:

- Damage resulting from overloading, exceeding rated capacity, misuse, abuse or improper servicing of Equipment;
- Damage or loss due to disappearance of the Equipment;
- Damage caused by the use or operation of Equipment in contravention to any of these Terms;
- Damage to, or, loss of, the Equipment from any unknown cause.

22. GOVERNING LAWS AND VENUE

This Contract will be governed and constructed in accordance with the laws of the state of NSW, the parties submit to the jurisdiction of the Courts of that state for determination of any dispute claim or demand arising out of these Terms & Conditions.

23. INTERPRETATION

"The Company" means Kennards Events Pty Limited. A.B.N. 94 103 988 414 and includes its servants or Agents. "The Customer" means the person or persons company to whom the Tax Invoice is addressed and shall include their legal representative, administrators, and successors and or permitted assignees. "Equipment" means the items hired by the Customer from the Company from time to time. I/We, the Customer acknowledge that we have read, understood and agree with the Terms and Conditions of Hire as set out in the above agreement.

Authorised Signature

_____/_____/_____
Date

KENNARDS
Events

www.kennardsevents.com.au

OH&S Policy

OHS&R Objectives to be attained for the project.

1. Zero incidents in relation to staff and users.
2. Zero injuries in relation to staff and users.
3. Visibly active implementation of safe working procedures.

Includes all staff and workers involved in erection. All people using the structure in a reasonable manner.

A visible culture of safety existing during project construction and knock down processes. Because we take an integrated approach to safety our procedures and processes flow across the headings used in the agreement. We have addressed all aspects requested and have tried as far as possible to group our response under the headings proposed. The structure and nature of our safety program is illustrated by the summary on page Risk Management Summary, Kennards Events. Specific procedures, methods and work instructions applied.

1. Logistics.

a. Vehicle handling & staging

- Movement of vehicles to and on the site is undertaken according to our site management plan. Key elements in this procedure include
- No vehicle moves without a purpose and destination.
- No vehicle moves without a route
- Vehicles adhere to specified speed limits.
- Vehicles reversing must have a lookout behind them.
- Vehicles will only park according to arrangements illustrated on our site management plan.
- Vehicles will only load and unload according to our site management plan.

2. Layout of components

Our structures consist of metal framed components which are installed and then covered with vinyl. Additionally, these structures have floors composed of wooden sections set into metal frames.

Procedures, methods and work instructions.

Train all staff in staff in handling components and also procedures in relation to unloading, staging (stacking) and using them.

- Adequately supervise staff to ensure they follow procedures.
- Ensure adequate staff are allocated to tasks so that safety procedures can be followed.
- Ensure components are loaded safely at our warehouse, and properly secured for transport to the site so that they can be approached safely by staff intending to unload them.
- Ensure that components are unloaded safely and stored so they are safe in themselves (will not fall or move on handling) as well as safe for staff to begin to use. (are accessible without undue physical strain or danger of

stack collapse). This is done through strict adherence to procedures and site planing arrangements. Close supervision ensures that procedures are followed.

These matters are addressed by;

- The use of custom designed cages and stillages to hold components.
- Implementing and supervising safe loading procedures including use of mechanical means wherever possible.
- Documented planned unloading and staging locations on site.
- Trained staff working in well led, coordinated and properly supervised teams.
- Staff wearing high visibility clothing & protective equipment
- Coordination of work and movement of people and vehicles around the site.
- Inspection of structure and floor.
- Upon completion but before occupation the site manager shall inspect and certify that each structure and floor has been assembled and erected according to our specification. This is a practical step because components and joints are designed to be visible and able to be inspected.

3. Vehicles.

- All vehicles on site shall be roadworthy and registered.
- All vehicles will be only driven by qualified personnel holding a valid licence.
- Vehicles shall only move on site with a specific purpose, destination and route in compliance with our site management plan.
- All vehicles shall follow site procedures when reversing.
- All vehicles shall follow site speed limits.

Key staff and responsibilities.

General Manager.

- Responsible for development and implementation of Occupational Health Safety and Rehabilitation policy across the whole business.

Transport & warehouse manager.

- Responsible for effectively allocating resources to implement policy for warehouse, transport and construction staff.
- Responsible for constant improvement of policy and procedures.
- Responsible for implementing training and acquisition of safety equipment.
- Responsible for overall management of response to accident and injury.

Site Manager.

- Responsible for safety leadership on site and supervision of on site staff to ensure safety policy and procedure is implemented.
- Responsible for overall implementation of project and site planning in relation to safety.
- Responsible for documenting and managing changes to procedures and processes on site after authorisation from transport and

warehouse manager.

- Responsible for on site coordination of response to accident and injury.

Team Leaders.

- Responsible for supervision of teams.
- Responsible for setting practical example in the area of safety.
- Responsible for demonstrating implementation of safety policy and procedure.
- Responsible for first response in the event of accident and injury.

Staff induction and training.

Induction.

- All staff are taught about our OHS & R policy and inducted into a relevant designated work group.
- All staff are provided with explanatory documents setting out our safety policy and procedures and available support people.
- Staff are trained in general safety as well as safety specifically related to their particular work tasks.
- Safety procedures and risk and accident reporting systems explained and demonstrated.

Specific Project Training.

Where required, additional training is provided as required for specific projects.

Strategic Approach.

Our strategy for safety in the workplace could be called one of "top to bottom involvement." This means together we develop policies and practices and involve all staff with implementation. We have active risk identification, notification, prevention and rectification programs and active designated work groups. Our business manager is responsible to ensure that adequate resources are allocated to safety and that our safety processes are running properly.

We are all part of the process to design out all possible risks and ensure maximum protection for any risks which we have to confront.

All staff are involved in a practical and proactive way in safety management.



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Risk – what it is and how it can happen:

Low / insignificant risks

Our risk analysis for this project has determined that the following risks are unlikely to pose a threat to safety and well being. Avoidance and protection will be managed through team leaders and site managers supervisory duties rather than by specific programs. Chemical risks. Chemicals are not anticipated to be used in this project. Dust / inhalation risks. It is not anticipated that there will be any particulate or fume risks associated with this project. Noise. It is not anticipated that noise levels will exceed safety thresholds for this project.

Significant Risks

General

1. Physical trauma due to necessary staff interaction with physical structure on construction and dismantle. The structures and floor systems we supply require direct labour and effort to assemble and erect. The prime risk source for this project is that of staff and or bystanders being injured by metal components during the erection and dismantle of structures.
2. The second significant risk is staff and bystanders being injured by vehicles moving around the site.

Our exposure to risk comes primarily from staff not implementing existing procedures and guidelines. So the major drive of our safety program is to ensure staff follow established procedures. For this reason our safety program has a significant training and supervision component.

Specific Injury Classes:

1. Compression

- From limbs or fingers being caught between two metal components which can pinch or crush.
- From being crushed by vehicles or run over by vehicles.
- From being crushed by a forklift rolling over.
- From being crushed by materials falling from an elevated fork.

2. Impact

- From structure falling or sliding uncontrolled.
- From collapse of structural components during installation.
- From materials falling from elevated fork.

3. Strains

- From carrying too much weight.
- From lifting components unsafely.
- From losing footing whilst carrying components on the ground or on ramps.
- From pushing or pulling components which are stacked.
- From jumping from truck tray onto ground

4. Shearing

- From limbs or fingers being caught between metal components which slide or move uncontrolled.

Consequences of the risk:

All anticipated consequences are likely to show immediately. They are traumatic rather than cumulative. For this reason our on site policies focus on quick response and effective rehabilitation.

- Fatality.
- Run over by vehicle
- Roll over of fork lift
- Crush by vehicle
- Severe impact to head
- Broken bones
- Crush by vehicle
- Crush by moving or falling components
- Roll over by fork lift
- Amputation
- Crush or shear by sliding or moving components in stacks or on vehicles.
- Crush by vehicle
- Roll over of fork lift.
- Soft tissue injury
- Strain from lifting
- Contact with sliding or moving components.
- Jumping from truck tray

Impact of the risk:

Employees and Family

In the most extreme case of death the impact could not be higher for the employee's family and friends. The impact on our workplace would also be severe. The impact of the risk for lesser events could be time off work, or permanent reduction in earning capacity and reduction on quality of life.

For Occupants

The impact of structure or floor failure during construction would result in;

- a. Delay of construction
- b. Making structure unusable
- c. Damaging nearby structure

1. Existing Controls

a. Work procedures

Because of the nature of our work our primary control lies in training supported by effective procedures. This is reinforced by high quality process and outcome supervision. Accident procedures – what to do – administration of first aid – calling ambulance – removing danger of additional damage to patient and others.

b. Planning processes

Because each project is more or less unique, risk controls are addressed within our internal project planning process.

c. Supervisory structure and communication processes

Because our risk control systems are not static and are closely integrated with our projects

it is necessary to ensure our meta controls are adequate. To address this we have developed a cohesive supervisory structure and effective communication process which is able to inform us of 'out of spec' processes and events during the life of the project.

d. Experience in problem solving

One key element in our risk control process is the action research experience of our supervisory staff. When combined with our training this provides a significant level of human capital which can be brought to bear on any problems arising during the project.

e. Length of working day

Regulation of daily hours of work for staff engaged on this project assists in controlling risk by controlling physical and mental fatigue. Reduced fatigue supports staff adequately following procedures.

f. Light

Provision of adequate lighting enables staff to properly undertake tasks and to see obstacles.

g. Condition of ground – slipping

Maintaining good ground condition controls risk by minimising the chance of slipping or falling. Where slippery ground has to be walked over, ground cover is provided to make passage safe.

h. Safe ramps for vehicles

Ensuring vehicle foot ramps have correct slopes and non slip surfaces controls for the risk of slipping or falling from the ramp.

i. Trolleys

Provision of trolleys and mechanical assistance to moving components controls for the risk of strain arising from heavy lifting. Possible option treatments Within the context of this project we believe we have considered and addressed all possible options. Because of the nature of this project the method of working is tightly constricted and options do not exist for all practical purposes. We have included all possible options within our existing risk plan for this project. Person responsible for managing risk Blair Dormer, General Manager, Kennards Events Canberra. Timetable for implementing treatment options Initial Training. Checking Equipment Planning site layout and order of works Allocating staff Refresher and updating staff training Supervising loading. Supervising unload an layout. Establishing perimeter fencing & staging areas.

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Crushing injury from structure components during construction and dismantle

- Training of staff in safe lifting and carrying
- Training staff in correct assembly and disassembly procedures
- Provide gloves to assembly staff.
- Provide protective hats to assembly staff.
- Supervise staff to encourage and ensure safe working.

Pinching and finger amputation from structure components during construction and dismantle

- Correct stacking of components in stillages and cages on loading.
- Correct procedure for unloading and loading stillages and cages.
- Correct placement of stillages and cages on suitable ground.
- Provide gloves to assembly staff

Being 'run over' by forklift

- Implement site speed limits for fork lifts
- Train fork lift drivers regarding speed limits.
- Train fork lift drivers regarding on site safe operation.
- Ensure all forks have operating warning systems.
- Provide High Visibility clothing to all staff on site.
- Provide staff with identified safe tracks to walk around site.

Being 'run over' by truck / car

- Implement site speed limits for vehicles
- Train drivers regarding on site speed limits.
- Train drivers regarding on site safe operation.
- Ensure all vehicles have operating warning systems.
- Ensure all trucks have a lookout person behind when reversing.
- Provide High Visibility clothing to all staff on site.
- Provide staff with identified safe tracks to walk around site.

Collapse of structure in high wind

- Provide structure of sufficient quality to withstand wind and rain.
- Ensure all construction is undertaken according to manufacturers specifications.
- Re check integrity of construction at scheduled intervals during event.

Collapse of installed floor

- Provide floor of sufficient quality for required purposes.
- Install floor according to manufacturers specification.
- Re check integrity of construction at scheduled intervals during event.
- Install floor as close as possible to the ground.

Staff falling whilst carrying components.

- Train staff in working safely on uneven and possibly damp ground.
- Locate components in areas which are safe to walk on.
- Use mechanical assistance where possible.
- Ensure all staff wear appropriate foot ware on site.
- Provide all staff with appropriate wet weather clothing.
- Stop work for severe weather events.

Vehicle collision / rollover

- Implement on site speed limits.
- Ensure vehicle drivers understand where vehicle paths lie on site.
- Ensure vehicle paths do not travel over sloping ground.
- Ensure all drivers know both the destination and route for each movement.
- Ensure all fork lifts have functional roll cages.
- Ensure all fork lifts have functioning seat belts.
- Ensure all vehicles have functioning reversing alarms.
- Ensure all vehicles have head lights on whilst moving on site.

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Kennards Events Terms and Conditions of Hire

Kennards Events Terms and Conditions of Hire

These conditions of hire apply to all hires by the Company to each Customer unless the Customer is otherwise notified in writing. No variation or cancellation of any of these Conditions of hire will be binding on the Company unless agreed to by a responsible officer of the Company in writing.

1. QUOTATION

Unless otherwise stated in writing the Company's quotation will be valid for a period of up to seven days from date of issue, after which time acceptance of any order placed is subject to written confirmation. Acceptance of the quotation is subject to written confirmation, payment of deposit (non-credit account Customers) purchase order (credit account Customers) and the Company's Terms & Conditions of Hire signed by an authorised person on behalf of the Customer. On commencement of hire without the Customer's written confirmation to such action it shall be deemed that the Customer agrees to and accepts these Terms and Conditions of Hire.

2. DEPOSIT

A non-refundable deposit of 30% is required to secure a quote.

3. CANCELLATION AND VARIATION OF ORDERS

- Any cancellation fee being 30% of the original contract price.
- No variation of an order will result in a reduction of the contract price by more than 10%. Where the Customer seeks to vary an order so that the original contract price would reduce by more than 10%, the Customer agrees to pay 90% of the original contract price regardless of the variation requested, before the goods are dispatched.

4. USE OF EQUIPMENT

All Equipment supplied on hire is the property of the Company and remains so until it is A) Returned to the Company. B) The Customer must be responsible for the Equipment until it is returned to the Company, and C) shall maintain the Equipment in good condition, reasonable wear and tear excepted. The Customer warrants that the Equipment will be returned in good working order to the Company. The Company makes no representation as to the suitability of the Equipment for a particular need or event, and it is the Customer's responsibility to make that judgment on its own behalf.

5. ADDITIONAL EQUIPMENT

If after commencement of hire by the Company any specification changes are requested, the cost of such changes will be borne by the Customer.

6. EXTENDED HIRE

The Customer must return all Equipment when it is due back. A continuing hire fee for all Equipment not returned to the Company when it is due back will be charged to the Customer, at the standard weekly rate of hire, until the Equipment has been returned to the Company. The Customer shall give appropriate notice in writing to the Company if any extension or termination of the hire is requested. No refunds will be issued for the early return of Equipment on extended hire.

7. DELIVERY

The Company makes no representation that Equipment will be available to meet every order. Availability of Equipment to meet each order is subject to the timing of that order. Every endeavor will be made to complete delivery within the period stated but no liability can be accepted in regard thereto. Unless otherwise stated the Company will not accept cancellation of an order due to late delivery, nor shall it be liable for consequential damages of any kind arising out of late delivery or non-delivery. Where it has been agreed between the Company and the Customer that Equipment is to be delivered to an address specified by the Customer the same shall be available to be picked up at the specified date arranged at that address on the last day of the hire period. Where the Customer has taken delivery at the premises of the Company all Equipment hired shall be returned to those premises by the time arranged on the last day of the hire period. In the event that the Equipment is not available to be picked up by the arranged time on the last day of hire or has not been returned to the premises of the Company by close of business on the last day of hire, then the Company must be notified immediately.

8. DELIVERY DOCKETS

The Company's Delivery Dockets shall be conclusive evidence of the quantity and identity of the Equipment delivered and as to the date of delivery. The Customer shall be responsible at their own cost for providing a representative to check the quantity and identity of Equipment delivered and to sign the Company Delivery Docket. The Customer acknowledges and agrees that the Company shall be able to deliver the Equipment whether or not a representative of the Customer is present at the time of delivery.

9. SITE APPROVAL

The Customer shall be responsible for giving any local or other authorities any necessary notice of their intention to erect the Equipment or to have Equipment erected and shall pay all fees in connection therewith. The Customer shall solely be responsible to ensure that the site is cleared and ready for the erection of the Equipment and that the foundations upon which the Equipment is to be erected are sufficiently firm and otherwise suitable to safely carry the Equipment and the load to be put on it without subsidence. In the event that the Company incurs or suffers any loss, costs or damages as a consequence of the Customer's failure to carry out its obligations under these terms the Customer shall be solely responsible and shall indemnify the Company for any such loss, costs or damages.

10. MISUSE OF EQUIPMENT

The Company shall not be liable for any loss or damages arising out of the overloading, exceeding rated capacity, misuse, or abuse of the Equipment by the Customer and the Customer agrees to keep the Company indemnified in respect thereof.

11. SECURITY

The Customer is responsible for the security of the Equipment until such time as it is returned to or collected by the Company. In the event of the Equipment being stolen from the job site, the hirer shall notify the Company in writing stating the full circumstances of the theft and the time the police were notified. Until the Company receives such notification, the hiring charges will continue. The Customer shall also indemnify the Company for any such loss of the Equipment at the current replacement cost of the Equipment, and must pay that cost to the Company on demand. The Customer must ensure that there is provided lighting, water proofing, safe power supply, public protection, covering of power lines and such facilities as might be considered necessary for the requirement of Authorities or in the interests of safety.

12. ACCESS TO SITE

The Customer shall ensure that suitable access to and egress from the site is adequate to suit the mode of delivery or pick up.

13. INSURANCE

The Customer shall ensure that all the Equipment is adequately insured under the Customer's All Risks Insurance Policy which shall be available for the Company's inspection on request.

The Company will not insure any Equipment. Any insurance policies undertaken are the sole responsibility of the Customer. The Customer bears all risk in relation to the Equipment and its use until the Equipment is safely returned to the Company in good condition.

14. LOSSES AND DAMAGES

The Company must be notified immediately of any Equipment lost or damaged during the hire period. The Customer indemnifies the Company in respect of all such loss. The Customer must pay on demand to the Company the following amounts;

- If the Equipment is lost, the Customer must pay to the Company the current replacement cost of the Equipment;
- If the Equipment is damaged, the Customer must pay for all repairs;
- If no notice is given to the Company of a lost item it shall be deemed as extended hire until such item is returned, and hire fees with continue until notice is given or the Equipment is found.

15. NO LIABILITY FOR INDIRECT OR CONSEQUENTIAL LOSS

The Company shall not in any event be liable for contingent, consequential, indirect, special, and punitive or any other similar damages, howsoever caused, for any damage, injury or loss, whether arising under breach of contract, negligence (commission, omission or advice), and strict liability or otherwise. All warranties by the Company to the Customer are excluded, to the full extent permitted by law. The liability of the Company resulting from a breach of any warranty unable to be excluded by law is strictly limited to the resupply of the Equipment to the Customer or the repair of the Equipment supplied to the Customer.

16. SAFETY

The Company adheres to the law of the relevant Occupational Health and Safety Acts of A.C.T. & N.S.W. The Customer is to ensure adequate safety measures are adopted when necessary.

The Customer will make any inspections to ensure that there are no breaches of safety requirements at the site whether imposed by authority or otherwise; and that all works are performed according to relevant safety codes, standards and manufacturer's specifications; and that there are no alterations or modifications to any Equipment made by any person other than an employee of the Company.

17. ELECTRICAL DAMAGE

Any damage to the Equipment caused by fusion or malfunction of electrical equipment is the Customer's liability and the Customer must take adequate precautions. The Customer will be charged for any repairs required to the damaged equipment.

18. CLEANING

The Equipment must be returned properly cleaned by the Customer. It is agreed that the whole or any part of the cost incurred by the Company arising out of the failure by the Customer to clean the Equipment will incur a charge to the Customer.

19. PAYMENT TERMS

All payments are strictly due as specified on the Company Quotation. For non-account Customers, terms are net cash prior to delivery. For credit account Customers payment must be received within The Company's trading terms, namely 30 days from invoice. Failure to meet the Company's trading terms will result in the supply of further goods to be withheld until such time as the payment is made in full. The Company reserves the right to charge interest up to 10% per month on overdue accounts. Should payment in full not be paid within 60 days, legal action will be taken to recover the debt owing without further notice & all credit facilities will be closed. Any expenses, costs or disbursements incurred by the Company in recovering any outstanding Monies including dishonored cheques, debt collection agency fees and solicitor's costs shall be paid by the Customer. In order to retake possession of the equipment, it shall be lawful for the Company to enter into or upon any premises where the same may be and the Customer hereby agrees to indemnify and to keep indemnified the Company against all liability and against all actions, suits, proceedings, claims, demands, costs and expenses howsoever incurred by the Company arising from the Company's entry into or upon any premises in exercise of its rights of repossession.

20. GOODS & SERVICES TAX/STAMP DUTY

Where applicable the Customer will be charged in accordance with current Federal and State legislation.

21. DAMAGE WAIVER

The Customer agrees to pay a damage waiver to the Company to cover the costs associated with normal wear and tear to the Equipment. The damage waiver does not apply to or cover any other damage to or loss of Equipment including, without limitation:

- Damage resulting from overloading, exceeding rated capacity, misuse, abuse or improper servicing of Equipment;
- Damage or loss due to disappearance of the Equipment;
- Damage caused by the use or operation of Equipment in contravention to any of these Terms;
- Damage to, or, loss of, the Equipment from any unknown cause.

22. GOVERNING LAWS AND VENUE

This Contract will be governed and constructed in accordance with the laws of the state of NSW, the parties submit to the jurisdiction of the Courts of that state for determination of any dispute claim or demand arising out of these Terms & Conditions.

23. INTERPRETATION

"The Company" means Kennards Events Pty Limited. A.B.N. 94 103 988 414 and includes its servants or Agents. "The Customer" means the person or persons company to whom the Tax Invoice is addressed and shall include their legal representative, administrators, and successors and or permitted assignees.

"Equipment" means the items hired by the Customer from the Company from time to time.

I/We, the Customer acknowledge that we have read, understood and agree with the Terms and Conditions of Hire as set out in the above agreement.

Authorised Signature

_____/_____/_____
Date

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