



<b>POLICY</b>	<b>G8 – Contractors Access</b>
POLICY CATEGORY	Membership
CONSTITUTION REFERENCE	n/a
DATE FIRST APPROVED	Management Committee 27 June 22
DATE LAST REVISION	Management Committee 27 February 23
UPDATED BY	Management Committee

## **PREAMBLE**

The purpose of this policy is to detail the requirements of contractors entering the Hillarys Yacht Club (HYC) car park and marina and also the Hillarys Marina Lifting Services (HMLS) Boat Yard.

With the current strict Environmental legislation, WHS requirements, Insurance and Liability issues, the Club is required to ensure that all contractors understand their rights and accept their responsibilities in these matters. Only legitimate businesses with adequate insurance cover are allowed the privilege to provide their services to Club members at our premises. Furthermore, services should be complimentary to the existing activities of the Club.

Subject to compliance with the requirements detailed below, contractors will be granted either “Day Contractor” status or “Regular Contractor” status. The former relates to those contractors requiring access for “one-off” visits and the latter to contractors who perform work more frequently.

Contractors signing up for Regular Contractor Status will benefit from the following:

- Exposure to more than 270 vessels both on-site as well as visiting vessels in need of work
- Annual access with personal swipe card
- Business listing on our website where members and visitors search for marine services
- Access to power and water to conduct approved maintenance works.

## **POLICY**

### **Documentation Requirements – Day Contractors and Regular Contractors**

All contractors working on boats or on the marina must provide HYC with appropriate insurance certificates of currency for their public and product liability to a value not less than AUD\$10 million. Contractors must also provide a Certificate of Currency for their Ship Repairers liability. Restrictions on policies limiting the length of vessels that can be worked upon, limits on the value of Goods in Control and marine related exclusions will not be accepted. Should a vehicle or craft be required to perform services then vehicle and/or craft insurance is also to be provided.

Other appropriate Work, Health and Safety requirements are also required to be submitted to the Club annually, for example Work, Health and Safety Management Plans and Workers Compensation Claims experience.

### **Access – Regular Contractors**

Unless otherwise authorised, access to boats and the marina is by means of the HYC car park and jetty access gates. Should access be required, from the water, specific permission must be obtained through the Club office.

Access times are as follows and Contractors cards are coded to ensure adherence to these times:

HYC Car Park	7am to 5pm Monday to Friday
HYC Marina	7am to 7pm Monday to Sunday
HMLS Yard	7.30am until 5.30pm Monday to Friday and until 4pm on Saturdays and Sundays

Access outside of these times is subject to authorisation through the Club and HMLS office.

### **Access – Day Contractors**

Unless otherwise authorised, access to boats and the marina is by means of the HYC car park and jetty access gates. Should access be required, from the water, specific permission must be obtained through the Club office.

Access times are as follows and Contractors cards are coded to ensure adherence to these times:

Car Park	9am to 5pm Monday to Friday
Marina	9am to 5pm Monday to Friday
HMLS Yard	7.30am until 5.30pm Monday to Friday

Access outside of these times is subject to authorisation through the Club and HMLS office.

### **Fees – Day Contractors**

There is no annual fee payable by Day Contractors. Day Contractors will be issued an access card by the Club office only during office hours and are expected to return the card the same day before 5pm. The fee for this access card is \$25 (non-refundable). Failure to return the card on the same day, will result in additional day charge and will lead to denied access the next visit.

### **Fees – Regular Contractors**

Regular Contractors will be required to pay an annual fee of \$200 in May each year for the right to have Regular Contractor status. At the time of payment, updated Certificates of Currency must be provided. Regular Contractors will be issued an access card which will grant access to the car park gate and jetty access gate. An initial fee of \$50 will be charged for the access card to be issued, and \$50 for additional or replacement cards. Each Regular Contractor registration allows for a maximum of three active access cards to be issued.

Notwithstanding the above, the Club reserves the right to deny Day Contractor or Regular Contractor status and if such status is issued, the Club reserves the right to withdraw such status, at any time, without reason.

### **Member Contractors**

Ordinary, Senior or Corporate Club Members who may supply marina based services to Club Members, need to comply with the same requirements as outlined within this policy. However, the fees for a Member Contractor are as follows:

- Member Regular Contractor - \$100 per annum, additional card fees of \$20, no initial fee
- Member Day Contractor - \$20 per day