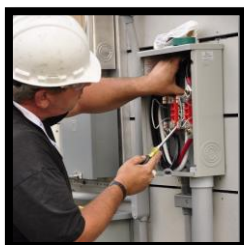


## CONTRACTOR INFORMATION PACKAGE

### (Cabarita Point)



### *The d'Albora Difference*

d'Albora is committed to the safety and welfare of all workers, tenants, contractors, customers 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, or a client of d'Albora, 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.

<b>Business Name</b>	Denarke Pty Ltd as trustee for Martha Cove No.3 Vineyard Trust
<b>Trading Name</b>	d'Albora Marinas
<b>ABN</b>	50 973 343 084
<b>Manager</b>	Jack Armstrong
<b>Address</b>	138 Cabarita Road, CABARITA, NSW 2137
<b>Telephone</b>	(02) 9743 6277 / 0405 445 938
<b>Email</b>	cabarita@dalboramarinas.com.au

## ***Who is a Contractor?***

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

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

d'Albora supports and utilises the Marine Card Program developed by the Boating Industry Association (BIA) and is a Marine Card Venue.

Contractors & DIY customers wishing to work on boats at d'Albora 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 Contractor enters their Marina Card number with PIN and is signed out

## ***Boating Industry Association (BIA) Training***



The Marine Card WHS General Induction is part of an industry wide program to improve safety awareness. It provides an online 90minute training course with content applicable to anyone working at boatyards, slipways, marinas and workshops, especially Contractors. d'Albora has adopted the BIA Marine Card for training of its own employees, and has also made it compulsory for any

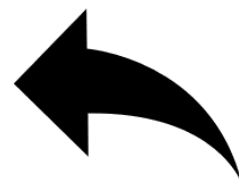
customer wishing to perform DIY maintenance to their own vessel. More information and course registration are available from the BIA website [www.marinecard.org.au](http://www.marinecard.org.au). The course costs \$150. Once completed you are able to create your own profile and upload documents such as insurances & licenses.

The benefits of a Marine Card profile include ease of registration at any site utilising the BIA system, visibility of your details to anyone searching for a particular trade or skill set, and foundation training in Work, Health & Safety.

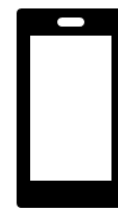
## ***Steps to Completing your Registration***

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

**STEP 1:** Watch our Site Induction video (use the Q R Code below) or arrange to complete an induction on site during normal working hours at the Marina (2 day notice period)



*Scan here*



**STEP 2:** 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 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 3:** 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. Examples of where SWMS are required include:

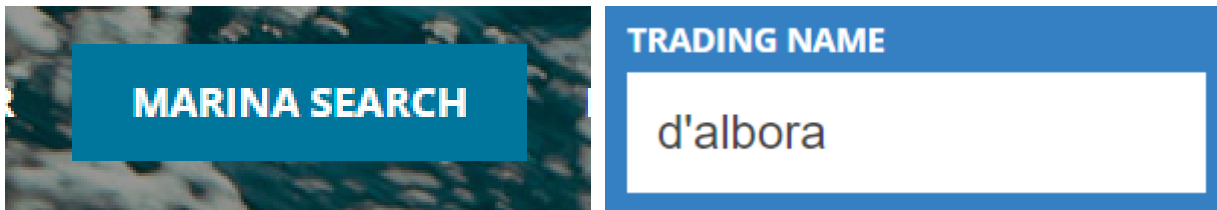
- ✓ Work at heights of 2metres and above
- ✓ Diving or hull cleaning (Environmental risk controls also to be included)
- ✓ Energised electrical work (Work Permit also required)

**STEP 4:** If your work requires a Trade or high-risk License or other accreditation please upload details to your profile (Marine card holders) or bring evidence to the Marina Office

**STEP 5:** 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 6:** If you use any Hazardous Chemicals (fuels, lubricants, cleaning products, gases, acids, 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 7:** Read the 'Site Rules' and the Registration & Acknowledgement Form (available on the appropriate Marine Site at [www.marinecard.org.au](http://www.marinecard.org.au)). The contractor must ensure their employees have also completed this process prior to commencing work



**STEP 8:** If requested provide details of referees. d'Albora 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 'Registration & Acknowledgement' 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, or are to be accessed by means of a d'Albora facility, such as a tender or workboat, car park, or fuel berth.*

## Related Forms and Documents

- Registration & Acknowledgement form
- Contractor Site Rules for d'Albora (also on display at Marina)
- Guide to Insurances and other requirements for Contractors
- Safe Work Method Statement (SWMS) template
- Work Permit with associated certificates & checklists
- Site drawings & dangerous goods site plans
- Evacuation diagrams
- Asbestos Management Plans
- Traffic Management Plans

Related forms & documents are available from [www.marinecard.org.au](http://www.marinecard.org.au). Access the MARINA SEARCH with 'd'Albora' as the TRADING NAME and hit SEARCH to see a list of all d'Albora sites

**Disclaimer:** d'Albora 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.