

# Port Security Form



Group Approval Form

SEC\_FM\_032

All Groups (any group of persons greater than will fit in a sedan) on PON managed sites must be authorised. This ensures the activity is managed according to PON safety requirements and legislative obligations. *(Refer to SEC\_WI\_009 Group Access for further details)*

Please complete the below and email to [berthoperations@portofnewcastle.com.au](mailto:berthoperations@portofnewcastle.com.au) for approval at least three working days prior to activity.

Name of person seeking approval for the Group:			
Date of Activity:		Time of Activity:	
Location/s:			
Type & number of vehicles being used:			
What is the purpose of the group access:			
Is access required onto operational wharf areas:			
Are there any specific operational activities that need to be viewed? Please detail:			
Will the Group remain within the vehicle at all times:			
If No, please detail specific location where attendees will alight the vehicle:			
Will there be any media attending: <i>(Senior Manager Corporate Communications approval required)</i>			
Approximate number of persons attending:			
Name of inducted person/s acting as escort:			
Any other relevant information not detailed above:			

PON Approver to complete:

Group Approval: \_\_\_\_\_  
*(Signature of approver)* *(Position/Title)*

**Additional conditions/restrictions imposed:**

\_\_\_\_\_  
 \_\_\_\_\_

- . Approver to send completed form to: Organizer, Gatehouse, Wharf Officer & Berth Operations
- . Approver to send to other parties as relevant (Internal, Stevedores, Licensees, regulators etc)

Organizer to complete SEC\_FM\_033 Tour Group Attendees following receipt of this Approval