

22 Jan. 16

Port Otago Security for Cruise Vessels only.



Updated 17th August 2015

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 and Dunedin for all Cruise Ship Visits are outlined below.

APPLICATION FOR SECURITY ACCESS LIST MUST BE RENEWED EACH YEAR STARTING AT THE BEGINNING OF SEPTEMBER

1. All operators seeking access into the port for Cruise Season are to provide the following information. (Forms are available on our website www.portotago.co.nz under Cruiseship Security and can be emailed to cruiseshipsecurity@portotago.co.nz or fax to 03 472 9712)

- Company name and Contact detail
- Each person's full name, ID Type, ID Number. (In Alphabetical Order of Surnames), all I.D's must be tamper proof. Do not send Photocopies of Drivers' Licences
- Do not forget Tour Guides and
- Vehicle Registration number, (Rego Numbers do not have to relate to the person driving the vehicle)

2. List of authorised Identification

- A valid driver's licence issued by Land Transport Safety or valid Overseas Drivers Licence (NOT International) providing they have been issued by a state or central government authority
- A valid passport
- A valid identification card issued by a New Zealand government agency or New Zealand Defence Force
- A seafarer's identity document issued by a contracting government
- An identification credential issued by a recognised company, union or trade association
- Any other form of identification approved by the Chief Executive of Maritime New Zealand
- a credit card with photo
- valid 18+ Identification Card 'Evidence of Age Document'.

NOTE: TEMPORARY DRIVERS LICENCES/EXPIRED I.D's ARE ILLEGAL for the purposes of Identification and access on to the Port.

3. Those not on the Authorised Access List or the Ship's Visitors List will not be permitted entry.

4. **Private Pre-Booked Tours** - (Pre-booked tours will only be permitted on to the wharf area as operational requirements dictate)

- Information required for entry includes the Drivers Name, tour group indicate approx. numbers in brackets, or parties' name and pickup time.

22 Jan. 16

Port Security (cruiseshipsecurity@portotago.co.nz) is to be advised by;

- 1500 on the last working day before ship arrival i.e. if vessel arrives at 0700 on Sat/Sun/Mon then the detail is required by 1500 Friday.
- Detail for holiday periods is also required by 1500 on the last working day.
- Receipt of the above information outside these times may result in port entry being denied.

5. Private operators without arranged tours/customers – (will not be allowed into the port area unless arranged through the I Site and the conditions of para 1. have been complied with).

6. Official Cruise Ship Contracted Vehicles - Only those vehicles contracted to the cruise ship and its representatives will be allowed on to the wharf 30 minutes prior to uplift and set-down passengers or crew as required. All such tours must be notified to Port Security before ship's arrival and have the tour number clearly displayed on assigned vehicles. .All drivers/guides names must be provided to Port Otago Security as per para 1.

7. Arrival/Departure Times for Private Operators - Buses/Tour Operators' Vehicles arriving to pick up passengers at a scheduled departure time should not be earlier than 15 minutes before scheduled pickup time. All operators' vehicles arriving early should wait outside the port area; otherwise they will be turned away.

- All operators are to depart the wharf area once they have picked up their assigned customers or at their time of agreed departure
- **All pickups for Private Tour Operators will be from Beach St wharf including when 2 vessels are berthed at Port Chalmers**, unless this changes for specific operational reasons, or as directed by security staff you will be advised.

8. Taxis – Only persons authorised by the Taxi Company will be allowed access to the wharf. No individual taxi driver requests will be accepted. Access onto the wharf to drop off passengers will only be allowed if the driver is on the Ports Access list.

9. As a condition of entry to Port Otago Limited Wharf Areas, your vehicle or any bags you are carrying in may be subjected to a random search by the security staff. Failure to comply with this request by security staff will result in entry being denied.

10. Active private retailing is not permitted on Port Otago Property

- Operators without authorization, found retailing within Port Otago property will have their entry rights revoked and trespass orders may-be issued.
- All operators must conduct the business for which they have advised Security as Reason for entry to the Port. I.e. Taxi/Private Operator/Tour Agent etc. no changing from one business operation to another.

11. Port Security Officers' Details

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