

Port Security Work Instruction	
Tour Group Access	SEC_WI_009

1. PURPOSE

To provide guidance on requirements when arranging tour groups within Port of Newcastle operational areas. This work instruction ensures that Port of Newcastle maintains compliance to relevant legislation as listed in section 3 in relation to controlling access to sites.

2. SCOPE

Tour groups requiring access to any wharf area or adjacent land operated and/or controlled by PON.

3. REFERENCES

Customs Act 1901 & Customs Regulation

Maritime Security Plans

Maritime Transport and Offshore Facilities Security Act and Regulations 2003

SEC_FM_032 Tour Group Details

4. RESPONSIBILITIES

This work instruction applies to any PON employee, tenant or licensee proposing to conduct a tour group within those areas defined in the scope.

5. PROCEDURE

5.1. Pre-tour Approval

Any person arranging a tour group must email the details of the tour using SEC_FM_032 to berthoperations@portofnewcastle.com.au at least three working days prior to the tour.

The details are to include:

- Date and time of tour;
- Specific locations of the tour and if access onto wharf areas is required;
- Any operational activities that specifically need to be viewed if any;
- Whether persons need to alight the transport and if so where;
- If any media will be attending;
- Vehicles being used e.g. Bus or private vehicles
- The name of the inducted person that will be acting as the tour guide.

The Operations Supervisor, Security and Inductions Officer or Cargo Logistics Manager will review the information and provide approval including any guidance or operational restrictions for the proposed date and time.

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5.2. Identification

Each person's identification must be sighted and recorded on entry to site. In order to achieve this efficiently for a tour group the group organiser must provide the following on SEC_FM_033:

- A list of each person on the tour (excluding any bus driver). The list needs to include the following details:
 - Full Name
 - The Form of photo identification that will be used by the person on arrival. This must be a government issued document and include the persons full name, address and date of birth (e.g. drivers licence).
 - Unique identifier on the identification (e.g. drivers licence number)

This list must be emailed to berthoperations@portofnewcastle.com.au at least one business day prior to the tour commencement time.

The approver will then forward to the relevant gatehouse and discuss any relevant restrictions/conditions with the security guard.

5.3. Access to site

- On arrival at the security gate, the security guard will check each person's original identification against the attendees list.
- Any person that is not on the list will have their information recorded and added to the list at the time of entry by the security guard.
- Any person that does not hold photo identification will not be permitted entry.
- Personal Protective Equipment (PPE) will only be required if persons alight the transport beyond the security gate. If this is required it is the responsibility of the tour organiser to source appropriate PPE prior to arrival.
- Security will sign any bus driver in as a visitor and record the induction card number of the inducted person escorting the group.
- On departure from site, Security will record exit time of group, scan and email the list to the Security and Induction Officer for filing.

6. FORMS

- Tour Group Approval Form SEC_FM_032
- Tour Group Attendees Form SEC_FM_033