



## Administrator how-to Guide for Donesafe

This guide supports administrators in the use of Donesafe to:

- effectively navigate the system
- self-manage onboarding
- update contractor details
- submit compliance documentation
- add new workers
- send inductions directly to worker email addresses
- report an incident or hazard
- request a permit to work

This guide does not cover every system function.

## Contractor self-registration

The nominated Donesafe administrator(s) will receive email notification from the SkyCity responsible manager, advising how to self-register.

The following screen will appear upon selection of the hyperlink provided and will require population of all fields. Once all fields are populated, select 'Complete'

**Primary operating location \***  
Select the business location you perform the majority of your work with

SKYCITY Entertainment Group  
Adelaide

**Contractor company name \***

**ABN/NZBN \***  
To look up an Australian Business Number click here, or a New Zealand Business Number click here. (Clicking these links will open in a new tab)

**Number of employees (including owner) \***  
1    2-10    11-49    50+

**Profession / services to be provided to SkyCity \***  
Select...

**Will your company bring any tools, equipment or chemicals onto site? \***  
Yes    No

**Do you subcontract to any other SkyCity Vendors**  
Yes    No

**Contractor Primary Contact \***  
This is the contact for the Contractor. They are responsible for the upload of all required company documents, as well as the management of their workers.  
Type here to search for people  + Add New

**Primary SkyCity department working with**  
Select the business unit you have been contracted by. To find a business unit start typing the name and relevant entries will come up. Make sure you select either the AU or NZ entry depending on which site you work with. If you are unsure you make skip this question.  
AU000-5704 - Building Services

**Primary SkyCity contact \***  
This is the person within SkyCity who has engaged your services  
Type here to search for people

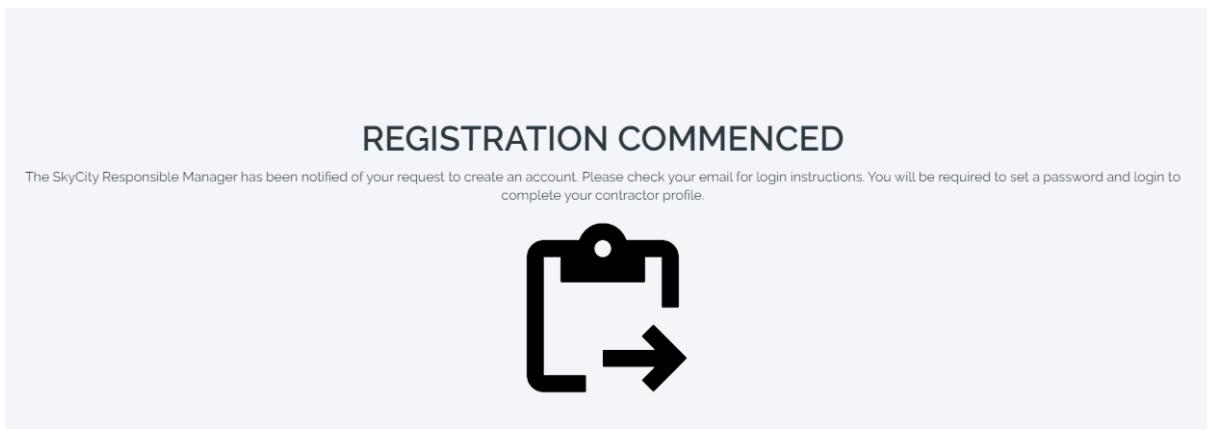
**Contractor acknowledgement**

**Sign below \***  
By applying to provide services to SkyCity you acknowledge your organisation will maintain high standards of health and safety. Once your application is submitted you will be required to provide further details such as public liability insurance and relevant safety documentation. All workers within your organisation who carry out work on site will be required to complete an induction before being permitted on site.

Admin - registration only  
 Yes

**Complete**

The following notification will appear once company details are completed.



Administrator will receive email for login instructions.

Completing a contractor registration will be accessible via 'Confirm my account' hyperlink contained within the confirmation instructions from [noreply@donesafe.com](mailto:noreply@donesafe.com).

Example email notification next page.

## Contractor self-registration (cont'd)

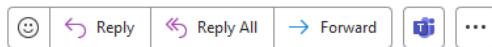
### Confirmation instructions



Donesafe <noreply@donesafe.com>

To Chris Sharkey

Retention Policy Retain All Data 15 years (15 years)



Tue 29/07/2025 8:17 am

Expires 25/07/2040

If there are problems with how this message is displayed, click here to view it in a web browser.

[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

– CAUTION: This email originated from outside SkyCity. Do not click links or open attachments unless you recognise the sender and know the content is safe. –



July 29, 2025 @ 10:47AM

Welcome Chris Sharkey (██████████)!

You can confirm your account email through the link below:

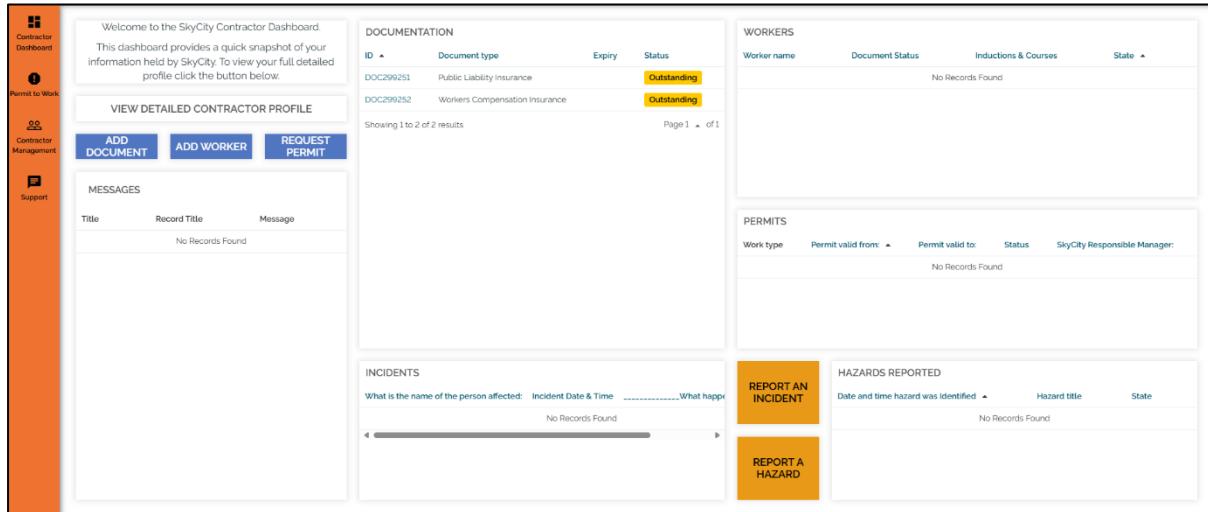
[Confirm my account](#)

Powered by [Donesafe](#), an HSI Company



## Default dashboard

Once login has been achieved, the dashboard example below appears as a default. Navigate the dashboard by clicking buttons for the various actions indicated, selecting panel titles or document IDs to expand into a new view, or by using the vertical menu bar to the left of the screen.



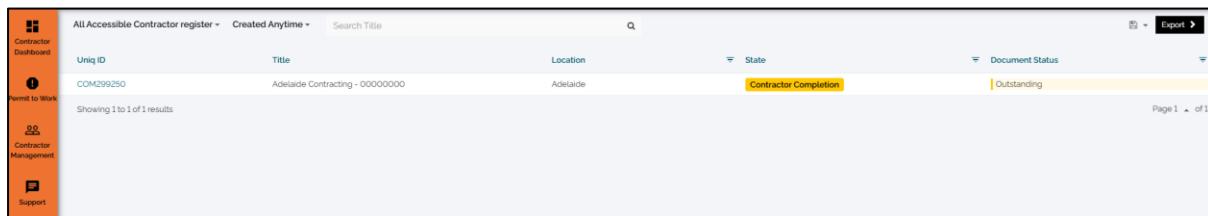
The dashboard features a vertical menu on the left with options: Contractor Dashboard, Permit to Work, Contractor Management, and Support. The main area is divided into several panels:

- DOCUMENTATION:** Shows two items: DOC299251 (Public Liability Insurance) and DOC299252 (Workers Compensation Insurance), both marked as **Outstanding**.
- WORKERS:** Shows a table with columns: Worker name, Document Status, Inductions & Courses, and State. It displays "No Records Found".
- PERMITS:** Shows a table with columns: Work type, Permit valid from, Permit valid to, Status, and SkyCity Responsible Manager. It displays "No Records Found".
- INCIDENTS:** Shows a table with columns: What is the name of the person affected, Incident Date & Time, and What happened. It displays "No Records Found".
- HAZARDS REPORTED:** Shows a table with columns: Date and time hazard was identified, Hazard title, and State. It displays "No Records Found".
- MESSAGES:** Shows a table with columns: Title, Record Title, and Message. It displays "No Records Found".
- Buttons:** ADD DOCUMENT, ADD WORKER, REQUEST PERMIT, REPORT AN INCIDENT, and REPORT A HAZARD.

Adelaide Contracting (example contractor) has outstanding documentation in the screenshot above and must submit these documents to SkyCity via Donesafe.

## Detailed contractor profile

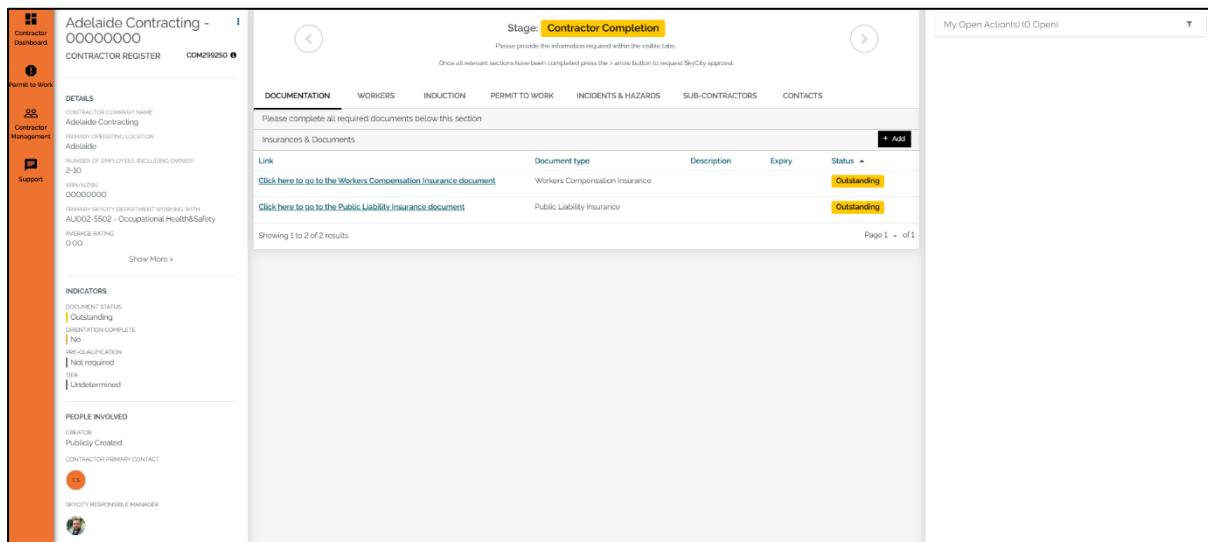
Select 'VIEW DETAILED CONTRACTOR PROFILE' to display the following screen.



The screen shows a table with columns: Uniq ID, Title, Location, State, and Document Status. The contractor 'Adelaide Contracting' is listed with 'Uniq ID: COM299250', 'Title: Adelaide Contracting - 00000000', 'Location: Adelaide', 'State: Contractor Completion', and 'Document Status: Outstanding'. A note indicates 'Contractor Completion' is the current stage.

Select 'Uniq ID' to display the following screen.

Navigate middle panel tabs to see workers, induction status, permit to work, etc.



The screen shows the 'CONTRACTOR REGISTER' for 'Adelaide Contracting - 00000000' with 'Uniq ID: COM299250'. The 'DETAILS' tab is selected, showing information like 'CONTRACTOR COMPANY NAME: Adelaide Contracting', 'PRIMARY OPERATING LOCATION: Adelaide', 'NUMBER OF EMPLOYEES (INCLUDING OWNER): 2-10', 'INDUSTRIES: 00000000', 'PRIMARY SKY CITY DEPARTMENT WORKING WITH: AU002-5502 - Occupational Health&Safety', 'AVERAGE RATING: 0.0', and 'Show More >'. The 'INDICATORS' tab shows 'DOCUMENT STATUS: Outstanding', 'ORIENTATION COMPLETE: No', 'REQUALIFICATION: Not required', 'TER: Undetermined', and 'PEOPLE INVOLVED' with 'CREATOR: Publicly Created' and 'CONTRACTOR PRIMARY CONTACT' (a user icon). The 'DOCUMENTATION' tab shows a table with columns: Link, Document type, Description, Expiry, and Status. It lists 'Workers Compensation Insurance' and 'Public Liability Insurance', both marked as **Outstanding**. A note says 'Once all relevant sections have been completed press the > arrow button to request SkyCity approval.' The 'Stage: Contractor Completion' is highlighted in yellow.

## Upload compliance documents

Select unique ID from default dashboard view.

| DOCUMENTATION |                                |        |             |
|---------------|--------------------------------|--------|-------------|
| ID            | Document type                  | Expiry | Status      |
| DOC299251     | Public Liability Insurance     |        | Outstanding |
| DOC299252     | Workers Compensation Insurance |        | Outstanding |

Select 'Upload' to display the input screen.

Stage: Outstanding

This record requires a document to be uploaded.

Please use the 'Add' button the submit your document.

PROVIDE INFORMATION

Upload a document Upload

Populate all mandatory fields (\*) and select 'Complete' to finish.

Upload Documents 1 / 5

Upload the following document:

Public Liability Insurance

Please upload a copy of the document \*

(Refer to the document type / description shown above)

Drop files here or click to upload

Please enter the level of coverage \*

Policy number \*

Expiry Date \*

Expiry date must not be within 7 days. If your policy is due to expire within 7 days please contact your insurer for an updated certificate of currency.

Select Date

Save As Draft Complete

Select highlighted arrow and Donesafe will notify the responsible manager to review.

Stage: Contractor Completion

Please provide the information required within the visible tabs.

Once all relevant sections have been completed press the > arrow button to request SkyCity approval.

DOCUMENTATION WORKERS INDUCTION PERMIT TO WORK INCIDENTS & HAZARDS SUB-CONTRACTORS CONTACTS MGMT

Donesafe will notify approval via email and profile changes to 'Active'.

Stage: Active

Please complete all required documents below this section

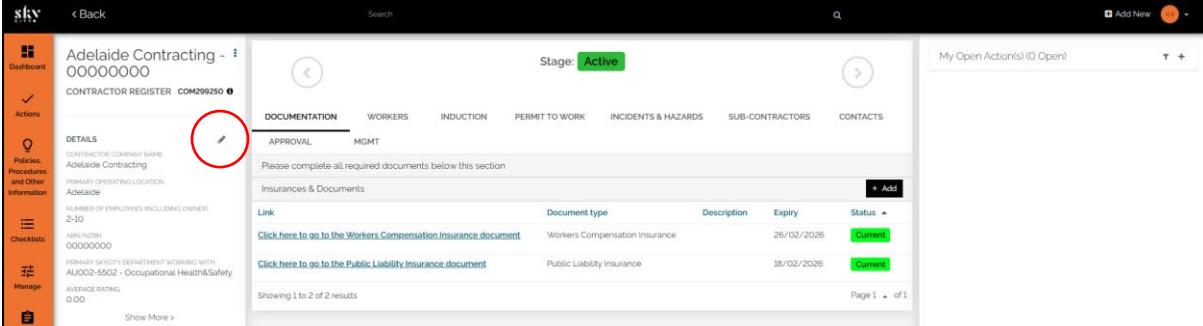
Insurances & Documents + Add

| Link  | Document type                  | Description | Expiry     | Status  |
|---|--------------------------------|-------------|------------|---------|
| <a href="#">Click here to go to the Workers Compensation Insurance document</a> | Workers Compensation Insurance |             | 26/02/2026 | Current |
| <a href="#">Click here to go to the Public Liability Insurance document</a>     | Public Liability Insurance     |             | 18/02/2026 | Current |

## Update contractor details

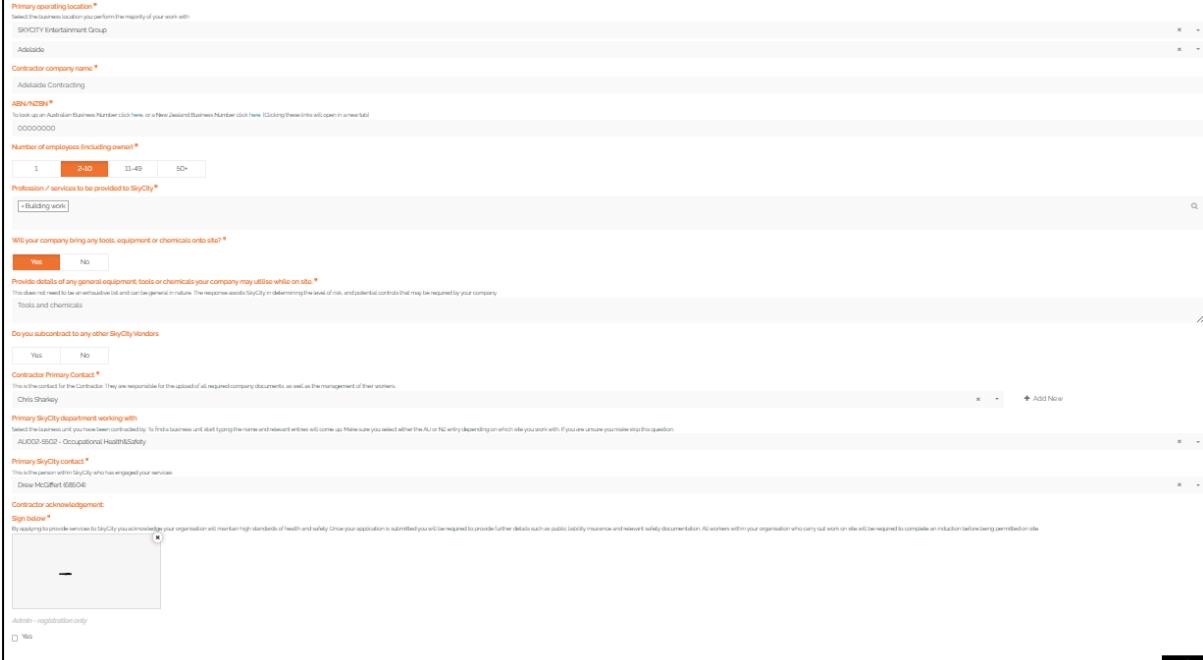
Upon account approval by SkyCity, contractor details may be amended. Contractor details may change from time to time and Donesafe allows these changes to be captured. Amend as required.

Select pen icon (circled) to edit contractor profile details.



The screenshot shows the 'Edit' screen for a contractor named 'Adelaide Contracting'. The 'Edit' icon, a pen inside a circle, is circled in red. The page includes sections for 'DOCUMENTATION', 'WORKERS', 'INDUCTION', 'PERMIT TO WORK', 'INCIDENTS & HAZARDS', 'SUB-CONTRACTORS', and 'CONTACTS'. The 'DOCUMENTATION' tab is active. A table lists 'Insurances & Documents' with two entries: 'Click here to go to the Workers Compensation Insurance document' (Workers Compensation Insurance, 26/02/2026, Current) and 'Click here to go to the Public Liability Insurance document' (Public Liability Insurance, 18/02/2026, Current). The 'Stage' is 'Active'.

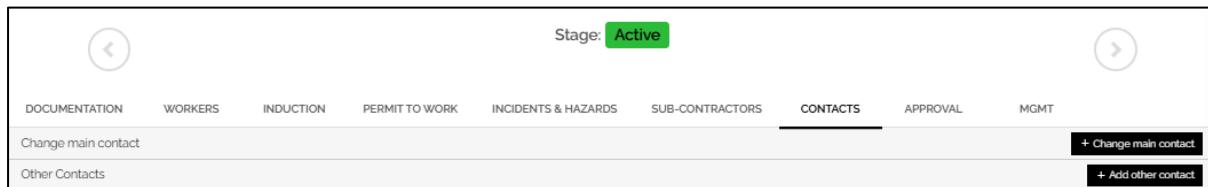
Contractor may edit details including ABN, number of employees, and tools, equipment and chemicals used on-site.



The screenshot shows a detailed contractor application form. The 'Edit' icon in the 'Contractor company name' section is circled in red. The form includes sections for 'Primary operating location', 'Contractor company name', 'ABN/BNZB', 'Number of employees (including owner)', 'Provision / services to be provided to SkyCity', 'Will your company bring any tools, equipment or chemicals onto site?', 'Do you subcontract to any other SkyCity Vendors?', 'Contractor Primary Contact', 'Primary SkyCity department working with', 'Primary SkyCity contact', and 'Contractor acknowledgement'. The 'Contractor acknowledgement' section contains a large text area and a checkbox for 'Yes'.

## Add contractor contact (administrator)

Select 'CONTACTS' tab in detailed contractor profile view.



Stage: Active

DOCUMENTATION WORKERS INDUCTION PERMIT TO WORK INCIDENTS & HAZARDS SUB-CONTRACTORS **CONTACTS** APPROVAL MGMT

+ Change main contact

+ Add other contact

Select '+ Add other contact' to display input view.



Other Contacts 1 / 2

Please select or enter the name and details of another relevant contact. \*

Note: This should not include regular employees or anyone who does not assist in the management of the company as a whole

Type here to search for people

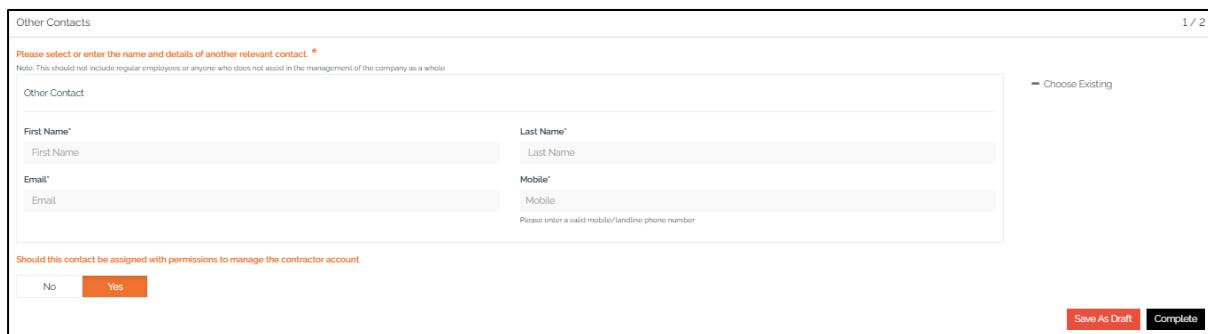
+ Add New

Should this contact be assigned with permissions to manage the contractor account

No Yes

Save As Draft Complete

Select contact in search or select '+Add New'.



Other Contacts 1 / 2

Please select or enter the name and details of another relevant contact. \*

Note: This should not include regular employees or anyone who does not assist in the management of the company as a whole

Other Contact

+ Choose Existing

First Name\* Last Name\*

First Name Last Name

Email\* Mobile\*

Email Mobile

Please enter a valid mobile/landline phone number

Should this contact be assigned with permissions to manage the contractor account

No Yes

Save As Draft Complete

Populate mandatory (\*) fields and select 'Complete'. Ensure that 'Yes' is checked on for permission to manage the contractor account.

**ADD DOCUMENT**

## Add contractor document

Select ADD DOCUMENT button from default dashboard to display the input screen.

Populate all mandatory fields (\*). Select 'Complete' to finish.

|   |
|---|
| Which company does this document relate to *                      |
| Select...   |
| What type of document do you wish to upload *                     |
| Select...   |
| Is the document an insurance certificate, or other                |
| <input type="checkbox"/> Insurance <input type="checkbox"/> Other |
| Does this document have an expiry date                            |
| <input type="checkbox"/> Yes <input type="checkbox"/> No          |
| <b>Complete</b>   |

Alternatively, select VIEW DETAILED CONTRACTOR PROFILE button on default dashboard, then select Uniq ID, then '+ Add' button to the right of the middle panel. Populate all mandatory (\*) fields and select 'Complete' to finish.

| Uniq ID   | Title                           | Location    | State                 | Document Status |      |               |             |        |        |   |                                |  |  |             |   |                            |  |  |             |
|---|---------------------------------|-------------|-----------------------|-----------------|------|---------------|-------------|--------|--------|---|--------------------------------|--|--|-------------|---|----------------------------|--|--|-------------|
| COM2092020  | Adelaide Contracting - 00000000 | Adelaide    | Contractor Completion | Outstanding     |      |               |             |        |        |   |                                |  |  |             |   |                            |  |  |             |
| Showing 1 to 1 of 1 results   |                                 |             |                       |                 |      |               |             |        |        |   |                                |  |  |             |   |                            |  |  |             |
| <p>Stage: <b>Contractor Completion</b><br/>Please provide the information required within the visible tabs.<br/>Once all relevant sections have been completed press the &gt; arrow button to request SkyCity approval.</p> <p>DOCUMENTATION WORKERS INDUCTION PERMIT TO WORK INCIDENTS &amp; HAZARDS SUB-CONTRACTORS CONTACTS</p> <p>Please complete all required documents below this section</p> <p>Insurances &amp; Documents <b>+ Add</b></p> <table border="1"><thead><tr><th>Link</th><th>Document type</th><th>Description</th><th>Expiry</th><th>Status</th></tr></thead><tbody><tr><td><a href="#">Click here to go to the Workers Compensation Insurance document</a></td><td>Workers Compensation Insurance</td><td></td><td></td><td>Outstanding</td></tr><tr><td><a href="#">Click here to go to the Public Liability Insurance document</a></td><td>Public Liability Insurance</td><td></td><td></td><td>Outstanding</td></tr></tbody></table> <p>Showing 1 to 2 of 2 results</p> <p>Page 1 of 1</p> |                                 |             |                       |                 | Link | Document type | Description | Expiry | Status | <a href="#">Click here to go to the Workers Compensation Insurance document</a> | Workers Compensation Insurance |  |  | Outstanding | <a href="#">Click here to go to the Public Liability Insurance document</a> | Public Liability Insurance |  |  | Outstanding |
| Link  | Document type                   | Description | Expiry                | Status          |      |               |             |        |        |   |                                |  |  |             |   |                            |  |  |             |
| <a href="#">Click here to go to the Workers Compensation Insurance document</a>   | Workers Compensation Insurance  |             |                       | Outstanding     |      |               |             |        |        |   |                                |  |  |             |   |                            |  |  |             |
| <a href="#">Click here to go to the Public Liability Insurance document</a>   | Public Liability Insurance      |             |                       | Outstanding     |      |               |             |        |        |   |                                |  |  |             |   |                            |  |  |             |

|   |
|---|
| Which company does this document relate to *                      |
| Select...   |
| What type of document do you wish to upload *                     |
| Select...   |
| Is the document an insurance certificate, or other                |
| <input type="checkbox"/> Insurance <input type="checkbox"/> Other |
| Does this document have an expiry date                            |
| <input type="checkbox"/> Yes <input type="checkbox"/> No          |
| <b>Complete</b>   |

**ADD WORKER**

## Add worker record

Select ADD WORKER button from default dashboard to display the input screen.

Select ‘+Add New’ button to the right of the screen to expand current screen.

Worker name\*  
Select from the list of available users or click the + button to add a new user  
Type here to search for people  + Add New

Which company does this worker work for?\*  
Select...

Is this worker aged 18 or older?\*  
 Yes  No

How will this worker be carrying out their services?\*  
Working on site performing physical (contractor) work on site

Profession/Service\*  
If you are unable to find the required profession or service then please speak to an administrator to have it added to the system.  
Select...

Required Documents  
These documents are determined based on the profession / service type selected. If any changes are required please contact your SkyCity Responsible Manager.  
Select...

Populate all mandatory fields (\*). When selecting Profession/Service, Donesafe will auto-populate Required Documents field for Worker upload (see Worker how-to Guide for Donesafe). Workers also include owners who are ‘on the tools’.

Worker name\*  
Select from the list of available users or click the + button to add a new user  
Add new worker

First Name\*   
First Name

Last Name\*   
Last Name

Email\*   
Email   
Please enter a valid mobile/landline phone number

Which company does this worker work for?\*  
Select...

Is this worker aged 18 or older?\*  
 Yes  No

How will this worker be carrying out their services?\*  
Working on site performing physical (contractor) work on site

Profession/Service\*  
If you are unable to find the required profession or service then please speak to an administrator to have it added to the system.  
Carpentry

Required Documents  
These documents are determined based on the profession / service type selected. If any changes are required please contact your SkyCity Responsible Manager.

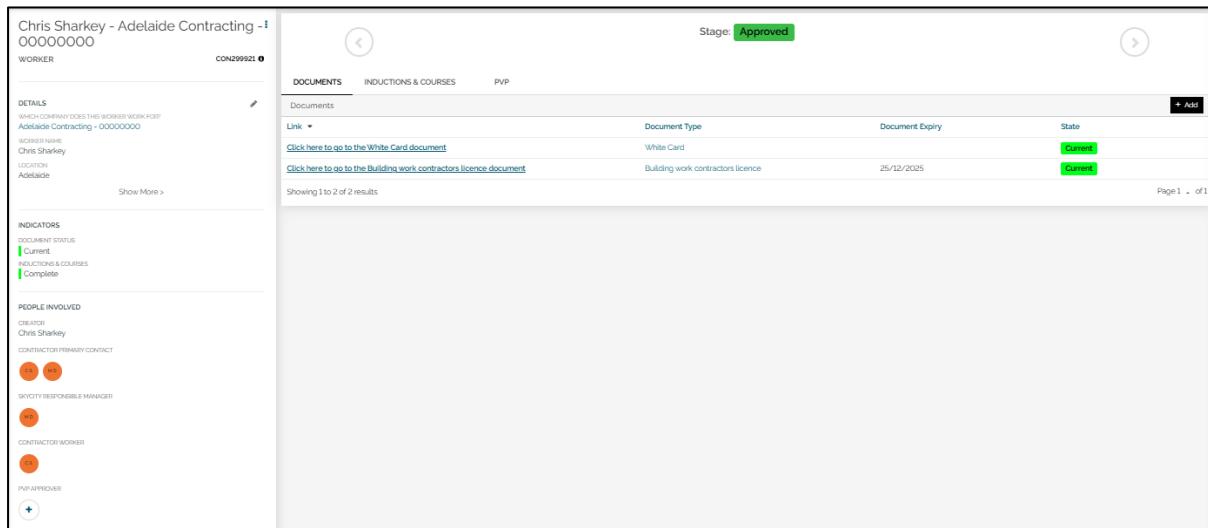
E-mail address entered is used to notify worker of: inductions required or expired; licences and tickets upload; being involved in or witnessing an incident; being a reporter of an incident, etc.

## Delete worker record

Given workers will depart from time to time, deleting workers from a company profile will be required. From the WORKERS tile, under 'Worker name', select the worker.

| WORKERS                     |                 |                      |          |  |
|-----------------------------|-----------------|----------------------|----------|--|
| Worker name                 | Document Status | Inductions & Courses | State    |  |
| Chris Sharkey               | Current         | Complete             | Approved |  |
| Showing 1 to 1 of 1 results |                 |                      |          |  |
| Page 1 of 1                 |                 |                      |          |  |

Worker profile view will appear. Select menu drop-down beside worker name.



Chris Sharkey - Adelaide Contracting - 1  
00000000  
WORKER CON209921 0

DETAILS  
WHO DOES THIS WORKER WORK FOR?  
Adelaide Contracting - 00000000  
WORKER NAME  
Chris Sharkey  
LOCATION  
Adelaide  
Show More >

INDICATORS  
DOCUMENT STATUS  
Current  
INDUCTIONS & COURSES  
Complete

PEOPLE INVOLVED  
CREATOR  
Chris Sharkey  
CONTRACTOR/PRIMARY CONTACT  
SAFETY RESPONSIBLE MANAGER  
CONTRACTOR WORKER  
PvP APPROVER

DOCUMENTS Stage: Approved

DOCUMENTS INDUCTIONS & COURSES PvP

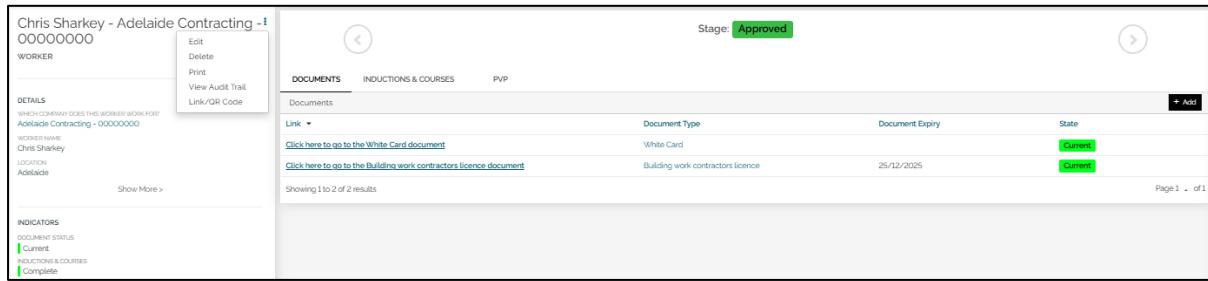
Documents

| Link   | Document Type                     | Document Expiry | State   |
|--|-----------------------------------|-----------------|---------|
| <a href="#">Click here to go to the White Card document</a>                        | White Card                        | 25/12/2025      | Current |
| <a href="#">Click here to go to the Building work contractors licence document</a> | Building work contractors licence | 25/12/2025      | Current |

Showing 1 to 2 of 2 results

Page 1 of 1

From the drop-down menu select 'Delete'.



Chris Sharkey - Adelaide Contracting - 1  
00000000  
WORKER

DETAILS  
WHO DOES THIS WORKER WORK FOR?  
Adelaide Contracting - 00000000  
WORKER NAME  
Chris Sharkey  
LOCATION  
Adelaide  
Show More >

INDICATORS  
DOCUMENT STATUS  
Current  
INDUCTIONS & COURSES  
Complete

DOCUMENTS Stage: Approved

DOCUMENTS INDUCTIONS & COURSES PvP

Documents

| Link   | Document Type                     | Document Expiry | State   |
|--|-----------------------------------|-----------------|---------|
| <a href="#">Click here to go to the White Card document</a>                        | White Card                        | 25/12/2025      | Deleted |
| <a href="#">Click here to go to the Building work contractors licence document</a> | Building work contractors licence | 25/12/2025      | Deleted |

Showing 1 to 2 of 2 results

Page 1 of 1

## Worker induction

Dashboard view of assigned worker induction below. Inductions are assigned at the time of adding a Worker.

| WORKERS                     |                 |                      |                   |
|-----------------------------|-----------------|----------------------|-------------------|
| Worker name                 | Document Status | Inductions & Courses | State             |
| Chris Sharkey               | Outstanding     | Outstanding          | Worker Completion |
| Showing 1 to 1 of 1 results |                 |                      | Page 1 ▲ of 1     |

Detailed view of assigned worker induction below.

| Inductions & Courses        |        |                                 |  |          |               |
|-----------------------------|--------|---------------------------------|--|----------|---------------|
| Uniq ID                     | Worker | Company                         | Course to complete                     | Stage    |               |
| IND299924                   |        | Adelaide Contracting - 00000000 | Standard Adelaide Contractor Induction | Assigned |               |
| Showing 1 to 1 of 1 results |        |                                 |  |          | Page 1 ▲ of 1 |

Upon worker completion of induction, the detailed view record indicates active.

| Inductions & Courses |        |                                    |  |        |  |
|----------------------|--------|------------------------------------|--|--------|--|
| Uniq ID              | Worker | Company                            | Course to complete                     | Stage  |  |
| IND298920            |        | SkyCity Test Account - 72082362061 | Standard Adelaide Contractor Induction | Active |  |

Administrator permissions allow addition of an induction to a worker profile.

|                             |   |
|-----------------------------|---|
| Worker*                     | Select..                                |
| Contractor Company*         | SkyCity Test Account - 72082362061      |
| Course to complete *        | Standard Adelaide Contractor Induction  |
| Course to be completed by * | 07/08/2025                              |
|                             | <input type="button" value="Complete"/> |

Worker induction notification is system-generated and will be sent to a worker's registered email address. NOTE: worker to check junk or spam folder in the event of email not received.

## Report an incident or hazard

From default dashboard select either REPORT AND INCIDENT or REPORT A HAZARD button to display the input screen.

|   |                           |   |
|---|---------------------------|---|
| <b>INCIDENTS</b><br>What is the name of the person affected: <input type="text"/> Incident Date & Time <input type="text"/> What happened<br>No Records Found | <b>REPORT AN INCIDENT</b> | <b>HAZARDS REPORTED</b><br>Date and time hazard was identified <input type="text"/> Hazard title <input type="text"/> State<br>No Records Found |
|   | <b>REPORT A HAZARD</b>    |   |

### Report an incident

Select REPORT AN INCIDENT, populate all required fields and select 'Complete'.

incident type\*  
Select...

Site location of the incident\*  
Adelaide

What area did the incident occur in.\*  
SCEG  
Australia  
ADL  
ADL Public Areas  
Type here to search for Organizations

ADL-999 - Patrons  
ADL Atrium  
ADL Escalator  
ADL External  
ADL Lift  
ADL Vestibule

Detailed description: what led to this incident, what factors were involved?\*  
Provide as much information as possible, what happened before, during and after the incident  
For example: "The team member was walking through the central aisle in the cafe, their hands were full of dirty plates, as they walked their shoe got caught on a raised piece of flooring, they fell dropping the plates and grazing their knee. The floor has been an issue for some time and a maintenance request has been logged."

Were there any witnesses to the incident? \*  
 Yes  No

Upload any relevant photos, videos or other documents  
Drop files here or click to upload

When was the incident first reported to a manager?\*  
If this is the first time the incident is being reported select today. If you are a manager completing this report when did the team member first tell you of this injury/illness?  
Select Date and Time  +09:30  Australia/South

Is the person affected the person who is also completing this report?\*  
 Yes  No

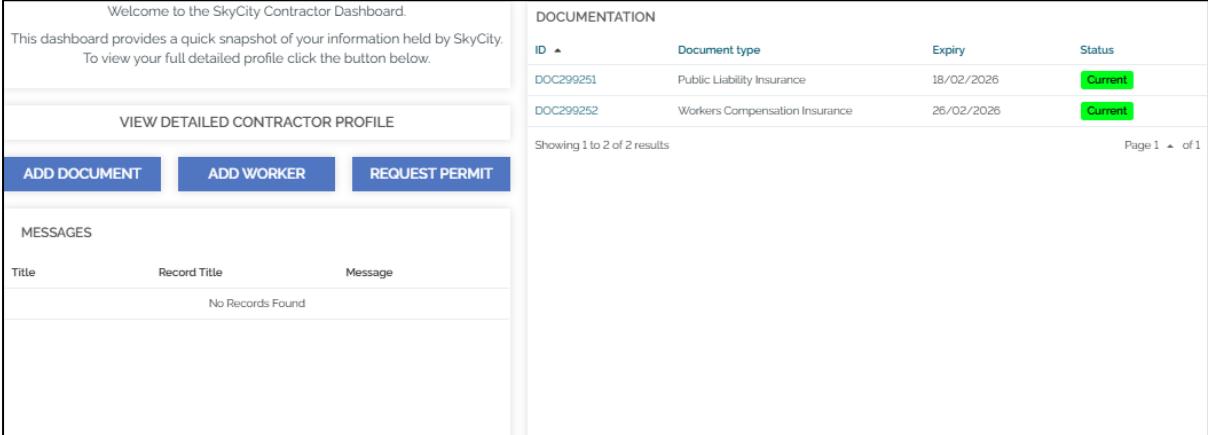
**Complete**

### Report a hazard

Select REPORT A HAZARD, populate all required fields and select 'Complete'.

## Request a permit to work

From default dashboard select REQUEST PERMIT button to display the input screen.



Welcome to the SkyCity Contractor Dashboard. This dashboard provides a quick snapshot of your information held by SkyCity. To view your full detailed profile click the button below.

**VIEW DETAILED CONTRACTOR PROFILE**

**ADD DOCUMENT** **ADD WORKER** **REQUEST PERMIT**

**MESSAGES**

| Title            | Record Title | Message |
|------------------|--------------|---------|
| No Records Found |              |         |

DOCUMENTATION

| ID        | Document type                  | Expiry     | Status  |
|-----------|--------------------------------|------------|---------|
| DOC299251 | Public Liability Insurance     | 18/02/2026 | Current |
| DOC299252 | Workers Compensation Insurance | 26/02/2026 | Current |

Showing 1 to 2 of 2 results

Page 1 of 1

Populate all mandatory fields (\*) in the view below.



**Site location of proposed work:** \*  
Adelaide

**Who is completing this permit request:** \*  
SkyCity Employee  Contractor

**Type of proposed work:** \*  
Select...

**Specific location of proposed works:** \*

**SkyCity Responsible Manager:** \*  
The person within SkyCity who has initiated, or is responsible for authorising the work to be completed.  
Type here to search for people

**Define Scope of Works:** \*

Selecting 'Contractor' will provide a new view as indicated in screenshot over page.

For the purpose of an example, 'Cold works (for isolation only)' permit type has been selected. Ensure correct permit type is selected for the works proposed.

Populate all mandatory fields (\*) in the view over page.

Site location of proposed work.\*  
Adelaide

Who is completing this permit request.\*  
SkyCity Employee  Contractor

Details of the person submitting this request.\*  
This person will be allocated as the 'work supervisor' and will be required to provide additional information about the works to be undertaken in the next steps.  
Chris Sharkey (yourself)

Company name.\*  
Adelaide Contracting - 00000000

Type of proposed work.\*  
Cold works (or isolation only)

Are any essential service isolations required to complete this work?\*  
Select yes if isolation of gas, water, electricity, fire protection or RF systems is required to complete this work.  
Yes  No

Specific location of proposed works.\*

Do you have a works order or purchase order number for this job?  
Yes  No

Work Order Number.\*

SkyCity Responsible Manager.\*  
The person within SkyCity who has initiated, or is responsible for authorising the work to be completed.  
Type here to search for people

Date / time permit is required from.\*  
The Permit requestor must notify the Permit Issuer at least 7 days before the intended work start time, noting that while urgent or emergency permit requests may be considered, the Permit Issuer reserves the right to refuse issuance.  
Select Date and Time

Date / time permit is required until.\*  
Select Date and Time

Define Scope of Works.\*

After submission, if you have an existing account you will be able to continue and provide additional information about hazards/risks relating to the proposed work. If you do not have an account the SkyCity responsible manager will contact you to complete next steps and authorise the work.