Partnering in growth, connecting people and supporting potential

PORT NOTICE

Access Control & Security Management

PN/027

OPS-LEG-27

General Manager, Operations

Uncontrolled Copy When Printed

Partnering in growth, connecting people and supporting potential

PREFACE

This Port Notice is issued pursuant to Section 57 of the *Ports Management Act 2015 (NT).*

Darwin Port (DP) maintains a Maritime Security Plan and Security Management System. Access control measures are documented and communicated to all through the DP Induction process and on the DP website.

SCOPE

This Port Notice applies to all employees and port users accessing or operating within East Arm Wharf or Fort Hill Wharf.

DEFINITIONS

Term	Definition
DP	Darwin Port
EAW	East Arm Wharf
Enforcement Officer	A DP employee appointed as a port enforcement officer under section 24 of the *Ports Management Act 2015*
FHW	Fort Hill Wharf
GMO	The DP employee appointed as General Manager Operations or his assigned deputy during times of absence from work.
Induction	Safety, Environment and Security induction detailing conditions of entry and expectations for DP Facilities, completed prior to being granted access to these facilities.
Induction Certificate	Certificate issued on completion of the DP Induction
NT	Northern Territory
Operational Need	The justification of access requirements to DP facilities.
PSO	The DP employee appointed as Port Security Officer - position as defined in the Maritime Transport & Offshore Facilities Security Act 2003
Photo ID	A valid, Government issued Photographic identification.
Port Pass	Access card issued to port users by DP after completion of the DP induction and proof of operational need is established.
Port User	Any or all of DP's employee's, agents, representatives, contractors, customers and tenants and all their employees, contractors and any other person holding a valid port pass or visitor ass or any person accessing EAW or FHW.
SMLOS	The DP employee appointed as Senior Manager Landside Operations and Security
Vehicle	A machine that transports people or cargo on land and includes mobile plant, cars, motorbikes, trucks, buses or coaches, golf carts and gators. For this Port Notice, a vehicle excludes pushbikes, which are prohibited from being ridden within EAW or FHW.
Visitor Access Pass	Access pass issued to non-working visitors to a DP facility

Uncontrolled Copy When Printed

Partnering in growth, connecting people and supporting potential

DIRECTION

All DP facilities operate in accordance with the Maritime Transport and Offshore Facilities Security Act 2003.

Darwin Port Online Induction

All port users entering EAW or FHW are required to complete a DP online induction prior to entry. Failure to do so may result in refusal of access to site. Port users should refer to the DP website to register for the online induction - DP Online Induction System.

Employer Requirements

Employers must declare that the inductee registered for the online induction is a current employee who can demonstrate an operational need to gain access to EAW or FHW. Employers must ensure all inductees follow any direction given by DP whilst on site and ensure their employees have personally completed their registered online induction. The employer will undertake to comply with all conditions of entry set out in the DP induction process and on the DP website and must follow all reasonable directions or requests from a DP representative to ensure their employee's activities do not cause any adverse consequences for the safety, environment, security or operational management of the site.

Employee Requirements

The online induction must be completed by the registered inductee. The inductee must read, understand and comply with all conditions of entry and must follow all reasonable directions or requests from a DP representative as set out in the DP induction process and on the DP website to ensure that there are no adverse consequences to the safety, environment and security at the site.

Port Entry

Entry into EAW and FHW is controlled via an access control system. Access will be granted to EAW and/or FHW based on either a:

- valid port pass;
- one-month induction certificate with photo ID; or
- visitor access pass with photo ID.

Uncontrolled Copy When Printed

Partnering in growth, connecting people and supporting potential

Valid Port Pass

Port Pass holders must:

- be responsible for maintaining the security of their valid port pass;
- report a lost or stolen port pass to DP immediately;
- ensure their port pass is not accessible to, or used by, others to gain unauthorised entry to EAW or FHW;
- swipe their port pass on entry and exit to EAW and FHW and ensure all accompanying passengers do the same;
- Always carry and be able to present their valid port pass whilst at EAW and FHW;
- seek approval for all visitors prior to arrival via an email to security@darwinport.com.au
- ensure they escort their authorised visitors whilst at EAW or FHW; and
- not facilitate unauthorised access.

One Month Induction Certificate with photo ID

One-month induction certificate holders will not receive a port pass. However, certificate holders remain subject to all valid port pass conditions (as listed above) and in addition are required to present a valid government issued photographic ID on entry to EAW or FHW.

Visitor Access Pass (no work permitted)

A visitor access pass will be issued to personnel who have a valid reason to enter EAW or FHW. EAW visitors are not permitted to conduct work. Prior approval must be arranged, and visitors must always be escorted by a valid port pass holder.

General

All port passes and induction certificates remain the property of DP.

Any person carrying an invalid/expired port pass or certificate will be denied access to EAWFHW DP facilities; it is the responsibility of the port user to ensure their access is valid.

DP reserves the right to remove persons from its facilities if it is found their actions or anticipated actions may cause a safety, environment, security or operational incident. A DP Enforcement Officer may, at any time, confiscate a port pass or certificate.

PENALTIES

A breach of the conditions set out in this Port Notice may result in refusal of entry or removal from site with an investigation and subsequent appropriate penalty applied from the table below:

First (1)	Warning letter and re-completion of the DP online induction
Second (2)	Seven (7) days suspension of entry privileges and re-completion of the DP online induction
Third (3)	Suspension of entry privileges to EAW and/or FHW

Uncontrolled Copy When Printed

Partnering in growth, connecting people and supporting potential

NON-COMPLIANCE

Darwin Port reserves the right to remove persons from its facilities if it is found their actions or anticipated actions may cause a safety, environment, security or operational incident. A Darwin Port Enforcement Officer may, at any time, confiscate a port pass or certificate.

REVIEW STATEMENT

This direction will be reviewed biennially by the Port Management Officer.

REFERENCE LEGISLATION

- *Ports Management Act 2015 (NT)*
- *Maritime Transport and Offshore Facilities Security Act 2003 & Regulations*
- Darwin Port Maritime Security Plan
- Darwin Port Security Procedures



PETER DUMMETT
Chief Executive Officer
Port Operator
24th September 2026

Uncontrolled Copy When Printed