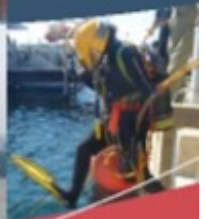


Capability Statement





ABN 57 072 742 002

**The Underwater Centre
Fremantle Pty Ltd**

8 Rous Head Road, North Fremantle
Western Australia 6159
PO Box 130, North Fremantle
Western Australia 6159

Phone: +61 8 9336 3343
Facsimile: +61 8 9336 3345
Email: webmaster@tucf.com.au
Web: www.tucf.com.au



AUTHORISATION AND APPROVAL

ACTIVITY	NAME	TITLE	COMPANY	SIGNATURE	DATE
Authorised By	Ian Milliner	Managing Director	TUCF		12/07/11
Reviewed By	Craig Maddison	General Manager Marine	TUCF		12/07/11
Reviewed By	Dusty Miller	Business Development Manager	TUCF		12/07/11



CONTENTS

AUTHORISATION AND APPROVAL	3
CONTENTS	4
1. COMPANY BACKGROUND AND CAPABILITY	5
1.1 INTRODUCTION	5
1.1.1 General	5
1.2 CORPORATE STRUCTURE AND COMPANY BACKGROUND	5
1.2.1 Structure	5
1.2.2 Background	6
1.2.3 Business Activities	6
1.2.4 Marine and Logistics Experience	7
1.2.5 Offshore Training and Consultancy Experience	9
1.2.6 TUCF Client List	10
1.3 MANAGEMENT SYSTEMS	11
1.3.1 TUCF Quality Management System	11
1.3.2 Continuous Improvement System - Evidence	12
1.4 QUALITY HEALTH, SAFETY, AND ENVIRONMENTAL MANAGEMENT SYSTEMS	13
1.4.1 Health and Safety System	13
1.4.2 Safety	14
1.5 EMPLOYMENT MANAGEMENT SYSTEMS	14
1.5.1 General	14
1.5.2 Employment Policy (Including HR and IR)	14
1.5.3 Responsibilities	14
1.5.4 Employment Regulation	15
1.5.5 Specific HR and IR Policies	15
1.5.6 Indigenous Employment Policies	16
1.5.7 HR and IR Advice	16
1.6 PHYSICAL RESOURCES	17
1.6.1 Office Locations	17
1.7 FINANCIAL RESOURCES	17
1.7.1 Financial Reporting	17
1.7.2 Review By External Professional Accountant	17
1.7.3 Insurance	17
1.8 HUMAN RESOURCES	18
1.8.1 Current TUCF Organisation Chart	18
1.8.2 Personnel	18
1.8.3 Ian Milliner – Managing Director	19
1.8.4 Anthony (Dusty) Miller – General Manager Business Development	19
1.8.5 Craig Maddison – General Manager Marine	19
1.8.6 Koh Kim Choon – Operations Manager	20
1.8.7 Anthony Smith – QHSE / HR Coordinator	20
1.8.8 Sergey Usoltsev - Financial Accounts Manager	20



1. COMPANY BACKGROUND AND CAPABILITY

1.1 INTRODUCTION

1.1.1 GENERAL

1.1.1.1 In this section TUCF outlines its corporate structure, capabilities and company background. The section covers;

- a) Corporate Structure and Company Background
- b) Management Systems
- c) Quality, Health, Safety and Management Systems
- d) Employment Management Systems
- e) Physical Resources
- f) Financial Resources
- g) Human Resources.

1.2 CORPORATE STRUCTURE AND COMPANY BACKGROUND

1.2.1 STRUCTURE

1.2.1.1 The Underwater Centre Fremantle (TUCF) is a proprietary limited company based in Fremantle, Western Australia, with offices in Melbourne and Broome.

1.2.1.2 The company has five shareholders;

- a) Perth Diving Academy Pty Ltd : 24%
- b) The Milliner Family Trust : 24%
- c) Mr Colin Murphy : 16%
- d) Mr Anthony (Dusty) Miller : 16%
- e) Mr Craig Maddison : 20%

1.2.1.3 The board of directors of TUCF currently consists of two members;

- a) Managing Director and Company Secretary, Mr Ian Andrew Milliner, 3/7 Feeney Street, North Fremantle, WA, 6159.
- b) Director, Mr Hugh McInnes Morrison, 5 Ealing Mews, Kingsley, WA, 6026.



- 1.2.1.4 The company's accountant is Mr Con Van Maanen, Van Maanen Burson Chartered Accountants, Suite 3, 100 Hay Street, Subiaco, WA, 6018.
- 1.2.1.5 The company's solicitors are Cocks MacNish, Barristers and Solicitors, Level 2, 7 Ventnor Avenue, West Perth, WA 6005,
- 1.2.1.6 The company's registered office is at Van Maanen Burson Chartered Accountants, Suite 3, 100 Hay Street, Subiaco, WA, 6018.
- 1.2.1.7 Details of business registration are as follows;
- a) Date of Incorporation : 9 February, 1996
 - b) Australian Company Number : 072 742 002
 - c) Australian Business Number : 57 072 742 002
- 1.2.1.8 A copy of the TUCF Certificate of Business Registration can be provided on request.

1.2.2 BACKGROUND

- 1.2.2.1 Formed in February 1996, TUCF's initial purpose was to provide a broad range of underwater training services with emphasis on occupational diver training. Complimentary to our training services and in recent years, TUCF has expanded to provide vessels, logistical support, and specialist consulting services to various clients in the offshore oil and gas industry, offshore construction, and mining industries.

1.2.3 BUSINESS ACTIVITIES

- 1.2.3.1 The company's operations are divided into three main areas:
- a) **Offshore Training:**
 - (i) TUCF offers a full range of occupational diver training. The courses conducted by TUCF cover all industry sectors, including aquaculture, scientific and commercial construction diving. TUCF's accredited trainers can provide a range of customized training programs to meet the needs of the offshore oil and gas industry.
 - (ii) TUCF is a provider of dive teams to the Australian occupational diving industry. Through its online recruiting database, clients can view candidate information and select personnel that suit requirements.
 - (iii) TUCF is capable of training divers and providing dive teams.
 - b) **Specialist Consulting:**
 - (i) TUCF is in the unique position to provide independent advice to dive contractors and companies that employ dive contractors. To date, TUCF have compiled 50% of the accepted Diving Safety Management Systems (DSMS) that have been accepted for diving on Petroleum leases.
 - (ii) TUCF has provided consultants to investigate dive related incidents; audit dive sites and dive management systems; develop systems for the management of diving operations; verified diver competencies; reviewed project plans; facilitated workshops; audit vessel management systems and inspected commercial tonnage vessels. Clients are from the offshore oil and gas industry, offshore construction, and mining industry. TUCF has longterm service contracts with major Clients.



(iii) TUCF is capable of providing diving and marine subject matter experts.

c) **Marine & Logistics:**

(i) TUCF provides an integrated package of services that includes the marketing, management, maintenance and operation of a complete range of vessels and barges (and including aircraft).

(ii) TUCF provides vessel management, operations, marketing and charter services; and provides the Australian and New Zealand upstream oil & gas industry with a diversified range of vessels to support all phases of offshore activity.

(iii) Through an exclusive agreement with the Malaysian based Petra Perdana Group of Companies, TUCF provides vessels and barges of varying size and class to meet the demanding needs of remote offshore work in our region. Petra owns a modern fleet of offshore vessels consisting of AHTS, accommodation, construction, and platform supply vessels.

(iv) TUCF is capable of providing and managing vessels ranging from 8m Dive Support Vessels to 70m AHTSV.

Management of Multiple Vessels

1.2.3.2 TUCF have experience in the management of multiple vessels. These vessels have been operated simultaneously at various times and include;

- a) *MV Petra Pioneer* (bare boat charter from Petra Perdana).
- b) *DSV Valour* (Owned and operated by TUCF)
- c) *MV NW Fortescue* (bare boat charter from Blacktusk Pty Ltd)
- d) *MV Adrenalin Sprint* (bare boat charter from Broadsword Marine Pty Ltd)
- e) *MV Sea Sprint* (bare boat charter from Broadsword Marine Pty Ltd)
- f) *MV Business Class* (bare boat charter from Broadsword Marine Pty Ltd)
- g) *MV Kon Dios* (bare boat charter from Bouveret Family Trust)
- h) *DSV Defiant* (Owned and operated by TUCF)
- i) *MV Southern Image* (bare boat charter from Image Dive)
- j) *MV High Roller* (bare boat charter from Kieran O'Connor)
- k) *DSV Ichthys* (Owned and operated by TUCF)
- l) *DSV Sarcosuchus* (Owned and operated by TUCF)
- m) *MV Lionfish IV* (Owned and operated by TUCF shareholder, PDA)

1.2.4 MARINE AND LOGISTICS EXPERIENCE

1.2.4.1 TUCF has a demonstrated track record of cost effectively managing projects and operating vessels. Our team has the experience of working in the Kimberley, Timor and Timor Sea, Queensland and Papua New Guinea - some of the world's most isolated regions. TUCF intimately knows the area's geography, demography and support infrastructure. From our work to date we can illustrate understanding of our client's special needs. TUCF's résumé of recent work in the area includes:



- a) July 1999 to 2001; TUCF General Manager Marine (C. Maddison) worked as General Manager Marine for Jardine Shipping Pty Ltd. They employed 140 staff with an annual turnover of \$25m. It was a major freight carrier to Cape York and the Torres Straits, the major mother ship operator to the Northern Australia Fisheries and the principal shipper of project cargo in the Far North Queensland Region.
- b) May 2002; TUCF Director (D. Miller) hosts initial aerial survey of the Kimberley Region for INPEX.
- c) May/June 2004; TUCF using *MV NW Fortescue*, conducts Marine Site Survey, to support Browse Basin Developments.
- d) September 2004 to March 2005; TUCF conducted the planning of required logistical support to enable a range of field studies to be completed in the Kimberley in support of the Browse Basin developments.
- e) May 2006 to June 2008; provided survey vessels and logistics services for the INPEX 2006/08 Field Survey.
- f) May 2006 to June 2008; provided marine support vessel and logistics services for the INPEX 2006/08 Field Survey. Work which included grab sampling, towed sledge, drop camera and water quality sampling
- g) September 2007; *MV Sea Sprint* was chartered to Woodside to assist in the Browse Maxima environmental survey program at Scott Reef WA.
- h) October 2007; *MV Business Class* was chartered to Woodside to standby and carry out personnel basket trials at the *Nanhai IV* drilling rig off Exmouth WA.
- i) November 2007; *MV Business Class* was chartered to Woodside to standby and deliver hot shot cargoes to the *Sedco 703* drilling rig in the Browse Basin WA.
- j) April 2008; TUCF provided the small dive support vessel *MV Sea Sprint* to Neptune Marine Services. The vessel was mobilised out of Darwin on short notice to provide accommodation and a platform for a small team of divers for inspection and repairs to the semi submersible rig *Songa Venus*.
- k) May 2008; *MV Petra Pioneer* commences hire with Coogee Resources on towage and general field duties on the Montara Development Project in the Timor Sea.
- l) March to August 2010: TUCF was contracted by Dempsey Australia Pty Ltd to provide a 16 metre crew boat and four crew to support 24/7 construction work on the Binningup Desalination Project near Bunbury WA.

1.2.4.2 This record gives TUCF the background and experience necessary to provide a holistic approach to the provision of and the management of vessels.





1.2.4.3 **Pictured (Above):** A Petra AHTSV tows a wellhead platform jacket (**Top**). TUCF vessels working in the Kimberly (**Left**). TUCF/Bristow BK117 Helicopter and TUCF Marine Crew changes in the Kimberley (**Right**).

1.2.5 OFFSHORE TRAINING AND CONSULTANCY EXPERIENCE

1.2.5.1 TUCF is one of the regions largest trainers of Occupational Divers¹. In addition to training over 1400 occupational divers TUCF has undertaken specialised training and consultancy services. TUCF's résumé of recent work in the area includes;

- a) Conduct of Diver Assessment Program, Petrosea, Balikpapan Indonesia, 1999
- b) Conduct of Diver Training Program, PT Newmont Nusa Tenggara, Sumbawa Indonesia, 2001
- c) Conduct of Seaeye 600DT ROV Training Program, PT Newmont Nusa Tenggara, Sumbawa Indonesia, 2001
- d) Conduct of Chamber Operator Training for "MY Aussie Rules", Greg Norman's motor yacht, October 2002.
- e) Production of Diving Safety Management Systems in accordance with the new PSL (Diving Safety) Regulations 2002, For Covus Corporation, Allied Diving Services, and Territory Diving Services (January to September 2003).
- f) Consultancy services for the WA Department of Industry and Resources (DoIR), reviewing Diving Safety Management Systems (June/July 2003).
- g) Conduct of Audit of the Geraldton Port Authority diving systems and diving team (December 2003).
- h) Conduct of Audit of Mscience Pty Ltd on behalf of Hamersley Iron Pty Ltd (March 2004).
- i) Provision of expert opinion on fatal diving accident for WA Department of Consumer and Employment Protection [Worksafe], (August 2004).
- j) Conduct of ADAS Part 1, 2, 3, Nitrox and Mixed Gas to 90 metres diver training program for the Royal Malaysian Navy (April/May 2005 to July 2007)
- k) Production of Diving Safety Management Systems in accordance with the new PSL (Diving Safety) Regulations 2002, for Pacific Marine Group (2007).

¹ Australia's largest commercial diving school in 2006 and 2010, and second largest in 2007, 2008 and 2009 (certification statistics courtesy of ADAS).



- l) Production of Diving Safety Management Systems in accordance with the new PSL (Diving Safety) Regulations 2002, for Neptune Diving Services (2008).
- m) Chamber Operators to assist with the treatment of patients the Fremantle Hospital Hyperbaric Medicine Unit. (2008 and ongoing)
- n) Conduct of diving audits and investigations, facilitating workshops, and writing operational procedures (including DSMS) for various clients (2009 and ongoing).
- o) Provision of Pressurised Submarine Escape Training (PSET) at the Royal Australian Navy (RAN) Base, Rockingham. The focus of this training is to prepare submariners with theoretical knowledge and practical skills for safe escape from a disabled submarine. TUCF provides 14 staff for this work (2009 and ongoing).
- p) The Adelaide Desalination Project. To support the construction workers TUCF supplied ERM with three highly trained Lock Operators (ADAS Part 3 Supervisors) who assumed the responsibility of inside attendants when Compressed Air Workers are in the pressurised environment. Their work included operating the pressure locks, managing decompression and providing emergency decompression support. (2010).
- q) Conduct of Korean Diver training program for 24 divers from the Korean base Woongjin Development Co. Ltd. Each course commenced with 12 experienced Koreans divers and consisted of RPL assessment for ADAS Part 1 and 2, and full ADAS Part 3 training. These experienced divers were then trained and assessed as ADAS Part 2 Onshore Dive Supervisor. A selected group went on to complete ADAS DMT training (2010).
- r) Conduct of diving audits, ship inspections, and writing operational procedures (including DSMS) for various clients (2010 and ongoing).

1.2.6 TUCF CLIENT LIST

1.2.6.1 Since its inception in February 1996, TUCF has facilitated the development of a large number of individual divers, and supported numerous corporate clients. The work completed for these customers has included the provision and operation of varied vessels; the delivery of various diver training programs; the supply of specialized diving equipment; consulting services; and, the conduct of hyperbaric oxygen programs. Clients have included:

- Allied Diving Services Pty Ltd.
- Australian Federal Police.
- Aqualib Marine Diving Company.
- Aquenal Pty Ltd.
- Australian Institute of Marine Science.
- BHP Billiton.
- Breswater Marine Contracting BV.
- Brown & Root (Singapore).
- Cal Dive International
- Ceanic Corporation Pty Ltd.
- Contract Diving Services Pty Ltd.
- Coogee Resources Ltd.
- Covus Corporation Pty Ltd.
- CSIRO.
- DAL Science & Engineering Pty Ltd.
- Dempsey Australia.
- DOF Subsea.
- Defence Material Organisation.
- East Fremantle Football Club.
- MacMahons Contractors (WA).
- Marine & Civil.
- MKPM Pty Ltd.
- Murdoch University.
- Mscience Pty Ltd.
- Nautronix MariPro Incorporated.
- Neptune Construction Services.
- Neptune Diving Services.
- Neptune Marine Services.
- Oceaneering Australia Pty Ltd.
- Oceanic Offshore Pty Ltd.
- OceanWorks International.
- Pacific Marine Group.
- Perth Glory Soccer Club.
- Petrosea (Indonesia).
- Phoenix Offshore Pty Ltd.
- Placer Dome Asia Pacific.
- PT. Newmont Nusa Tenggara.
- RIO Tinto.



- Fraser Diving (Australia) Pty Ltd.
- Fremantle Diving Centre.
- Fremantle Football Club (The Dockers).
- Fremantle Hospital Hyperbaric Unit.
- Fremantle Port Authority.
- Fugro Survey Pty Ltd.
- Geraldton Port Authority.
- Great White Shark Expeditions (Greg Norman's MY Aussierules).
- Hallin Marine Systems (Singapore & Brunei).
- Hamersley Iron Pty Ltd.
- Indianic Diving Services.
- Inpex Browse Ltd.
- Integrated Subsea Services.
- IRC Environment.
- Jazz II Charters Pty Ltd.
- Kinhill Engineers Pty Ltd.
- Le Provost Dames & Moore.
- Ledges Diving Services.
- Rockwater (Singapore).
- Royal Australian Airforce.
- Royal Australian Navy.
- Royal Malaysian Navy.
- Sapura Maritime (Malaysia).
- Seaforce Marine Diving Services.
- Sinclair Knight Merz.
- SMIT Subsea.
- THIESS.
- Total AMS.
- University of Western Australia.
- WA Department of Industry and Resources.
- WA Maritime Museum.
- WA Museum of Natural Science.
- WA Water Corporation.
- WA Water Police.
- West Coast Eagles Football Club.
- Woodside Petroleum Ltd.
- Worksafe Western Australia.

1.3 MANAGEMENT SYSTEMS

1.3.1 TUCF QUALITY MANAGEMENT SYSTEM

- 1.3.1.1 TUCF's Quality Management System (QMS) was documented and implemented in 1996 to comply with the requirements of the Australian Training and Qualification Framework (ATQF) and the Australian Diver Accreditation Scheme (ADAS). The QMS has since undergone ten major improvement-oriented revisions since that time and is currently ISO9001:2008 Accredited.
- 1.3.1.2 In 2006, the TUCF QMS was updated to incorporate the expansion of our operations into formal marine contracting. The TUCF Quality Management System was produced to provide guidance to all stakeholders of TUCF in the safe conduct of training, marine, logistics and diving operations.
- 1.3.1.3 The Tenth Revision of the TUCF Management System has seen it developed to encompass five volumes;
- a) **Volume I – Management Systems and Policy;** covers policy, guidance and procedures relevant to all divisions of the company. It is the pre-eminent document in the system.
 - b) **Volume II – Training Management Systems Policy and Procedures;** covers the policy, procedures and guidance for training activities as a Recognised Training Organisation (RTO) under the Australian Training Qualification Framework (ATQF).
 - c) **Volume III – Ships Management Systems;** covers the policy, procedures and guidance for the operation of TUCF marine assets in accordance with the International Safety Management (ISM) Code.
 - d) **Volume IV – Diving Management Systems and Policy;** covers the policy, procedures and guidelines for the conduct of Diving Operations in accordance with AS/NZS 2299.1:2007.
 - e) **Volume V – Administration;** covers general administrative practices with the company.
- 1.3.1.4 These procedures are available to clients for review on request.



1.3.1.5 **Volume I – Management Systems and Policy** is broken down into five main sections and broadly encompasses;

- a) Management System Document Administration.
- b) Corporate HSE Policy.
- c) QHSE Management System.
- d) Leadership.
- e) Policy and Guidance.

1.3.1.6 Management Systems and Policy in Volume I cover all aspects of TUCF training and marine operations.

1.3.1.7 Volumes II, III, and IV of this Management System represent the safety plans and the management of safety issues with the specific operations of TUCF (training, marine vessels and diving respectively).

1.3.1.8 Volume III forms the basis of the TUCF's ISM Code Management System.

1.3.2 CONTINUOUS IMPROVEMENT SYSTEM - EVIDENCE

1.3.2.1 Since 2005, there have been twenty (20) major external audits of TUCF's Management Systems. The Training Division has been audited externally by ADAS, Equal Assurance and JAL Enterprises;

- a) ADAS May 2005 (P. Butler) – Royal Malaysian Navy
- b) ADAS September 2005 (P. Butler) – Royal Malaysian Navy
- c) RTO November 2007 (J. Large) – JAL Enterprises
- d) ADAS March 2008 (P. Butler, A. Pearce, M. Vierow) – Re-accreditation.
- e) Equal Assurance March 2009 (Leon Michailidis) – ISO9001:2008 Accreditation
- f) ADAS July 2009 (P. Butler, R. Gatt) – Re-accreditation.
- g) Equal Assurance September 2009 (Leon Michailidis) – ISO9001:2008 Accreditation
- h) Equal Assurance March 2010 (Leon Michailidis) – ISO9001:2009 Accreditation
- i) ADAS August 2010 (R. Gatt) – Re-accreditation.
- j) Equal Assurance March 2011 (Leon Michailidis) – ISO9001:2009 Accreditation
- k) Defence Materiel Organisation July 2011 (M Taylor and A Pearce) – Supplier/Competency Evaluation

1.3.2.2 The Company and Ships Management Systems has been audited by INPEX, Woodside, and Lloyds;

- a) INPEX April 2006 (P. Griffin/ P. Hands) – Fortescue and Systems.
- b) INPEX October 2006 (P. Griffin/D. Healand) – Adrenalin Sprint and Systems.
- c) INPEX February 2007 (P. Griffin/D. Healand) – Valour and Systems.
- d) INPEX May 2007 (A. Gribble) – Accounting Systems.



- e) INPEX June 2007 (N. Cobb/N. Travaglini) – All company management systems.
- f) INPEX July 2007 (N. Cobb/D. Healand) – Sea Sprint and Systems.
- g) Woodside August 2007 (D. Oliver) – All company management systems.
- h) Woodside September 2007 (D. Oliver) – Sea Sprint and Systems.
- i) Lloyds January 2008 (C. J. Chew) – All company management systems.

1.3.2.3 In addition we continue to conducted internal workplace inspections and audits.

1.3.2.4 Furthermore we have conducted regular revisions of our documented management systems.

- a) Volume I – Management Systems and Policy; Revision 15
- b) Volume II – Training Management Systems Policy and Procedures; Revision 9
- c) Volume III – Ships Management Systems; Revision 1
- d) Volume IV – Diving Management Systems and Policy; Revision 14
- e) Volume V – Administration; Revision 13

1.3.2.5 Corrective Action Recommendations (CARs) arising from all external audits have been closed out.



1.3.2.6 **Pictured Above (Left to Right):** 2008 Safety Conference and Heads of Department meeting (including our six [6] vessel masters) - Broome

1.3.2.7 The Ships Management System has been reviewed at the Safety Conferences involving all employees held in Broome and Kuala Lumpur in February 2007, in Broome in January 2008 and in Perth December 2009.

1.3.2.8 **NOTE:** Copies of Audit Reports, Minutes of Meetings and Corrective Action Registers are available to clients on request.

1.4 QUALITY HEALTH, SAFETY, AND ENVIRONMENTAL MANAGEMENT SYSTEMS

1.4.1 HEALTH AND SAFETY SYSTEM

1.4.1.1 TUCF has adopted the AS/NZ 4801 “Occupational Health and Safety Management systems – Specification with guidance for use”, as the basis for the management of Occupational Health and



Safety in projects and in our company. Our HSMS also is designed to meet the requirements of International Safety Management and follows the NIOSHA Safety Case Guidelines (September 2004).

1.4.1.2 TUCF employs a full time, qualified, QHSE Manager to administer our QHSE system.

1.4.2 SAFETY

1.4.2.1 TUCF has been in the Diving and Marine Logistics industry for a number of years. Our guidelines for incident reporting and investigations are contained within TUCF Operational Procedures. Latest statistics can be provided on request.

1.5 EMPLOYMENT MANAGEMENT SYSTEMS

1.5.1 GENERAL

1.5.1.1 This section contains an outline of the TUCF Human Resource Management System (HR-MS). The HR-MS details the human relations management systems and processes to be applied throughout all divisions of TUCF.

1.5.1.2 The purpose of the HR-MS is to identify human resource and industrial practice or arrangements that will enhance industrial harmony and the good order of TUCF operations.

1.5.2 EMPLOYMENT POLICY (INCLUDING HR AND IR)

1.5.2.1 TUCF ensures a harmonious working environment by promoting fairness in all dealings with its staff.

1.5.2.2 TUCF achieves this by:

- a) a zero tolerance approach to any form of harassment or intimidation.
- b) speedy resolution of potential conflicts or issues.
- c) open communication across all levels
- d) encouragement of our people, praise for their endeavours and timely and constructive feedback of their weaknesses.
- e) a "best person for the job" ethos which precludes any discrimination for any reason.
- f) fair opportunities for all employees to develop, increase their skills, enhance their careers and enjoy being part of the TUCF team.

1.5.2.3 TUCF takes enormous pride in its workforce and commits unreservedly to providing them with a safe, supportive and equitable workplace.

1.5.2.4 TUCF has an HR and IR policy which is aimed at building a direct relationship between employees and management. As a business we believe in the importance of staff having the confidence and environment in which direct discussions with management can be held on health, safety, wages and conditions of employment in an open and frank manner.

1.5.3 RESPONSIBILITIES

1.5.3.1 Responsibility for developing and maintaining matters relating to this employment policy, human resources and industrial relations rests with the Managing Director. The Managing Director is responsible for all aspects of the HR-MS.



1.5.3.2 Responsibility for implementation of this policy rests with TUCF Project Managers, Supervisors and vessel Masters.

1.5.3.3 Responsibility for application of this policy rests with all employees.

1.5.4 EMPLOYMENT REGULATION

1.5.4.1 In general TUCF employees are employed in accordance with the provisions of the Workplace Relations Act 1996, (as amended by the "WorkChoices" legislation) rather than the provisions of any federal award or State law (except for Occupational Health and Safety matters).

1.5.4.2 TUCF maintains two (2) approved, registered, Employee Collective Agreements (ECA);

- a) Marine Crew Employee Collective Agreement 2007; Revision (0), OEA Agreement Number.: 072457325.
- b) General Staff Employee Collective Agreement 2007; Revision (0), OEA Agreement Number.: 072457312.

1.5.4.3 TUCF also holds a current Greenfields Offshore Diving EBA with the MUA dated July 2010.

1.5.5 SPECIFIC HR AND IR POLICIES

1.5.5.1 TUCF has developed Policies which cover the following topics.

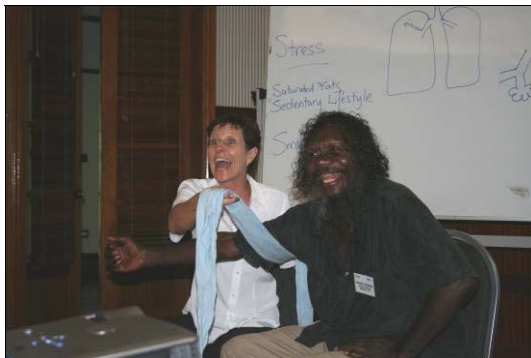
- a) Training Policy
- b) Substance Abuse Policy
- c) Fitness for Work Standard
- d) Site Security (Bag Searches)
- e) Staff Integrity Policy
- f) Rehabilitation Policy Statement
- g) Staff Training Policy Statement
- h) Anti-Discrimination Policy
- i) Privacy Policy
- j) Confidentiality Policy
- k) Information Technology Acceptable Use Policy
- l) Employment Termination Policy and Procedures
- m) Maximum Hours and Fatigue Management
- n) Policy on Social Responsibilities During Deployments
- o) Police and Medical Records

1.5.5.2 All Policies are available for review on request..



1.5.6 INDIGENOUS EMPLOYMENT POLICIES

1.5.6.1 TUCF has employed and provided training for a number of indigenous Australians as part of our work in the Kimberley.



1.5.6.2 **Pictured (Above From Left to Right):** TO crew conducting grab sampling at Maret Islands. Crew undertaking first aid training and exercise at the Maret Islands. Crew complete formal first aid course in Broome (January 2008). TUCF Crew (Eddie James) refuelling BK117 Helicopter.

1.5.7 HR AND IR ADVICE

1.5.7.1 TUCF obtains independent employee relations advice from the following organisations:

Strategic Human Resources

1.5.7.2 TUCF uses SHR as required. Contact details are outlined below.

1.5.7.3 **Mr John Flood**
 Director, Strategic Human Resources
 Havelock Street WEST PERTH
 Phone: (08) 9321 0272
 Fax: (08) 9321 0273
 Mobile: (0419) 857 686
 Email: jflood@shr-services.com.au

Chamber of Commerce and Industry WA

1.5.7.4 TUCF is a current member of CCIWA. Contact details are outlined below.



1.5.7.5 **Mr Jeff Uphill**
Employee Relations Advisor, Chamber of Commerce and Industry
Hay Street EAST PERTH WA 6004
Phone: (08) 9365 7635 (Direct)
Fax: (08) 9365 7550
Mobile: (0407) 087 275
Email: jeff.uphill@cciwa.com

Australian Mines and Metals Association

1.5.7.6 TUCF is a current member of AMMA. Contact details are outlined below.

1.5.7.7 **Mr Tony Caccamo**
General Manager Operations, Australian Mines and Metal Association
7th Floor 12 St George's Terrace PERTH WA 6000
Tel: (08) 9221 5444
Fax: (08) 9221 5422
Email: waamma@amma.org.au

1.6 PHYSICAL RESOURCES

1.6.1 OFFICE LOCATIONS

1.6.1.1 TUCF Maintains office facilities at the following location;

Telephone	+61 8 9336 3343
Fax	+61 8 9336 3345
General information	webmaster@tucf.com.au
Webmaster	webmaster@tucf.com.au
Postal address	PO Box 130, North Fremantle WA 6159, Australia
Administration & Training	8 Rous Head Road, North Fremantle WA 6159, Australia

1.7 FINANCIAL RESOURCES

1.7.1 FINANCIAL REPORTING

1.7.1.1 TUCF uses "Mind Your Own Business" MYOB Premier (Version 19) accounting software. The program is used for all aspects of our accounts including payroll and enables the immediate production of a wide range of financial reports.

1.7.2 REVIEW BY EXTERNAL PROFESSIONAL ACCOUNTANT

1.7.2.1 TUCF engages the services of "Van Maanen Burson Chartered Accountants" to provide accounting support, preparation of annual financial statements and external review of our account keeping practices.

1.7.3 INSURANCE

1.7.3.1 TUCF maintains insurance for all operational activities.



1.7.3.2 “Australian Reliance” are TUCF’s insurance broker and they provide all our insurance needs. Policies are currently held with Zurich, Alliance, and CGU. The contact is Mr Mark Waltham;

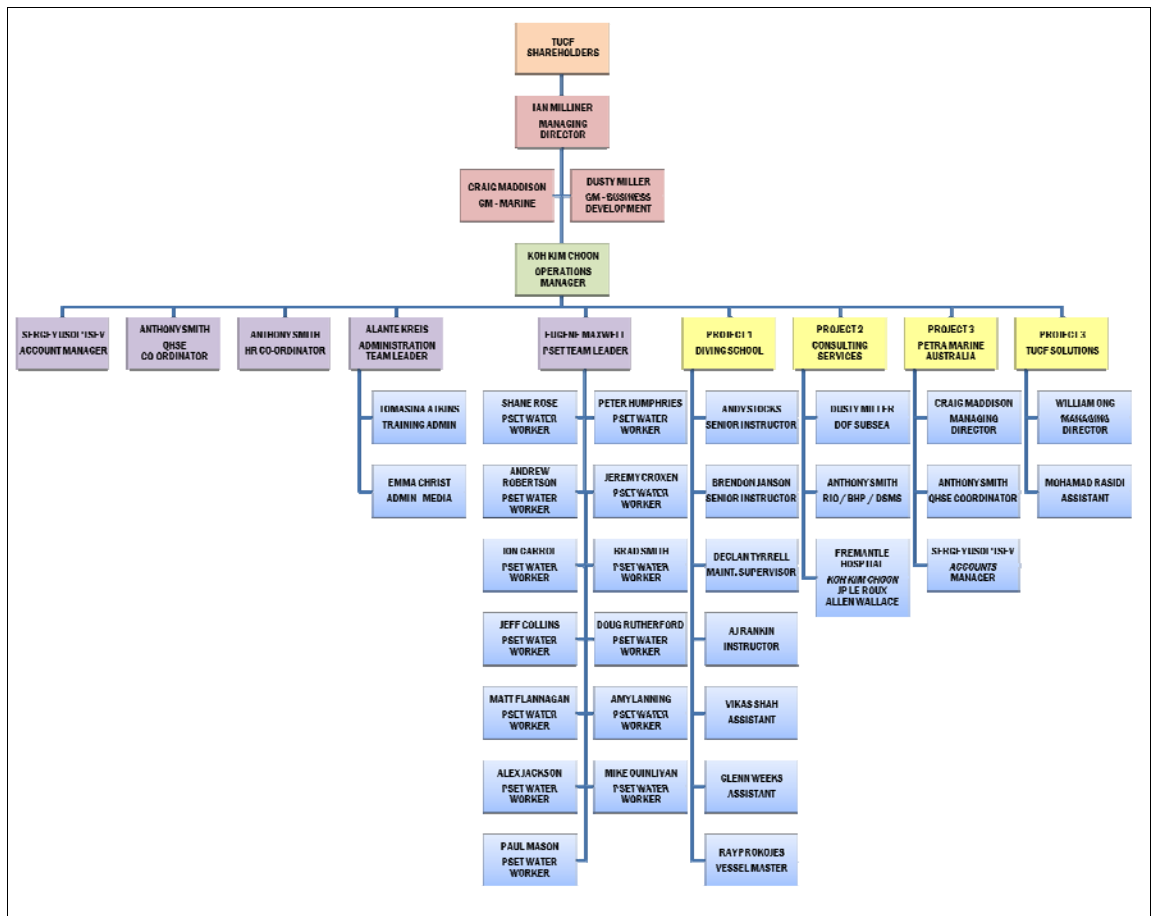
- a) Phone: 0403 739 435, or;
- b) Email: mwaltham@westcoastgroup.com.au.

1.7.3.3 Certificates and details of insurance can be provided on request.

1.8 HUMAN RESOURCES

1.8.1 CURRENT TUCF ORGANISATION CHART

1.8.1.1 Outlined below is the current TUCF Organisation Chart.



1.8.2 PERSONNEL

1.8.2.1 Allowing for equal time shift rosters for marine crew, additional crew as required, training and leave commitments, TUCF employs approximately 35 personnel.

1.8.2.2 A brief *Curriculum Vitae* of our management and supervisory personnel are provided in this section.



1.8.3 IAN MILLINER – MANAGING DIRECTOR



1.8.3.1 TUCF is an Australian company that provides an integrated package of services that includes the provision of large marine vessels, logistics support to the oil and gas industry and the delivery of varied training programs. As Managing Director, Ian Milliner is responsible for all aspects of the day-to-day operation of the company. He has held this position since February 1996.

1.8.3.2 During this period He has held a number of concurrent positions and managed several major projects.

- a) From November 2005 to August 2008, Ian was the Logistics Co-ordinator for INPEX Kimberley Field Survey. This AUD\$25M project provided logistical support to enable a range of scientific field studies to be completed in the Kimberley in support of the INPEX Browse Basin (Ichthys) LNG Development Project.
- b) From March 2005 to July 2007, Ian was the training Co-ordinator for Royal Malaysian Navy (RMN) Mix Gas Diver Training Program. This project saw the delivery of seven, eight week, diver training programs for the RMN. The program included surface supplied mix gas diving operations to 90 metres, trained 105 divers and 24 supervisors.

1.8.3.3 Prior to this he was the National Manager of the NASDS Australasia Inc, a position which he held for 8 years. He is a former RAN Clearance Diver holding ADAS Parts 1, 2 and 3 commercial diver accreditation.

1.8.3.4 As a naval clearance diver Ian was posted to various ships and operational diving teams. He also saw three years service as a Clearance Diver with the Special Air Service Regiment in various operational capacities. In 1986/87 Ian was the co-owner/operator of 9.2 metre charter vessel licensed for diving charters.

1.8.3.5 Ian has held a number senior industry administrative positions concurrent to his work

1.8.4 ANTHONY (DUSTY) MILLER – GENERAL MANAGER BUSINESS DEVELOPMENT



1.8.4.1 Dusty was a founding director of Contract Diving Services, one of Australia's foremost commercial diving companies. His experience as a naval clearance diver over seven years, plus his extensive involvement in the offshore and onshore diving industry over the last three decades, make Dusty one of the most experienced diving operations managers in the industry. Dusty has been involved in the commercial diving industry since his honourable discharge from the Royal Australian Navy in 1973.

1.8.5 CRAIG MADDISON – GENERAL MANAGER MARINE



1.8.5.1 Craig is a qualified Master Mariner Class 1 and was formally the General Manager of Adsteam Offshore, a diversified company providing marine vessels and crewing services to the Australian offshore oil and gas industry.

1.8.5.2 Prior to this he held General Manager, Business Development and Marketing roles with major Australian and international marine companies as well as many years of seagoing experience.

1.8.5.3 Craig has over thirty years of both senior management and seagoing practice in the maritime industry.



1.8.5.4 He is familiar with vessel operations in the oil and gas industry, harbour and ocean towage, landing craft and the larger commercial shipping industry.

1.8.6 KOH KIM CHOON – OPERATIONS MANAGER

1.8.6.1 Koh joins TUCF following several years as a Senior Project Manager for Sapura Diving Services in Malaysia where he successfully coordinated and managed commercial diver training by TUCF/Sapura for the Royal Malaysian Navy.

1.8.6.2 Prior to this, Koh spent 23 years in the Royal Malaysian Navy responsible for the operations, training, administration and supervision of clearance diving units and as Commanding Officer onboard Fast Attack Craft warships.

1.8.6.3 Koh holds ADAS Parts 1, 2 and 3 and Diving Supervisor accreditations.

1.8.6.4 His move to Western Australia will see him specialise in conducting commercial diving courses for students from around the world as well as developing further business opportunities for TUCF in South East Asia.



1.8.7 ANTHONY SMITH – QHSE / HR COORDINATOR

1.8.7.1 Anthony has HSE experience from the offshore oil and gas industry and has coordinated HSE for yard stay operations / rig upgrade, heavy lift tow and general semi-submersible rig operations.

1.8.7.2 Anthony holds a Bachelor of Commerce from Murdoch University and is currently completing his Postgraduate Diploma in Occupational Health and Safety at ECU. Anthony also holds NEBOSH, TOPSET accident investigation and audit qualifications.

1.8.7.3 Prior to working in HSE, Anthony previously worked as a HR Coordinator across a multitude of organisations. His HR skills derive from a mixture of tertiary studies and work experience. His previous work experience includes specialised recruitment, training coordination for oil and gas and general HR advisory roles.



1.8.8 SERGEY USOLTSEV - FINANCIAL ACCOUNTS MANAGER

1.8.8.1 Sergey is an associate member of CPA Australia and commenced work for TUCF in June 2007 after completing his Graduate Diploma in Financial Management at the University of New England in 2006.

1.8.8.2 Sergey holds a CPA/ew England Business School Award for Achievements in Studies of the Financial Accounting.

1.8.8.3 He has strong technical skills and meets strict reporting deadlines.

1.8.8.4 Responsible for the preparation of accounts, consolidated end-of-the-month reporting, cashflow forecasting, statutory compliance and taxation responsibilities, cost budgeting, project and management accounting, reconciliations, payroll and receivables.

