



## FREMANTLE SAILING CLUB

**Dear Tradesperson,**

This document outlines Fremantle Sailing Club's requirements, processes and changes made to the Annual Trades Pass for 2023 - 2024.

Please read through the document carefully as **changes have been made** to make communication, renewal and collection of trades passes more efficient for both you, employees and the FSC Harbour office.

### **PROCESS FOR RENEWAL & COLLECTION OF ANNUAL TRADES PASS 2023/24**

- Please read through the attached document outlining the Safe Work Practices guideline and Fremantle Sailing Club Rules.
- Please complete the registration, list employees and vehicles and select which pass options you would like. Trades access charges are listed on page 5 or you can find them on <https://fsc.com.au/contractor-information-and-fees/>.
- Return the document to [harbourreception@fsc.com.au](mailto:harbourreception@fsc.com.au) along with the required insurance documentation.
- An invoice will be sent to your preferred email address.
- Please reference the BPay number when completing the payment online.
- Once the invoice has been paid, stickers and fob key(s) can be collected and / or reprogrammed for the coming year at the Harbour Office.
- Each year an induction must be completed by all tradespersons/ staff individually within 14 days for the passes to be valid. Those found not to have complied will have their fob keys de-activated until their induction has been completed.  
<https://fsc.com.au/contractor-information-and-fees/>
- Trades passes will be valid until 30th June 2024.

### **ANNUAL CONTRACTOR BENEFITS**

There are a number of benefits for contractors to sign up for an Annual Tradesman Pass including:

- Exposure to more than 1500 vessels both on-site/off-site, as well as visiting vessel in need of work
- Discounted lifting and hardstand rates when booking clients vessels as an annual tradesperson.
- Annual access with personal fob key and vehicle stickers
- Business listing on our website where members and visitors search for marine services.
- Business listing in our tri-annual magazine the Blue Water Bulletin



## FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w [fsc.com.au](http://fsc.com.au)

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642

**The completed form and all relevant documents should be forwarded to:**

Harbour Office  
Fremantle Sailing Club

**OR**

Attn: Nicole & Shirley  
harbourreception@fsc.com.au

**To Work on Fremantle Sailing Club Premises 2023-2024**

All companies employing tradespersons, or self-employed tradespersons, working on Fremantle Sailing Club (FSC) premises must complete the Contractors Renewal Agreement below.

It is a condition of entry to FSC premises that all tradespersons agree to abide by the Club's conditions. Those failing to lodge this document or it being incomplete, will be refused permission to enter or work on FSC's premises. The Clubs conditions are outlined and not limited to conditions set out in this document. Further conditions can be found in the Tradespersons and Contractors section of the FSC website here <https://fsc.com.au/contractor-information-and-fees/>.

In the case of a company, it is important that the person who signs the Registration / Renewal Agreement does so on behalf of the company, and not as an individual, and that he or she has the relevant authority to bind the company.

**SAFE WORK PRACTICES**

You are required to observe the safe work practice requirements of the Work Health and Safety Act 2020, the Work Health and Safety Regulations 2022 and appropriate Australian Standards and Codes of Practice approved by State and Federal Occupational Safety and Health Commissions, as they apply to your tasks.

You are required to observe the requirements of the Environment Protection Act 1986 and the regulation as they apply to your tasks. In particular, if you or your employees are required to use toxic or dangerous chemicals, paints, cleaning agents and abrasive blasting, etc., you are to provide the necessary protective clothing and breathing apparatus and insist on and supervise their use.

You are to ensure that you and your employees are trained and supervised in the safe use of all equipment or tools required to carry out your tasks.

You are to ensure that you and your employees observe all safe work practices in relation to working on scaffolding, ladders or planks above ground level, hot works, working at heights and of working in confined spaces.

You are required to insist on, and supervise, the observance of all safe work practices relating to the above requirements.



FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w fsc.com.au

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642

## FREMANTLE SAILING CLUB RULES

You are to ensure that you and all your employees hold a valid access key and vehicle sticker. You are to observe the following Club Rules (not limited too), which impose conditions on members, and by association, on contractors or workers employed by members.

1. All members, tradesperson or person using Club premises, or any property of the Club, or making use of the convenience of facilities provided by the Club, shall be deemed to do so at their own risk.
2. A person shall not whilst on Club premises wilfully obstruct, disturb, interrupt, or annoy any other person in their proper use and enjoyment of the premises.
3. A person shall not disobey or fail to:  
Comply with any direction, instruction, request or requirement lawfully given or made by an authorised person in discharge of his/her duty; or  
Comply with any notice or signs posted, erected or displayed pursuant to these Rules.
4. A member, tradesperson or person shall be responsible for any loss, damage or expense caused to property of the Club or to that of any other member resulting from non-compliance with any of these Rules.
5. In accordance with Rule 1.2 the Board of Management directs the CEO to apply as follows: No commercial activity shall be conducted on the premises and no boat registered for commercial purposes shall use the Club facilities without the permission of the CEO who shall maintain a record of such approvals.
6. Dogs are not permitted within the premises except as a guide dog, in association with the Club's security service, services authorised by law (e.g., police & customs) or members' dogs for the purpose of embarkation onto or disembarkation from members' boats. Dogs are not permitted within the clubhouse. They must be on a leash or restrained at all times. Members are responsible for disposing of any dog litter immediately. Dogs may not be left unattended in vehicles or on members' vessels under any circumstance; once a dog is on board the member's boat or returned to the member's vehicle, they must exit Club premises immediately.
7. A person shall not drive a vehicle on the premises in a dangerous or careless manner or without reasonable consideration for other persons or vehicles in the vicinity.
8. A person shall not drive a vehicle at a speed more than 20 kilometres per hour on the premises. Infringement notices will be issued to persons not observing this rule.
9. A person driving a vehicle on the premises shall obey every traffic sign, and every sign, order, or direction addressed to him/her by an authorised person.
10. A person shall not park a vehicle without reasonable consideration for any other persons or vehicle in the vicinity nor in such a manner as to prevent or to impede access to facilities such as waste disposal bins, jetties, ramps, gantries, wheelbarrows etc.
11. All in-water alongside berthing is to be arranged with the Harbour Office apart from Service jetty berthing which can be booked through the Boatyard booking form <https://fsc.com.au/boatyard-booking-form/>



### FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w fsc.com.au

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642

12. A maximum of two vehicles including members vehicle will be permitted to be parked in the service area for each boat being loaded, serviced, or moored in the land-backed pens.
13. Fuelling may be done only at the Fuelling Jetty.
14. No boat may moor at any time at the Fuelling Jetty except for the purpose of fuelling, on completion of which the boat must be removed after adequate ventilation.
15. All waste material from hull cleaning, painting, engine oil change etc. shall be placed in a receptacle provided for that purpose in the service area.
16. Works Area bays are provided to facilitate the servicing, maintenance, and repairs to vessels, and are not to be used for the storage of equipment or vehicles not immediately necessary to affect such servicing, maintenance, or repairs. Bays must be kept free of equipment that presents any OH&S risk, inhibits drainage, prevents access in case of fire, or detracts from the managed order of the area.
17. The removal of anti-fouling or paint must comply with the F.S.C. OHSE Policy.
18. Any works above and beyond the cleaning of vessels in pens, including grinding and other ablative practices are not to be undertaken in pens or on boats on the water.
19. FSC's waste disposal facility is for onsite work-generated waste only.

## **TRADESPERSON ACCESS INFORMATION**

### **FREMANTLE SAILING CLUB REQUIREMENTS**

Fremantle Sailing Club requires the following documents to be completed before new keys and trades stickers are issued. Please note, until all documents are provided, and invoices paid, no trades pass will be renewed or issued.

If nothing has changed in regard to company-, contact-, employee's- or vehicle details from last year, please notify us, so we can issue your invoice and no further action is required.

The following documents must be sent through with submission of this application form:

- **\$10 million minimum Legal Liability (compulsory for all trades people on Club premises)**
- **Workers Compensation (where applicable)**
- **Shipwright Repairers Insurance (where applicable)**



FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w fsc.com.au

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642

The following must be completed by **ALL** tradespersons coming onto FSC grounds.

- **Fremantle Sailing Club Works and Boatyard Area site-specific induction**

**NOTE:** All Tradesman will have 14 days to complete the induction. Please make sure you read the induction and acknowledge you have read this by dating and signing the online form.

<https://fsc.com.au/contractor-information-and-fees/> If this is not completed, their fob key will be deactivated until the induction has been completed. Trade's people will be able to complete the induction at the Harbour Office if needed.

### 2023 – 2024 TRADES ACCESS FEES

An Annual Trades Pass includes 1x fob key (FSC Member to use member fob) and 1x sticker. All cars accessing the Harbour must display a trades sticker or temporary parking permit issued by the Harbour office (Daily, weekly or monthly passes). If additional keys or stickers are required, you now have the option to purchase them at an additional cost listed below.

<b>Annual Trades “Principal” Pass (FSC member) (inc. Sticker)</b>	<b>\$314</b>
<b>Annual Trades “Principal” Pass (non-member) (inc. Sticker + Fob key)</b>	<b>\$439</b>
<b>Annual Trades Additional Employee</b>	<b>\$125</b>
<b>Annual Trades – Replacement Fob Key</b>	<b>\$40</b>
<b>Annual Trades – Replacement Sticker</b>	<b>\$40</b>
<b>Weekly Trade Pass</b>	<b>\$25</b>
<b>Monthly Trades Pass</b>	<b>\$85</b>
<b>Daily Trades Pass</b>	<b>\$10</b>
<b>Annual Ramp Pass (boat brokers to launch non-members boats)</b>	<b>\$271</b>

\*Insurance and Registration for each vessel being launched needs to be provided to the harbour office and a temporary permit will be provided. Please collect this prior to launching at the Harbour Office,

**Note: All Tradespersons not taking up the annual key and utilising day, week and/or monthly access have the option to purchase a fob key at a cost of \$40. This will give you easier casual access via a call to the Harbour Office to activate the key.**

### **BOATYARD BOOKINGS**

**ALL** Bookings for Vessel lifting, service jetty berthing, crane jobs, boatyard hard standing, mast storage and any other Boatyard service to be booked online. <https://fsc.com.au/boatyard-booking-form/>



FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w fsc.com.au

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642

## TRADES ON SITE ACCESS

Monday - Friday 06:00 – 18:00

(Special authorisation may be granted by the Harbour Office for extended access only in exceptional circumstances)

## IMPORTANT INFORMATION

- ALL access to boatyard must be through hardstand entry gate using a registered Tradespersons fob key, no exceptions. Tradespersons observed entering through the Clubhouse, Wilsons Marine, Martin Box Marine or tail gating at gate will be asked to leave and re-enter through the hardstand entry using their trade fob key. A no strike policy regarding will be implied.
- Tradespersons may be asked to check the validity of fob key and sticker as proof of registration.
- Only keys that have been paid for will be reprogrammed.
- All additional keys presented will be asked to be returned or charged at an additional key rate.
- If you no longer require access to FSC, please return your fob key to the office.
- All trades companies who haven't advised their renewal or forms are not submitted will have keys deactivated as of **31<sup>st</sup> July 2023.**
- All cars without a valid trade sticker or temporary parking permit will be asked to finish work and present to the Harbour Office.
- Only 2 vehicles per boatyard bay will be allowed to park in the boatyard at any one time. One of the owner of the vessel and the second of the contractor, working on the vessel.

## IMPORTANT RECENT CHANGES

- **Wet sanding is no longer permitted on site. Dry sanders must be used with a commercial grade vacuum. Sanders and vacuum units are available to hire from the harbour office.**
- Boat brokers using the launch ramp must hold a trades ramp permit and **must** provide the harbour office with the vessel's insurance and registration. Please email documents to [harbourreception@fsc.com.au](mailto:harbourreception@fsc.com.au) prior to launching and a temporary ramp permit can be collected from the harbour office for launching.
- All trades, members, and non-members responsible for boat lift bookings, will be required to sign an agreement upon the vessel being lifted. Amongst other clauses, the agreement will outline fees that will be incurred if bays or sheds are left untidy.
- **All towing and vessel relocations attracts charges which will be added to the boatyard fees for that vessel.**



FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w [fsc.com.au](http://fsc.com.au)

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642

Please be aware that all updated policies and regulations will be enforced by Club staff, other contractors, and tradespersons. Individuals found to be violating the conditions of this document will be reported to the CEO and Boatyard Manager for disciplinary action.

Yours sincerely,  
**Jason Hands Harbour Master**

## REGISTRATION FORM

### 1. Company Details

Name of Company:		
Address:		
Suburb:	State:	Postcode:
Work Phone:	Mobile:	
Contact Name:		
Email:		
ABN:		

### 2. I have attached a copy of my (please tick):

- Public Liability / Third Party insurance showing no less than \$10,000,000
- Workers' compensation                       Ship repairers' insurance
- Other relevant insurance                      Please specify: \_\_\_\_\_

### 3. I require the following number of annual passes (please tick):

Description	Tick	Qty
Annual Trades "Principal" Pass (member)	<input type="checkbox"/>	x _____
Annual Trades "Principal" Pass (non-member)	<input type="checkbox"/>	x _____
Annual Trades Additional Employee	<input type="checkbox"/>	x _____
Annual Trades – Additional Key	<input type="checkbox"/>	x _____
Annual Trades – Additional Sticker	<input type="checkbox"/>	x _____
Annual Ramp Pass (boat brokers to launch non-members boats)	<input type="checkbox"/>	x _____



FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w fsc.com.au

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642

#### 4. Employees

Please list all employees' names including principal employee/owner.

	Name	Contact	Vehicle Registration
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

#### 5. I agree to being listed as a Trade on FSC's Website and Blue Water Bulletin.

Yes / No

Preferred details for advertisement are:

Contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Category:

- |  |   |                                   |
|--|---|-----------------------------------|
| <input type="checkbox"/> Boat Management & Detailing | <input type="checkbox"/> Marine Electrician | <input type="checkbox"/> Rigging  |
| <input type="checkbox"/> Shipwrights                 | <input type="checkbox"/> Engineering        | <input type="checkbox"/> Blasting |
| <input type="checkbox"/> Trimming                    | <input type="checkbox"/> Boat Dealership    | <input type="checkbox"/> Mechanic |
| <input type="checkbox"/> Other _____                 |   |                                   |



FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w fsc.com.au

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642



As the Company owner or authorised personnel, I acknowledge and agree to the above Safe Work Practice requirements and the FSC Rules. I acknowledge and agree that all employees will be required to complete a new induction in the coming months for all issued trades passes to be valid.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY	
<input type="checkbox"/> Payment Received	Date:
<input type="checkbox"/> Keys	Staff Initials:
<input type="checkbox"/> Public Liability/Third Party Insurance on file	<input type="checkbox"/> Other relevant Insurance on file
<input type="checkbox"/> Workers Compensation Insurance on file	<input type="checkbox"/> Induction complete



## FREMANTLE SAILING CLUB

p +61 8 9435 8800  
w fsc.com.au

151 Marine Terrace, Fremantle WA 6160  
PO Box 860, Fremantle WA 6959  
ABN 83 047 756 642