

## 11.2 CONTRACTOR INFORMATION PACKAGE

### (Akuna Bay Marina)

#### *The D'ALBORA Difference*

D'ALBORA Marinas is committed to the safety and welfare of all workers, tenants, contractors, clients and visitors, and takes a proactive approach in protecting the environment. As part of this commitment we recognise our moral and legal responsibilities, strive to achieve industry best practice, and aim to ensure a high level of customer satisfaction.

Contractors engaged to provide services or products to D'ALBORA Marinas, or a client of D'ALBORA Marinas, are expected to support this commitment and are required comply with all applicable legislation. We look forward to working with you to sustain our reputation as a premium site with excellent customer service, Clean Marina & Fish Friendly accreditation, and a complaint free Environmental Protection License.

In this document we outline your responsibilities, obligations and rights. We collect and check the information you provide to ensure our customers receive the best possible workmanship from reliable tradesmen. The marina is private property, and as such Management reserves the right to control who is welcome, and who is not.

Marina staff and our on-site tenants provide a wide range of services and quality products. As a result, we have a much sought-after location with many nearly new boats, which in return creates the ideal environment for dedicated contractors to provide their services that will complement our existing services and to assure full customer satisfaction. This privilege is offered to reputable contractors who have accepted our conditions, and who will respect our facility.

#### *Who is a Contractor?*

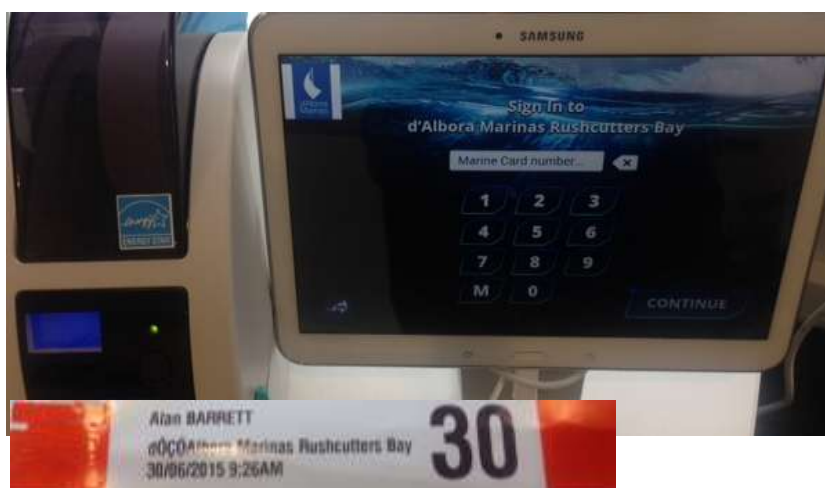
A contractor is a company or person engaged to perform a service, or to provide products for d'Albora Marinas, or a client of d'Albora Marinas.

Document date	14 <sup>th</sup> March 2016
Business Name	Ardent Leisure trading as D'ALBORA Marinas
ABN	22 104 529 106
Marina Manager	Evan Wooldridge
Marina Manager Mobile	0404 805 175
Site Address	Liberator General San Martin Drive, TERREY HILLS, NSW 2084
Marina Telephone Number	(02) 9486 3000
Email	akuna@dalboramarinas.com.au

## ***Marine Card Venue (Access Management System)***

D'ALBORA Marinas supports and utilises the Marina Card Program developed by the Boating Industry Association and is a Marine Card Venue.

Contractors wishing to work on boats at a D'ALBORA Marina are expected to be BIA Marine Card holders who sign in and out at the Marina office. Below is a picture of an entry point where Contractors can enter their card number and password, select the type of work they wish to conduct, and print a wrist band.



*By utilising this system D'ALBORA aims to provide a simple and streamlined system that makes it easy for reputable contractors to complete their registration process, and visit any D'ALBORA Marina.*

On departing the site the Contractor enters their Marina Card number and signs out.

### ***Steps to Completing your Registration***

Thanks for taking the time to complete this contractor registration process for D'ALBORA Marinas. These steps ensure all information is collated and reduce any delays in processing your application.

**STEP 1:** If you are a Marine Card Holder, upload your Insurance Certificates of Currency to your 'profile'. You are required to hold Public Liability of \$10million. If engaged by D'ALBORA Marinas you may also be asked to provide Workers Compensation (unless a Sole Trader), Ship Repairers Liability, Professional Indemnity, and/or Products Liability as applicable to the services being provided (see Insurance Guide). If you do not have a Marine Card profile you will need to bring copies of your Certificates of Currency to the Marina office.

**STEP 2:** Identify the types of work you will be conducting and complete Safe Work Method Statement (SWMS) for any high risk work. Upload these to your Marine Card Profile. Templates and guidance are provided in this document. We require a SWMS for any of the following:

- ✓ Working at heights of 2metres and above the dock, surface, or water
- ✓ Grinding, cutting, welding, or other Hot Work (Permit also to be issued by Marina)
- ✓ Diving or hull cleaning (Environmental risk controls also to be included)
- ✓ Energised electrical work

**STEP 3:** If your work requires a Trade License, permit or other accreditation please upload details to your profile (card holders) or bring evidence to the Marina Office.

**STEP 4:** If your work creates any risk to the Environment please decide which controls you will use and document within a SWMS or suitable alternative.

**STEP 5:** If you use any Hazardous Chemicals (fuels, lubricants, cleaning products, gases, acids, alkalis, poisons, etc.) please create a register or list and upload this to your profile. You must have access to a current Safety Data Sheet (less than 5years old) for any 'hazardous' chemical brought on site

**STEP 6:** Organise a Site Induction during normal working hours at the Marina (2 day notice required). Marine Card holders can complete an Induction on-line on You Tube

**STEP 7:** Read the 'Site Rules' and 'Terms and Conditions' (available on the appropriate Marine Site at [www.marinecard.org.au](http://www.marinecard.org.au)). The contractor must ensure their employees are aware of these rules and conditions prior to commencing work.

**STEP 8:** If requested provide details of two recent customers or companies. The Marina Manager reserves the right to obtain further information on your services. This information will be treated confidentially and will be used for internal reference checks only

**STEP 9:** If requested provide access to Accident and Incident records

**STEP 10:** Print and sign the 'Contractor Acknowledgement of Terms and Conditions form' and bring this to the Marina.

**NOTE:** *This registration process must be completed by all contractors engaged to work on boats that are berthed or moored at D'ALBORA Marinas, or are to be accessed by means of a D'ALBORA Marinas' facility, such as a tender or workboat, car park, or fuel berth.*

#### **Related Forms and Documents**

- Contractor Acknowledgement of Terms and Conditions (Includes Terms & Conditions)
- Site Rules for D'ALBORA Marinas (also on display at Marina)
- Guide to Insurances and other requirements for Contractors
- Safe Work Method Statement (SWMS) template
- Hot Work Permit

**Disclaimer:** D'ALBORA Marinas reserves the right, at its absolute discretion, to reject or withdraw the privilege of entry or provision of services from our facility from any person or company at any time.