

Access Control & Security Management

Port Notice

PN/027

Work Safe. Live Safe.

VERSION CONTROL

VERSION	DATE	POSITION	NAME	REASON FOR CHANGE
0.1	10/08/2020	SMLO&S	Wayne Bodkin	Initial Version
0.2	10/08/2020	GML	Sarah-Jane Archdale	Legal Review
0.3	21/08/2020	GMO	Ian Niblock	Contents Review
1.0	08/10/2020	CEO	Darren Lambourn	Approval

Revision no:	1.0	Review date:	20/08/2020	Reviewed by:	SMLO&S	PN/027
Issue date:	08/10/2020	Next review:	20/08/2022	Approved by:	CEO	Page 2 of 5

1. TITLE

Access Control and Security Management.

2. REFERENCE LEGISLATION

Ports Management Act 2015
Maritime Transport and Offshore Facilities Security Act 2003 & Regulations
Darwin Port Maritime Security Plan
Darwin Port Security Procedures

3. SCOPE

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

4. PREFACE

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

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

5. DIRECTION

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

5.1 Darwin Port Online Induction

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

5.2 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 East Arm Wharf or Fort Hill Wharf. Employers must ensure all inductees follow any direction given by Darwin Port whilst on site and ensure their employees have completed their registered online induction. The employer will undertake to comply with all conditions of entry set out in the Darwin Port induction process and on the Darwin Port website and must follow all reasonable directions or requests from a Darwin Port representative to ensure their employee's activities do not cause any adverse consequences for the safety, environment, security or operational management of the site.

Revision no:	1.0	Review date:	20/08/2020	Reviewed by:	SMLO&S	PN/027
Issue date:	08/10/2020	Next review:	20/08/2022	Approved by:	CEO	Page 3 of 5

5.3 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 Darwin Port representative as set out in the Darwin Port induction process and on the Darwin Port website to ensure that there are no adverse consequences to the safety, environment and security at the site.

5.4 Port Entry

Entry into East Arm Wharf and Fort Hill Wharf is controlled via an access control system. Access will be granted to East Arm Wharf and/or Fort Hill Wharf on the basis of either a:

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

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 Darwin Port immediately;
- ensure their port pass is not accessible to, or used by, others to gain unauthorised entry to East Arm Wharf or Fort Hill Wharf;
- swipe their port pass on entry and exit to East Arm Wharf and Fort Hill Wharf and ensure all accompanying passengers do the same;
- Always carry and be able to present their valid port pass whilst at East Arm Wharf and Fort Hill Wharf;
- seek approval for all visitors prior to arrival via an email to security@darwinport.com.au
- not always facilitate unauthorised access and escort all visitors whilst at East Arm Wharf or Fort Hill Wharf; 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 East Arm Wharf or Fort Hill Wharf.

Visitor Access Pass (no work permitted)

A visitor access pass will be issued to personnel who have a valid reason to enter Fort Hill Wharf or East Arm Wharf. 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 Darwin Port.

Revision no:	1.0	Review date:	20/08/2020	Reviewed by:	SMLO&S	PN/027
Issue date:	08/10/2020	Next review:	20/08/2022	Approved by:	CEO	Page 4 of 5

Any person carrying an invalid/expired port pass or certificate will be denied access to East Arm Wharf and Fort Hill Wharf. It is the responsibility of the port user to ensure their access is valid.

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

6. 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 Darwin Port online induction
Second (2)	Seven (7) days suspension of entry privileges and re-completion of the Darwin Port online induction
Third (3)	Suspension of entry privileges to East Arm Wharf or Fort Hill Wharf

7. REVIEW STATEMENT

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



DARREN LAMBOURN
Port Operator
8 October 2020

Revision no:	1.0	Review date:	20/08/2020	Reviewed by:	SMLO&S	PN/027
Issue date:	08/10/2020	Next review:	20/08/2022	Approved by:	CEO	Page 5 of 5