



*The introduction of the New Zealand Maritime Security Act 2004 and regulations has placed a number of responsibilities and requirements on all who wish to enter those ports that service international shipping. The access requirements as applicable to the Port Otago facilities at Port Chalmers, Ravensbourne, and Dunedin are as follows:*

### **ACCESS, VISITOR, AND ID REQUIREMENTS:**

1. Rail and road operators, contractors, shipping and stevedoring representatives, and Government Agencies who require access to the port on a regular basis to conduct their business can apply to be entered on the Port Otago Authorised Access List. Visits under this category do not need to be scheduled ahead of the call provided the lowest security level (MARSEC level 1) is in effect. Upon arrival at the port, ID detail will be checked against the record held. **IF NO RECORD IS HELD ENTRY TO THE PORT WILL BE DENIED.** It is the responsibility of the companies and agencies involved to ensure all records are kept up to date. Contact detail is at item 19 below.
  - Passengers travelling with any of the above persons cannot enter the port unless arrangements have been made ahead of the call.
2. All other visitors to the port must schedule their call in advance and advise their form of ID and the number. If these procedures are not followed entry will be denied until the visit need has been verified and a host sponsor finalised.
3. Ships agents are to ensure crew, passenger, and supernumerary lists have been provided to Port Otago ahead of the vessel call, and that all concerned carry with them original photo ID that can be checked against this list. Photocopy of ID detail will not be accepted. **ATTENTION is also drawn to the requirement that contractors and other visitors requiring access onboard a ship, must ensure this is arranged through the ships agent – ahead of the call.**
4. Stevedores must ensure a list of all staff working in a particular area, or on a ship, is provided to both Port Otago and to the ship, ahead of the call or requirement. Staff must

carry and show acceptable ID as required in accordance with the list. This requirement also applies to linesmen. Entry will be denied if these procedures have not been followed.

5. All vendors and proveedores bringing in supplies to a ship must:
  - Prearrange the call, advise the vehicle registration number, advise the driver and any passenger ID detail, advise the content on what is being delivered, and provide a Customs Export Form if the goods carried exceed NZ\$1000 in value.
6. All tour groups visiting the port must be pre-arranged and a list containing the names and ID detail provided ahead of the call. The group must be escorted and under the control of a Port Otago employee at all times. All children under the age of 16 years must have a parent or caregiver present, or be part of a recognised school group with a teacher and parent helpers in charge.

***All signs at the entry points must be adhered to. It is important to note that as a condition of entry to the port facilities all vehicles, packages, bags etc, will be subject to inspection. Failure to consent to these security measures will result in access being denied.***

#### **IDENTIFICATION REQUIREMENTS:**

7. All people entering Port Otago facilities must be able to produce acceptable identification. Where doubt exists the Port Facility Security Officer or assistant should be consulted.
8. Acceptable Identification – which must be in the form of a tamper proof card, will contain the cardholder's full name, the issuing authority name, a photograph, and a reference number.
9. Examples are:
  - A driver's licence issued by the Director of Land Transport Safety
  - ID issued by a NZ Government Department or Agency
  - Military identification card
  - Valid passport
  - Port Otago Ltd staff ID
  - C3 staff ID
  - Port Chalmers Cargo Services staff ID
  - Labour Organisation ID
  - Recognised Company ID
  - Seafarer's identity document.

## ACCESS CONTROL

10. All visitors will report to:
  - The Port Otago Ltd reception area main administration building at Port Chalmers.
  - The Gatehouse, main entrance Container Terminal, Port Chalmers.
  - Security Guards on duty at the Ravensdown Fertiliser Wharf, LPG Terminal, Leith Wharf, Oil Wharf, X/Y Wharf, and T/U wharf.
11. All persons will be checked against the records held, and times in and out logged.
12. At Port Chalmers visitors will be issued with a Visitors Card, which must be returned after the call has been completed. The Health and Safety rules and security requirements are contained on this card.
13. Note all bags and packages are subject to voluntary inspection. If this is not agreed to then entry will be denied.
14. Firearms, ammunition, and explosive devices are prohibited in the port security zone. Unless special arrangements have been made entry will be denied to any person found with these in their possession and the matter will be referred to the Police.

## VEHICLE ACCESS CARDS:

15. Vehicle access cards may be issued to regular callers to the log storage area, or the warehouses at Back Beach and Macandrew Road.
  - At times vehicle access cards may be issued to contractors working in other areas such as the Container Terminal.
16. All such cards are issued to the vehicle, which means the driver ID detail must appear on the Port Otago Authorised Access List. The company must keep this detail up to date, and if any passengers are to be carried in the vehicle the information must be advised ahead of the visit.
17. Should any vehicle access card be misused, or the driver or passenger is not on the authorised access list, or the driver or passengers refuse to co-operate with any audit being undertaken, then all such cards will be deactivated.

**HEALTH AND SAFETY:**

18. All entry to the port is subject to Health and Safety requirements both for Port Otago Ltd and any other operator working in the port such as C3. The contact for this is as follows:
- Port Otago Ltd. Mr John Howes Direct Dial 03 479 9797
  - C3. Mr Mark Henderson – phone 03 / 472 7002

**SECURITY OFFICER CONTACTS:**

19. Any request for access or other security information should be directed to:
- The Port Facility Security Officer:  
**Mr Jim Binnie**  
Phone: 03 / 472 9702  
Email: [Tbinnie@portotago.co.nz](mailto:Tbinnie@portotago.co.nz)  
Urgent matters: mobile 021 2298 810
  - The Assistant Port Facility Security Officers:  
Mr **Geoffrey Robinson**  
Phone: 03 / 9860  
Email: [grobinson@portotago.co.nz](mailto:grobinson@portotago.co.nz)  
Urgent matters: mobile: 021947984
  - OUTSIDE OFFICE HOURS PLEASE CONTACT THE HARBOUR CONTROL AND SECURITY CENTER (24 HOUR SERVICE) as follows:  
Phone: 03 / 472 9882  
Fax: 03 / 472 9712.

***AUTHORISED ACCESS LIST***

For those requiring regular access to the Port Otago facilities at Port Chalmers and Dunedin.

Company Name	Staff Name	ID Type	ID Number

Authorised by (name and designation)

Company Name \_\_\_\_\_

Signature.....

Address \_\_\_\_\_  
 \_\_\_\_\_

Name .....

Phone \_\_\_\_\_

Designation .....

Fax \_\_\_\_\_

Date .....

Email \_\_\_\_\_